

CITY OF HAYSVILLE

Agenda

March 26, 2012

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Elizabeth Cummings, Resurrection Evangelical Lutheran Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. Presentation of Proclamation – Child Abuse Prevention Month 2012
- B. Public Hearing to Consider a Vacation Request of Platted Street Right-of-Way – N. Jane, Paradise Valley.
- C. Public Hearing to Consider Vacation Request of Platted Building Setback – Lot, Blk B, Paradise Valley (624 Hemphill)

PRESENTATION AND APPROVAL OF MINUTES

- A. Minutes of March 12, 2012

ITEM #1 CITIZENS TO BE HEARD

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements

ITEM #5 OTHER BUSINESS

- A. Consideration of Insurance Renewal – Presentation by Tony Madrigal
- B. Consideration of Final Plat for Prairie Trail Cowboy Church Addition, Sedgwick County, Kansas

- C. Agreement With Haysville Swim Club For Use of Dewey Gunzelman Memorial Swimming Pool for Summer of 2012
- D. Agreement With Haysville Heat Baseball Team to Use Plagens-Carpenter Sports Complex for Summer 2012
- E. Consideration of Changes to the Pool Manual
- F. Consideration of Real Estate Purchase – 240 S. Main
- G. Consideration of Mower Trade-In Proposal
- H. Consideration of Public Defender Appointment
- I. Consideration of Changes to the Personnel Manual

ITEM #6 OLD BUSINESS

ITEM #7 DEPARTMENT REPORTS

- A. City Clerk – Janie Cox
- B. Governmental Services – Carol Neugent
- 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 March

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

A. Council Action Request Update

B. Council Concerns Update

C. New Council Concerns

ITEM #14 ADJOURNMENT

Child Abuse Prevention Month 2012 Proclamation

Whereas, National Child Abuse Prevention Month will be recognized throughout the United States during April, 2012;

Whereas, preventing child abuse and neglect is a community problem that depends on involvement among people throughout the community;

Whereas, child maltreatment occurs when people find themselves in stressful situations, without community resources, and don't know how to cope;

Whereas, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community;

Whereas, child abuse and neglect can be reduced by making sure each family has the support they need to raise their children in a healthy environment;

Whereas, child abuse and neglect not only directly harm children, but also increase the likelihood of criminal behavior, substance abuse, health problems such as heart disease and obesity, and risky behavior such as smoking;

Whereas, all citizens should become involved in supporting families in raising their children in a safe, nurturing environment;

Whereas, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community;

Whereas, together we can strengthen families and prevent child abuse right from the start;

Now, Therefore, I, **Mayor, Ken Hampton** do hereby proclaim April as Child Abuse Prevention Month in **Haysville, Kansas** and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse, thereby strengthening the communities in which we live.


Signed _____

MEMORANDUM

To: The Honorable Mayor Ken Hampton
City Council Members

From: Planning/Community Relations Coordinator Jeana Morgan

Subject: Vacation of Platted Street Right-of-Way

Date: March 23, 2012

At the March 22, 2012 meeting the Haysville Planning Commission considered a vacation of a portion of platted street right-of-way setback located on N. Jane Street, Paradise Valley, Haysville, Sedgwick County, Kansas. The following action was taken on this matter:

Motion by Schneiter

Second by Roggenbaum

I would move we recommend approval of the vacation of platted street right-of-way located on N. Jane Street.

Conger yea, Grether yea, Kates yea, Parton yea, Roggenbaum yea, Schneiter yea, Wethington yea, and Wiley yea.

Motion carried.

This item is now before you for your consideration.

Jeana M. Morgan, Coordinator
Planning/Community Relations

Staff Report

Vacation of Platted Street Right-of-Way

APPLICANT/AGENT:

City of Haysville

REQUEST:

Vacation of platted street right-of-way as follows: That part of Jane Street as platted in Paradise Valley, Haysville, Sedgwick County described as Jane Street from the North right-of-way of Hemphill Street to the North boundary of said Paradise Valley. The West line of which being coincident with the East line of Lot 9, Block B in the Paradise Valley and the East line of which being coincident with the West line of Reserve "A" in said Paradise Valley.

LOCATION:

N. Jane Street, Haysville, Kansas. (See also, Map)

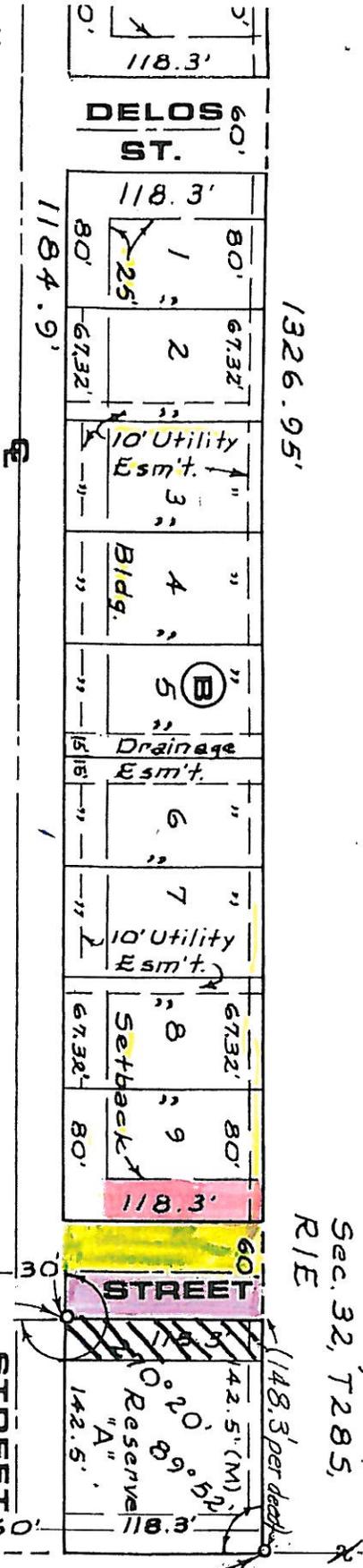
BACKGROUND:

The applicant is requesting a vacation of a portion of the platted street right-of-way. Jane Street was platted as providing access to property north of the Paradise Valley plat, however, the platting of River Forest 2nd has eliminated the ability of North Jane Street to continue north. Vacation of the 60' right-of-way will revert 30' of land to the adjacent property owner to the east (Lot 9, Block B - 624 Hemphill) and 30' to the adjacent property owner to the west (West 25' of Reserve "A").

The property owner of Lot 9, Block B has spoken in favor of the increased property acquisition. The City of Haysville currently owns the West 25' of Reserve "A".

A 30' drainage and utility easement was recently dedicated on the west 30' of right-of-way to be vacated. This was done to protect existing water utilities and drainage.

3E VA TICK COUN



1326.95'

Sec. 32, T285, R1E

at of PARADISE VALLEY has been submitted to and approved by the Haysville Planning Commission, Haysville, Kansas, and is hereby transmitted to the City of the City of Haysville, Kansas, this 21st day of May,

HAYSVILLE PLANNING COMMISSION
HAYSVILLE, KANSAS

John Stein
Secretary

George Rosendale
George Rosendale, Chairman

62.5'	62.0'	"	143.03'	62.0'	61.7'
Utility Esm't.	4	3	2	1	Reserve "B"
5	143.68'	"	143.47'	142.81'	142.6'
	62.0'	"	143.25'	62.0'	Reserve "A"
	62.5'	"	"	62.0'	142.5'

3. In justice to the petitioner(s), the prayer of the petition ought to be granted.
4. No written objection to said vacation has been filed with the City Clerk by any owner or adjoining owner who would be a proper party to the petition.
5. The vacation of the platted street right-of-way described herein should be approved.

IT IS, THEREFORE, BY THE CITY COUNCIL, on this 26th Day of March, 2012, ordered that the above-described platted street right-of-way is hereby vacated. IT IS FURTHER ORDERED that the City Clerk shall certify a copy of this order to the Register of Deeds of Sedgwick County.

Ken Hampton, Mayor

ATTEST:

Janie Cox, City Clerk

Approved as to Form:

City Attorney –

by Alison McKenney-Brown

MEMORANDUM

To: The Honorable Mayor Ken Hampton
City Council Members

From: Planning/Community Relations Coordinator Jeana Morgan

Subject: Vacation of Platted Building Setback

Date: March 23, 2012

At the March 22, 2012 meeting the Haysville Planning Commission considered a vacation of a 25' platted building setback located on Lot 9, Block B, Paradise Valley, Haysville, Sedgwick County, Kansas. The following action was taken on this matter:

Motion by Conger

Second by Schneiter

I would move we recommend approval for the vacation of a 25' platted building setback.

Conger yea, Grether yea, Kates yea, Parton yea, Roggenbaum yea, Schneiter yea, Wethington yea, and Wiley yea.

Motion carried.

This item is now before you for your consideration.

Jeana M. Morgan, Coordinator
Planning/Community Relations

Staff Report

Vacation of Platted Building Setback

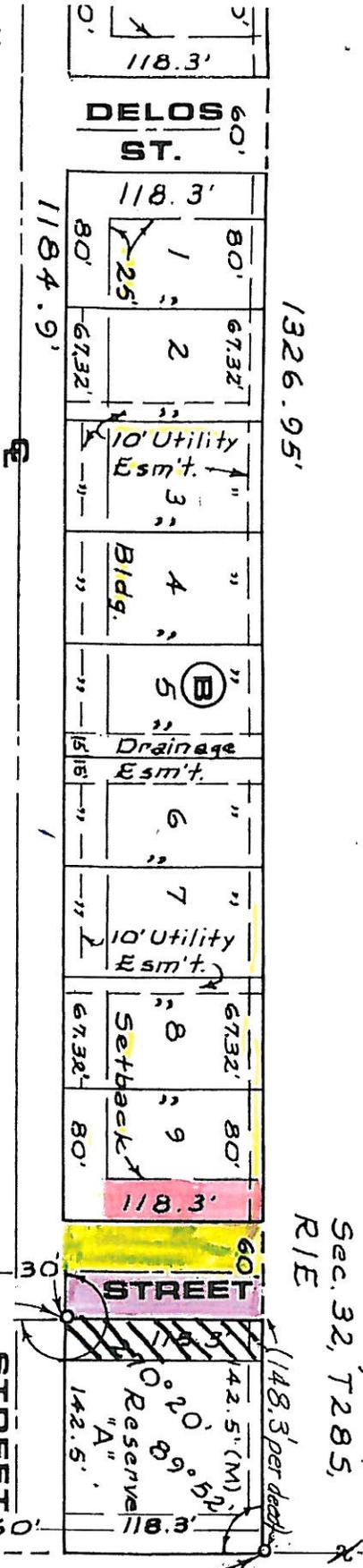
APPLICANT/AGENT: Kenneth Aulbach (Owner/Applicant)

REQUEST: Vacation of platted building setback described as: The 25' side setback running from the north property line to the south front setback line located on Lot 9, Block B, Paradise Valley, Haysville, Sedgwick County, Kansas.

LOCATION: 624 Baughman, Haysville, Kansas. (See also, Map)

BACKGROUND: The applicant is requesting a vacation of the platted side yard building setback. Jane Street was platted as providing access to property north of the Paradise Valley plat, however, the platting of River Forest 2nd has eliminated the ability of North Jane Street to continue north. This has essentially changed the applicant's property from a corner lot to an interior lot, of which the former requires an increased amount of building setback than the latter. Current zoning regulations require corner lots to have a 15' building setback and interior lots to have 3' building setback. Vacating the 25' building setback will alleviate restriction issues with building on the property. If vacated, the property will be subject to current zoning regulation standards and must still maintain a 3' side yard building setback from the side property line.

3E VA TICK COUN



1326.95'

Sec. 32, T285, R1E

at of PARADISE VALLEY has been submitted to and approved by the Haysville Planning Commission, Haysville, Kansas, and is hereby transmitted to the City of the City of Haysville, Kansas, this 21st day of May,

HAYSVILLE PLANNING COMMISSION
HAYSVILLE, KANSAS

John Stein
Secretary

George Rosendale
George Rosendale, Chairman

62.5'	62.0'	"	143.03'	142.6'	62.0'
Utility Esm't.	4	3	2	Reserve "B"	61.7'
5	143.68'	"	143.25'	142.81'	62.0'
62.5'	62.0'	"	"	1	62.0'

**BEFORE THE CITY COUNCIL OF THE
CITY OF HAYSVILLE, SEDGWICK COUNTY, KANSAS**

IN THE MATTER OF THE VACATION OF)
A PLATTED SETBACK)
)
)
MORE FULLY DESCRIBED BELOW)

VACATION ORDER

NOW on this 26th day of March, 2012 comes on for hearing the request for vacation by Kenneth Aulbach, praying for the vacation of the following described platted easement, to-wit:

The 25’ side setback running from the north property line to the south front setback line located on Lot 9, Block B, Paradise Valley, to Haysville, Sedgwick County, Kansas.

The City Council, after being duly and fully informed as to fully understand the true nature of this petition and the propriety of granting the same, makes the following findings:

1. That due and legal notice has been given by publication as required by law, by publication in The Haysville Sun Times on March 2, 2012, which was at least 20 days prior to the public hearing.
2. No private rights will be injured or endangered by the vacation of the above-described platted building setback, and the public will suffer no loss or inconvenience thereby.
3. In justice to the petitioner(s), the prayer of the petition ought to be granted.
4. No written objection to said vacation has been filed with the City Clerk by any owner or adjoining owner who would be a proper party to the petition.

5. The vacation of the platted building setback described herein should be approved.

IT IS, THEREFORE, BY THE CITY COUNCIL, on this 26th Day of March, 2012, ordered that the above-described platted building setback is hereby vacated. IT IS FURTHER ORDERED that the City Clerk shall certify a copy of this order to the Register of Deeds of Sedgwick County.

Ken Hampton, Mayor

ATTEST:

Janie Cox, City Clerk

Approved as to Form:

City Attorney –

by Alison McKenney-Brown

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

Roll was taken by Recording Secretary Misti Elliott: Conrady here, Ewert here, Kanaga here, Kessler here, Rardin here, Konkel here and Pierce here. Slocum was absent.

Invocation was given by Pastor Elizabeth Cummings, Resurrection Evangelical Lutheran Church.

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

Under Presentation and Approval of Minutes, Mayor Ken Hampton presented for approval The Minutes of February 27, 2012.

Mayor Ken Hampton stated there were two typos that had already been corrected.

Motion by Konkel- Second by Rardin

Mr. Mayor, if there are no other changes, I move that we approve the minutes for February 27th, 2012.

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

Motion declared carried

There were no Citizens To Be Heard.

There were no Licenses or Bonds.

There were no Ordinances or Resolutions.

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

Councilperson Pat Ewert announced that the Haysville Senior Center would be conducting hearing screenings on March 16th at 12:15 p.m. and the Alzheimer Support Group would be meeting on March 22, at 2:00 p.m.

Mayor Ken Hampton presented a new business, Ladybugs & Lizards Daycare at 944 Forest Ct.

Under Other Business Mayor Ken Hampton presented a Consideration of Zoning Use Exception – Palmer Dental Group, 1425 W. Grand.

Planning/Community Relations Coordinator Jeana Morgan stated that Palmer Family Dentistry had submitted an application for a business license and the use was only permitted by governing body exception. Mayor Ken Hampton asked if it was to approve the zoning. Morgan stated it was to approve the use.

Regular Council Meeting

March 12, 2012

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Motion by Konkel – Second by Rardin

I move that we approve the consideration of zoning use exception for Palmer Family Dentistry at 1425 W. Grand.

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

Motion declared carried.

Mayor Ken Hampton presented an Authorization for Mayor to Sign Supplemental Agreement No. 2 with WAMPO – South Broadway Corridor Plan

Governmental Services Director Carol Neugent stated the agreement was the second supplement the City had been asked to sign. The first was so the money from the project would come directly to the City. The second was for money left over from the planning studies to be programmed back to WAMPO to fund future studies. Neugent stated that was how WAMPO planned to fund the Meridian Corridor Plan.

Motion by Kanaga- Second by Rardin

Mr. Mayor, I move that we allow you to sign Supplemental Agreement No. 2 on the South Broadway Corridor Plan with the Wichita Area Metropolitan Planning Organization.

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

Motion declared carried.

Mayor Ken Hampton presented a Consideration of Updated Residential Incentives Program

Mayor Ken Hampton stated the City had met with area builders and developers along with the Wichita Area Builders Association President the previous week to discuss what the surrounding cities are doing to increase home building. Hampton stated that to stay competitive with area cities, the City changed the incentive programs. Hampton said there would be a sixty day period once the program began on April 2nd for property owners to put their lots in the program and the program would last until December 2013. Hampton stated there was also an ordinance that would need to be passed to allow the City to offer the rebate.

Councilperson Seth Konkel asked why the developers only had sixty days Mayor Ken Hampton stated that anyone who wanted in the program had sixty days whether they were a lot owner, a builder or a developer. Hampton said that even though there was a limit to one hundred homes, hundreds of properties could apply for the incentives. Governmental Services Director Carol Neugent stated that in addition, to be able to put the property in the program, the owner would be required to bring any delinquent specials current through 2010 and the sixty day time limit would give an incentive to do that quickly. Hampton stated that Wichita had also offered the incentives to bring current delinquent specials.

Motion by Kanaga - Second by Ewert

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Mr. Mayor, I move that we authorize the ordinance authorizing the five year property tax rebate on new homes.

Governmental Services Director Carol Neugent pointed out one correction on the ordinance that in Section 3 the number of homes would be one hundred instead of twenty-five.

Councilperson Mike Kanaga amended the motion to correct Section 3 of the ordinance. Conrady yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea. Motion declared carried.

Mayor Ken Hampton stated there was also a correction on the proposal. Hampton said the third bullet point stated that five years of specials were to be paid at closing. Hampton stated that would be removed.

Motion by Kanaga - Second by Ewert

I move that we approve the Gold Star New Home Incentive Program as presented and also with the correction presented by the Mayor.

Conrady yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea. Motion declared carried.

Mayor Ken Hampton presented an Authorization to Purchase ADA Chair Lift/Rail

Recreation Director Georgie Carter stated that in order for the pool to be in compliance with the Department of Justice, an ADA Chair Lift needed to be purchased by the time the pool opens in May. Carter stated that there were four bids and installation costs for concrete and the additional rail that would need to be purchased. Mayor Ken Hampton asked if the bid was for just the cost of the lift or if installation costs needed to be included since the core drill would be done in house. Carter stated the \$400.00 was for the rental of the core drill because the one the City had may not work for the installation of the railing in the large pool.

Motion by Konkel – Second by Ewert

I move that we approve the ADA Chair Lift and Rail for the Haysville Pool for the low bid amount of \$4,589.00.

Conrady yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea. Motion declared carried.

Mayor Ken Hampton presented a Consideration of Riggs Park Pond Improvements

Public Works Director Randy Dorner advised that there was a bid letting for dredging the pond and building the new spillway structure. Dorner said the engineer's estimate was around \$93,000.00 which was the budget that the City had for the project. Dorner asked that Council vote to reject all bids so that an alternate route could be taken to lessen the cost.

Motion by Kanaga – Second by Kessler

Regular Council Meeting

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Mr. Mayor, I move that we reject all bids on the improvements of Riggs Park Pond as recommended.

Councilperson Keith Pierce asked if the City would be keeping the project within the timeframe. Dorner stated that they would be and that it was a needed project, however they were trying to find a way to get the cost down.

Conrady yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkell yea, Pierce yea.
Motion declared carried.

There was no Old Business.

Mayor Ken Hampton asked for Department Reports.

City Clerk Janie Cox had nothing to report.

Governmental Services Director Carol Neugent differed to Planning/Community Relations Coordinator Jeana Morgan for an update on the South Broadway Corridor Plan. Morgan stated she had provided Council with an overview of tasks associated with the South Broadway Corridor Plan. Morgan said it was not all inclusive, but it was a good start on what the staff was looking at doing. Morgan advised that staff would be making changes to regulations and other tasks outside financial improvements. Morgan stated the first task would be to create regulations for South Broadway Corridor. That would require the City to identify and evaluate different properties, look at existing uses, and comparing those to the plan recommendations. Morgan advised that to make the regulations applicable to the properties, zoning regulation changes would have to be incorporated, zone changes would be initiated to put the protective overlay district on the identified properties, and other changes to sign and landscape regulations would be incorporated. Morgan stated the third task would be to update the City's comprehensive plan. Morgan said that would allow staff to refer to the South Broadway Corridor Plan with future development and use it as a tool to guide future development, as well as update the land use plan map. Morgan advised the final task would be to evaluate possible incentives. Morgan gave examples of reduced requirement development incentives such as reduced landscaping and parking requirements, and other allowances that would reduce building costs and give incentive to develop and build in Haysville.

Chief of Police Jeff Whitfield updated Council on the medical status of the police dog Rox. Whitfield explained that Rox received an injury during training and had to have surgery. Whitfield said that surgery went well but he would be out several more weeks. Whitfield also stated that it was Severe Weather Week and the City would be participating in the statewide tornado drill scheduled for March 13th, at 1:30 p.m. Whitfield reminded everyone to take a few minutes to talk to their family about being prepared for severe weather.

Public Works Director Randy Dorner updated Council on the Meridian and Grand intersection. Dorner stated the project was complete and the LED lights were installed. Dorner also stated that the Stormwater Management Committee would be launching the

Regular Council Meeting

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Spring Rain Campaign which is a three month campaign, covering flooding and stormwater.

Recreation Director Georgie Carter stated Spring Break Camp would be March 19th through the 23rd and summer registration for the pool and summer camp would begin on Monday, April 2nd.

There were no Appointments.

There was no Off Agenda Citizens To Be Heard.

Mayor Ken Hampton presented an Executive Session for Non-Elected Personnel Not to Exceed 30 Minutes to include Councilmembers, the Mayor, City Attorney, Governmental Service Director and possibly Will Black.

Motion by Kessler- Second by Rardin

Mr. Mayor, I'd like to make a motion that we go into executive session not to exceed 30 minutes, including yourself, Council, City Attorney, Governmental Services Director and possibly Will Black, for non-elected personnel and attorney/client privilege.

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

Motion declared carried.

Council adjourned for Executive Session at 7:23 p.m.

Council returned from Executive Session at 7:53 p.m. Mayor Ken Hampton stated that no binding action was taken.

Mayor Ken Hampton presented the Bills to be Paid for the First Half of March.

Motion by Ewert- Second by Kanaga

I'd just like to make a motion that we pay the first half of March Bills.

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

Motion declared carried.

There was no Consent Agenda.

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

Councilperson Bob Rardin ask that staff find out if outlying cities and communities have a rule that baseball could not be played on Sunday before one o'clock.

Councilperson Pat Ewert asked if there was anything that could be done about the free paper that the Wichita Eagle throws out. Ewert stated no one picked the papers up and they were everywhere. Mayor Ken Hampton stated that they would look into it.

Regular Council Meeting

March 12, 2012

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Under Adjournment Mayor Ken Hampton asked for a motion to adjourn.

Motion by Pierce- Second by Rardin

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

Conrady yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkell yea, Pierce yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:56 p.m.

Janie Cox, City Clerk

**CITY OF HAYSVILLE
EFFECTIVE 4/1/2012-13**

	4/1/2011-12			4/1/2012-13		
	EXPOSURE	RATE	PREMIUM	EXPOSURE	RATE	PREMIUM
COMMERCIAL PROPERTY		0.22	\$61,031		0.23	\$66,285
SPECIAL FORM; 90% CO INSURANCE						
TOTAL BLANKET LIMIT	\$27,331,088			\$29,460,359		
DEDUCTIBLE	\$3,000			\$3,000		
INLAND MARINE			\$18,523			\$19,785
UNSCHEDULED EQUIPMENT	\$1,072,373			\$1,072,373		
SCHEDULED EQUIPMENT	\$132,168			\$132,168		
LEASED/RENTED FROM OTHERS	\$75,000			\$75,000		
DEDUCTIBLE	\$1,000			\$1,000		
80% CO INSURANCE						
COMMERCIAL ARTICLES (CAMERAS ETC.)	\$39,800		INCLUDED	\$39,800		
DATA PROCESSING	\$170,233		INCLUDED	\$170,233		
DEDUCTIBLE	\$500			\$500		
SIGNS & LAMPS	\$66,000			\$49,780		
DEDUCTIBLE						
PROPERTY IN TRANSIT/OFF PREMISES	\$538,901			\$538,901		
GENERAL LIABILITY	\$1M/2M		\$20,485			\$36,343
46590 - PARADES	1 (EACH)			2 (EACH)	360.05	
48924 - SWIMMING POOLS	\$74,833 (SALES)	9.80		\$74,833 (SALES)	17.35	
87500 - EMPLOYEE BENEFIT LIABILITY	107 (EACH)	71.50		107 (EACH)	82.50	
87525 - TOWN LIABILITY	10,496 (PER CAPITA)	1.62		10,826 (PER CAPITA)	2.97	
87658 - WATERSLIDES	2 (EACH)	200.00		2 (EACH)	400.00	
87710 - ADDTL INSURED/ ASSOC OR ORG	2 (EACH)	200.00		1 (EACH)	0.00	
87718 - PESTICIDE/HERB APPLICATION	FLAT FEE	25.00		1 FLAT FEE	25.00	
87767 - ADDTL INSD DESIGNATED PERSNS	FLAT FEE	225.00		FLAT FEE	225.00	
87811 - SPECIAL EVENTS	FLAT FEE	0.00		FLAT FEE	350.00	
87848 - POLLUTION EXCLUSION - LIMITED	FLAT FEE	0.00		FLAT FEE	150.00	
89035 - SKATEBOARD PARK/AREAS	FLAT FEE	1000.00		FLAT FEE	1000.00	
EMPLOYEE BENEFIT LIABILITY	\$1M/2M		INCLUDED	\$1M/2M		INCLUDED
DEDUCTIBLE	\$1,000			\$1,000		
BUSINESS AUTOMOBILE	\$1,000,000		\$29,021			\$27,342
UNITS	62	\$468		62		
DEDUCTIBLE: COMPREHENSIVE	\$250			\$250		
DEDUCTIBLE: COLLISION	\$500			\$500		
HIRED/ NON OWNED LIABILITY	INCLUDED			INCLUDED		
GOVERNMENT CRIME			\$100			\$100
EMPLOYEE THEFT	\$5,000			\$5,000		
DEDUCTIBLE	\$500			\$500		
FAITHFUL PREF OF DUTY	WITHIN THE STATE OF KANSAS			\$5,000		
SCHEDULED EXECS:						
KEN HAMPTON	\$20,000		INCLUDED			
JANIE COX	\$20,000					
COMMERCIAL LAW ENFORCEMENT	\$1M/1M		\$7,351	\$1M/21		\$8,650
DEDUCTIBLE PER OCCURRENCE	\$2,500			\$2,500		
88500 - POLICE OFFICERS/ FULL TIME	26	272.00		26	320.20	
88502 - POLICE DOGS	1	131.00		1	185.63	
LINEBACKER	\$1M/1M		\$9,002	\$1M/1M		\$9,002
INSURED'S DED EACH WRONGFUL ACT	\$3,000			\$3,000		
UMBRELLA	\$1,000,000		\$14,148	\$1,000,000		\$14,469
SELF INSURED RETENTION	\$10,000			\$10,000		
TOTAL PREMIUM			\$159,661			\$181,976

NOTE:

- PROPERTY RATES HAVE INCREASED DUE TO HAIL AND WIND STORMS WITHIN THE STATE OF KANSAS
*BLANKET LIMIT HAS INCREASED BY \$2,129,271
- GENERAL LIABILITY RATE INCREASE DUE TO LOSS RATIO
- LAW ENFORCEMENT INCREASE DUE TO LOSS RATIO
- UMBRELLA PREMIUM IS BASED ON THE UNDERLYING PREMIUMS

MEMORANDUM

To: The Honorable Mayor Ken Hampton
City Council Members

From: Planning/Community Relations Coordinator Jeana Morgan

Subject: Final Plat – Prairie Trail Cowboy Church, Sedgwick County, Kansas

Date: March 20, 2012

At the March 8, 2012 meeting the Haysville Planning Commission considered the Final Plat of Prairie Trail Cowboy Church, Sedgwick County, Kansas. The following action was taken on this matter:

Motion by Wethington

Second by Wiley

I would move we approve the preliminary and final plat of the Prairie Trail Cowboy Church, Sedgwick County, Kansas, with the incorporation of comments provided this evening.

Aziere yea, Conger yea, Dunn yea, Grether yea, Parton yea, Roggenbaum yea, Wethington yea, and Wiley yea.

Motion carried.

This item is now before you for your consideration.

Jeana M. Morgan, Coordinator
Planning/Community Relations



CITY OF HAYSVILLE, KANSAS

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

TO: The Honorable Ken Hampton
City Council Members

FROM: Georgie Carter, Recreation Director

SUBJECT: Haysville Swim Club Agreement

DATE: March 20, 2012

Attached is the contract agreement between the City of Haysville and the Haysville Swim Club (HSC) for the use the Dewey Gunzelman Memorial Swimming Pool for the 2012 summer. Changes are highlighted in red for reference.

This is before you for your consideration, please contact me if you have any questions.



CITY OF HAYSVILLE, KANSAS

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

AGREEMENT

This Agreement is made and entered into as of this _____ day of _____, 2012 by and between the **City of Haysville, Kansas (City)**, and the **Haysville Swim Club (HSC)**.

WHEREAS, The **City** owns and operates a Swimming Pool Facility commonly known as Dewey Gunzelman Memorial Swimming Pool, located at 525 Sarah Lane, Haysville, KS; and

WHEREAS, The Dewey Gunzelman Memorial Swimming Pool Facility consists of an Olympic size lap pool, an intermediate pool, a baby pool, two (2) diving boards, a ninety (90) foot waterslide, a double tube slide, a banana slide, and a splash pad;

WHEREAS, **HSC** desires to obtain the right to use the Olympic size lap pool, intermediate pool and diving boards for swim practices and **three (3)** home league swim meets and the **City** is willing to permit the same upon the terms and conditions provided for herein.

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

- I. **City** agrees and does hereby allow **HSC** use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for said swim practices, commencing on **May 25, 2012 and continuing through July 15, 2012**, as follows: **Monday through Friday mornings from 7:45-9:15 am**, Monday and Thursday evenings from 8:15-10:00 pm during the months of May and June, and Monday evenings from 8:15-10:00 pm during the month of July.

The terms hereof shall apply to the practice and meet dates and facilities specified within this Agreement only. Any additional practice or meet times must be negotiated separately with the Recreation Director.

- II. **City** agrees and does hereby allow **HSC** use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for home league meets on **June 19, 26 and July 10, 2012**. **City** agrees to close the pool to the public at 4:00 pm on said dates to allow **HSC** to prepare for and conduct said meets.
- III. **HSC** will operate the concession stand during the swim team meets. **HSC** shall remit 10% of its net profits from the sale of concessions to the City by **August 15, 2012**.
- IV. Should **HSC** opt to operate the concessions at the Dewey Gunzelman Facility during the swim meets, **HSC** shall be responsible for cleaning the concession area at the conclusion of

the event. Additionally, **HSC** may place a grill outside the fence for use associated with concession operation. A vehicle may be used to unload/load the grill but may not be parked on the grass during the meet. All beverage products sold must be PEPSI products.

- V. Only two sets of keys will be checked out to the **HSC**; they will be responsible for the unlocking/locking of the door for practices and after meets. If those keys are lost or not returned by August 15, 2012 **HSC** will be responsible for the costs associated to replace/rekey locks and reprint keys.
- VI. **HSC** shall be responsible for hiring and paying lifeguards for swim meets. **HSC** is responsible for recruiting and scheduling the guards.
- VII. **City** agrees to allow **HSC** to rent the pool for a season-end swim party if **HSC** so desires; **HSC** will need to fill out a Pool Rental Application requesting their pool party date and return the form to the HAC no later than **May 1, 2012**. **HSC** agrees to follow all rental rules and information and to pay pool rental fees and applicable deposits.
- VIII. The following general provisions shall be followed by the parties regarding the care and maintenance of the City's swimming pool facilities pursuant to this Agreement.
 - A. **HSC** is responsible for picking up the trash in and around the pool facility and parking lot and for emptying all trash cans into trash dumpster.
 - B. **City** will provide trash service and receptacles for home league meets.
 - C. **HSC** shall put out and take down lane ropes before and after each practice and swim meet.
 - D. **City** will make sure bathrooms are cleaned and restocked prior to any **HSC** meet as described above. **HSC** shall restock all toilet paper and paper towels and clean bathrooms after all swim meets.
 - E. **HSC** shall reimburse **City** for any costs associated with damage to the pool and/or facility that exceed normal or routine maintenance requirements.
 - F. All vehicles, including RV's shall be parked in the parking lot. Overflow parking will be allowed in the field directly north of the pool. Parking will not be allowed in the grassy area directly around the pool.
 - G. **HSC** shall provide adequate personnel to supervise all activities, including the splash pad as set forth herein.
- VII. **HSC** shall provide the **City** with proof of insurance, \$500,000 minimum, naming the City of Haysville as insured to cover pool, land, or liability for all League sanctioned activities.
- VIII. **HSC** agrees to such other requirements as may be deemed appropriate by the City to promote the best usage of facilities including:

- A. **HSC** shall provide an end of season report specifying the number of youths participating in each age group and also specifying the numbers of participants who are Haysville residents, USD 261 residents, or nonresidents, no later than **August 31, 2012**.
- B. **HSC** shall provide a financial statement to the **City** for the **2012** swim season detailing the expenditures and revenues of **HSC** by **August 31, 2012**.
- C. **HSC** shall provide the **City** with a copy of their current by-laws at the time of the submission of their financial statement.
- D. **HSC** shall provide the **City** with proof of insurance, \$500,000 minimum, naming the City of Haysville as insured to cover pool, land, or liability for all League sanctioned activities.
- E. All Documentation requested by this Agreement shall be submitted either in person or by certified mail to: Recreation Director, Haysville Recreation Department, 7106 S. Broadway, Haysville, Kansas, 67060.
- IX. **HSC** and its individual officers and members, hereby agree to defend, indemnify and hold harmless **City** for any damage to city property by any person or persons participating in or attending the Club sanctioned activities and to pay any costs of defense associated with claims brought against **City** arising from, or related to, this Agreement and/or the activities covered hereunder, including reasonable attorney's fees.
- X. **HSC** and its individual officers and members, hereby agree to relieve and discharge and release **City**, its agents and employees from all responsibility for any injury, damage or loss to the property or person of any person participating in or attending the Club sanctioned activities and to indemnify and hold harmless the **City**, its agents and employees from any claim, lawsuits, etc. arising out of Club's use of the pool.
- XI. This agreement may be canceled and/or terminated at any time by mutual agreement, or by either party upon giving thirty (30) days prior written notice of the cancellation to the other party.
- XII. This agreement may be modified, changed, or amended only as may be mutually agreed in writing between **City** and **HSC**. It is understood that this agreement supersedes and cancels any and all prior existing arrangement(s) between the parties hereto and their predecessors concerning the uses provided for herein.
- XIII. If any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such convent, condition, or provision does not materially prejudice either **HSC** or **City** in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.

- XIV.** It is understood and agreed that **HSC** shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of **City**.
- XV.** The provisions herein shall inure to the benefit and be binding on parties hereto.

This agreement is hereby executed as of the date first above written.

CITY OF HAYSVILLE, KANSAS

HAYSVILLE SWIM CLUB

Ken Hampton, Mayor

President

ATTEST:

SEAL

Janie Cox, City Clerk



CITY OF HAYSVILLE, KANSAS

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

MEMORANDUM

TO: The Honorable Ken Hampton
City Council Members

FROM: Georgie Carter, Recreation Director

DATE: March 20, 2012

RE: Haysville Heat Baseball Agreement

Attached is the contract agreement between the City of Haysville and the Haysville Heat Baseball Team (NBC) for the use of Plagens-Carpenter Sports Complex for the 2012 summer. This is before you for your consideration.



CITY OF HAYSVILLE, KANSAS

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

AGREEMENT

This Agreement is made and entered into as of this _____ day of _____, 2012, by and between the **City of Haysville, Kansas (City)**, and the **Haysville Heat**.

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

WHEREAS, **Haysville Heat** desires to obtain the right to use Field One for their Jayhawk League home games, tournaments **and showcases** and the **City** is willing to permit such use upon the terms and conditions provided for herein.

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

- I. **City** agrees to and does hereby allow the **Haysville Heat** use of Field One and necessary appurtenances thereto, for their Jayhawk League home games, tournaments **and showcases**, commencing on **May 26, 2012** and terminating on **August 31, 2012**, pursuant to the **Haysville Heat's** schedule of games (to be attached when available in Exhibit 2), including the schedule of practices as agreed to by the parties and attached hereto.
 - A. Field One will be available to the **Haysville Heat** two and a half hours prior to their game on each scheduled game day.
 - B. There shall be no practices or practice games on the baseball or softball fields other than those specifically negotiated with and agreed to by the **City**.
 - C. Any and all **Haysville Heat** games cancelled due to inclement weather or poor field conditions shall be rescheduled through and approved by **City's** Recreation Director or Assistant Recreation Director.

- II. **Haysville Heat** agrees to abide by the Plagens-Carpenter Sports Complex Rules and Regulations (attached hereto as Exhibit 1) established by **City**, and to ensure that players, guests, invitees and other persons associated with **Haysville Heat** games and activities conducted at Sports Complex abide by the same, including the following:
 - A. There shall be no games or practices played involving youth teams under age 16, prior to 1:00 p.m. on Sundays throughout the duration of this agreement.
 - B. **Haysville Heat** shall replace divots and smooth pitching mounds and home plate areas at the conclusion of each game.
 - C. **Haysville Heat** shall provide a supervisor for the facility on all game nights and

- tournaments.
- D. No vehicles will be allowed to pass through the front gates. All vehicles shall be parked in the parking lot. Vehicles may NOT use the access road to the fields.
 - E. **Haysville Heat** shall be responsible for picking up trash in and around the sports complex and parking lot after use of Sports Complex.
 - F. No alcoholic beverages are allowed on **City** property, including parking lots.
- III. **Haysville Heat** will operate the concession stand at Plagens Carpenter on the agreed dates shown in Exhibit 2. **Haysville Heat** shall be responsible for all trash clean up in and around the complex including the concession stand. **Haysville Heat** shall remit 10% of its sales from the sale of concessions to the **City** by **September 14, 2012**. **Haysville Heat** shall conform to all health code standards and regulations of the City, County, and State.
- IV. **City** will provide mowing, watering and grading of the Sports Complex fields and **Haysville Heat** players will be in charge of field maintenance for all their games conducted at Sports Complex. Proper field maintenance techniques will be discussed by the **City** with the **Haysville Heat** players before the season begins; **Haysville Heat** will be expected to follow these techniques.
- V. **Haysville Heat** shall furnish a Certificate of Insurance evidencing coverage for any damage caused by the **Haysville Heat** players, or **Haysville Heat's** agents, servants, employees, guests, invitees, and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees, agents and volunteers" as additional insured's and shall be in the amount of \$500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the Recreation Department, to the attention of Georgie Carter, Recreation Director, 7106 S Broadway, Haysville, Kansas, 67060. Said Certificate shall also contain a clause granting a minimum of ten (10) calendar days prior notice to **City** before any material change or cancellation of insurance is effective. Failure of **Haysville Heat** to provide **City** an approved Certificate of Insurance prior to use of fields shall cancel and make void this agreement.
- VI. **Haysville Heat** shall reimburse **City** for any cost associated with damage to the Sports Complex fields and/or facility that exceed normal or routine maintenance requirements.
- VII. **City** will provide trash receptacles and trash pick-up service for the Sports Complex.
- VIII. **Haysville Heat** shall be able to solicit to obtain corporate sponsors, and such sponsors may display signage or banners on the outfield fences around Field One. The size of the signs shall be limited to 3' x 8' or 3' x 10'. Such signage/banners should not contain inappropriate language or images (alcohol, cigarettes, lewd or suggestive images or statements) or be derogatory in any manner. **Haysville Heat** will be in charge of putting up and taking down the signs/banners, **banners may be placed at the completion of the District 261 Baseball's season**. **City** may request any banner to be removed that is deemed by **City** to be inappropriate or offensive to the Community as a whole.

- IX. **Haysville Heat** shall be responsible for locating and moving extra bleachers needed for seating on Field One. Placement of bleachers and movement must be approved by **City**.
- X. **City** shall immediately remove and abate, upon notice by **Haysville Heat**, all nuisances that are potentially hazardous and shall address issues of unsightliness in a timely manner.
- XI. **Haysville Heat** agrees to indemnify and hold harmless **City**, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of said Sports Complex, and not caused by **City** negligence. **Haysville Heat** agrees to pay any costs of defense associated with claims brought against **City** arising from, or related to, this Agreement and/or the activities covered hereunder, including reasonable attorney's fees. **City** shall give to **Haysville Heat** notice of any claim made or litigation instituted which directly or indirectly contingently or otherwise in any way affects or might affect the **Haysville Heat**. **Haysville Heat** shall have the right to compromise and participate in the defense of the same to the extent of their own interests.
- XII. **Haysville Heat** agrees to such other requirements as may be desirable to promote the best usage of facilities as requested by the **City** including:
- A. **Haysville Heat** shall provide to the **City** an end of season report pertaining to the economic benefit of the **Haysville Heat** to the **City** in general, no later than **September 15, 2012**.
 - B. All requested items shall be submitted to the Recreation Department in person or by mail: attn: Georgie Carter, Recreation Director, 7106 S Broadway, Haysville, Kansas, 67060.
 - C. All information, communications, or decisions between the parties as referred to within this Agreement shall be between the **City's** Recreation Director and the Manager of the **Haysville Heat**, unless otherwise stated in this Agreement.
 - D. Additional equipment, such as windscreening and sheds, may be supplied/granted by the **Haysville Heat**. However, if such equipment is deemed a permanent improvement by the Recreation Director it shall not be removed from the premises and will be jointly maintained by the parties. Non-permanent equipment may be shared and maintained by and between the parties as determined appropriate by the parties.
- XIII. The Governing Body of the **City** will waive usage, light and maintenance fees for the **Haysville Heat** Jayhawk League Home Games from June - August. All other rules and fees as set forth in Exhibit 1, and hereby incorporated herein, will still be applicable to this Agreement.
- E. The standard fee for lights of forty dollars (\$40.00) per hour will be waived by **City** for Field One. Light fee usage will be monitored by **Haysville Heat** staff, and a statement provided to **City** of amount of time lights were in use provided to **City** upon request.

- F. The standard fee for field maintenance of thirty dollars (\$30.00) per field will be waived for Field One.
- G. The standard fee for complex usage of two dollars & fifty cents per hour (\$2.50) (with maximum of \$25/day) will be waived.
- H. The cost for use of caulk and rapid dry (\$5.60/bag and \$9.40/bag) will be waived.

XIII. **Haysville Heat** will be issued two sets of keys to the Plagens Carpenter Sports complex. If those keys are lost or not returned by September 14, 2012 **Haysville Heat** will be responsible for the costs associated to rekey and reprint keys.

XIV. This agreement may be canceled and/or terminated at any time by mutual agreement, or by either party upon giving thirty (30) days prior written notice of the cancellation to the other party.

XV. This agreement may be modified, changed, or amended only as may be mutually agreed in writing between **City** and **Haysville Heat**.

XVI. It is understood that this agreement supersedes and cancels any and all prior existing arrangement(s) between the parties hereto and their predecessors concerning the uses provided for herein. If any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such covenant, condition, or provision does not materially prejudice either **Haysville Heat** or **City** in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.

XVII. It is understood and agreed that **Haysville Heat** shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of **City**.

IN WITNESS WHEREOF, **City** and **Haysville Heat** have executed this Agreement as of the day and year first above written, and this Agreement is signed by the Chief Executive Officer of each party to this Agreement.

GOVERNING BODY OF HAYSVILLE, KANSAS

ATTEST:

KEN HAMPTON, Mayor

JANIE COX, City Clerk

HAYSVILLE HEAT BASEBALL TEAM

RICK TWYMAN, Haysville Heat Head Coach

EXHIBIT 1

Plagens-Carpenter Sports Complex - Rules and Regulations

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



CITY OF HAYSVILLE, KANSAS

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

MEMORANDUM

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

FROM: Georgie Carter, Recreation Director

DATE: March 21, 2012

RE: Pool Manual

Enclosed in your packet is the revised 2012 pool manual. All revisions have been highlighted in red for quick reference.

This is before you for your consideration.

Dewey Gunzelman Memorial Swimming Pool Staff Manual 2012



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

IMPORTANT PHONE NUMBERS

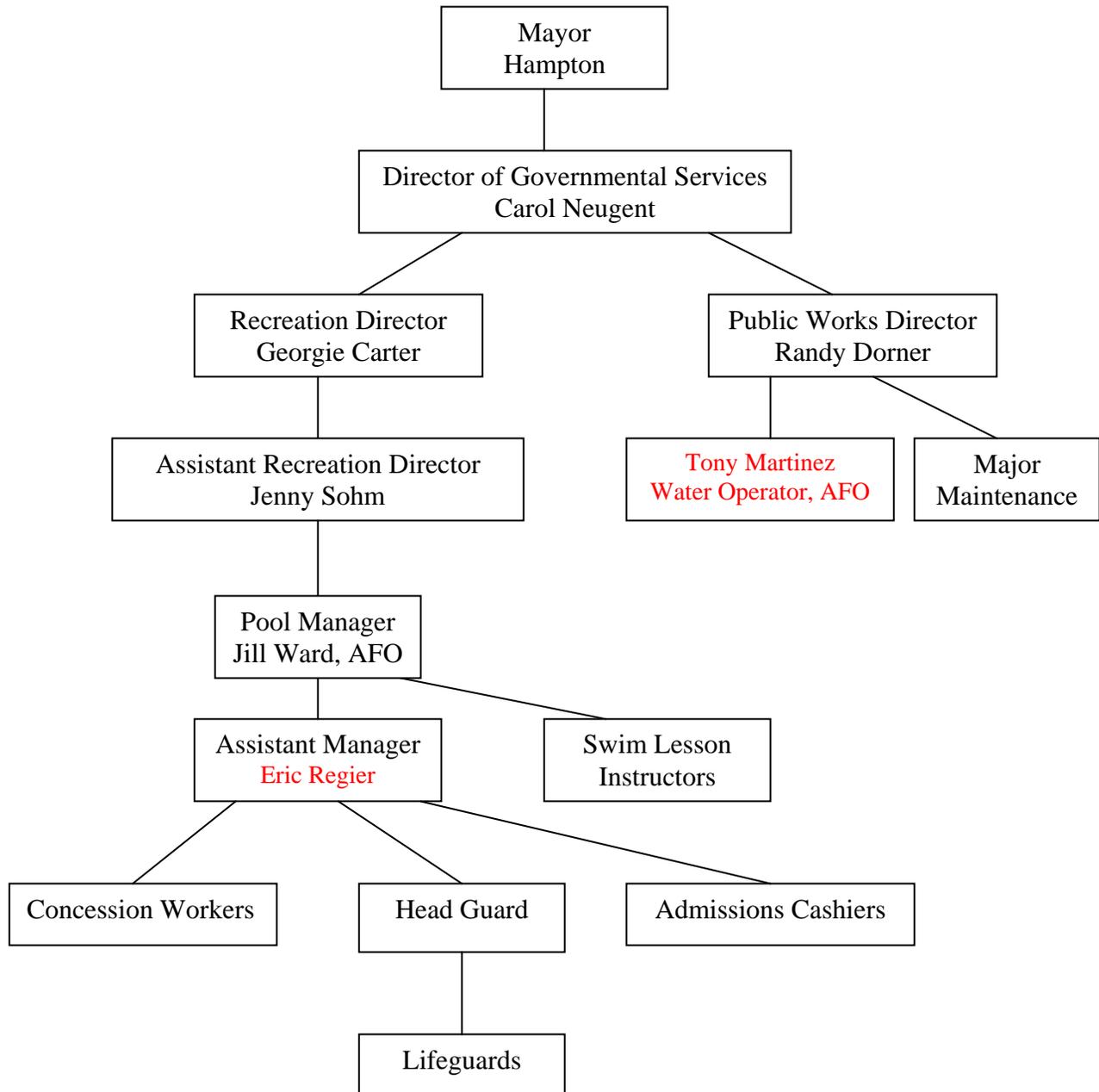
EMERGENCIES Police, Ambulance, Fire, Chemical Spill	911
HAYSVILLE RECREATION DEPARTMENT Georgie Carter, Recreation Director Jenny Sohm, Assistant Recreation Director	529-5922
CITY BUILDING Carol Neugent, Director of Governmental Services Janie Cox, City Clerk Teri Sanders, Payroll/Employee Benefits Specialist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

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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 2012 season on Saturday, May 26th and close on Sunday, August 12th. The regular pool hours are 1:00 - 7:00 pm daily, unless otherwise posted.

The splash pad will be open in the off-season May 1 - May 25 and August 13 through the third weekend in October (weather pending) from 9 am - 10 pm daily.

Once the pool opens on Saturday, May 26 the splash pad will be open free to the public from 9 am to 1:00 pm. Weekdays when the pool opens at 1:00 pm entrance to the splash pad will be through the pool and a daily fee must be paid to access the splash pad during the hours of 1:00 - 7:00 pm. When the pool closes at 7:00 pm the splash pad will reopen free to the public until 10:00 pm and be accessible from gates outside the pool. On weekends the splash pad will be open free to the public from 9 am - 10:00 pm.

Work Schedule

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

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

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

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

Work Absences

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

Professional Conduct

Your professional conduct will directly reflect upon the Haysville Recreation Department. We expect you to report ready to work at your scheduled time. You are to remain mindful of your coverage area at all times. You are to be polite and courteous to patrons. Profane language and gestures toward patrons or each other is strictly forbidden. **Behavior on grounds includes the parking lot.** Only Recreation Department/City staff is allowed in the office. Remember: the public can see and hear you at all times! Inappropriate behavior could result in termination.

Uniform/Dress Code

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

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

Breaks

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

Safety Breaks

A ten (10) minute safety break will be taken at **2:00 and 4:00 pm**. The pool will be cleared of all patrons under the age of 18. The reasoning for this break is to keep patrons from becoming fatigued and to give lifeguards a short break in order to prevent monotony. Adult lap swimming will be available at this time. **Guards must stay within 10 ft of their stand unless they're on break.**

In-Services

The management team will hold monthly in-services that are mandatory to attend. If you are unable to attend, it is imperative that you meet with one of the management team members and set a time to learn about the material you missed. You will also need to swim your 300 per week before payday.

Blood-Borne Pathogens

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

cleaning that an exposure has occurred, contact the Pool Manager by the next work shift and take note of the possible exposure on an incident report form.

Visitors & Personal Phone Calls While on Duty

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

Cell Phones, Personal Electronic Devices

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

Paychecks

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

Workman's Compensation

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

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

Harassment

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

Insubordination

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

- Actively challenging or criticizing a superior's orders.
- Interfering with management.
- Showing open disrespect toward a supervisor.
- Showing open disrespect toward an appointed or elected official.
- Making threats or using coercion or physical violence.
- Using abusive language or making malicious or threatening statements.
- Ignoring instructions.

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

Third Party Intervention

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

Nepotism

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

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

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

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

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

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

Drug Testing

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

Rainy Day Procedures

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

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

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

Thunder & Lightning

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

Refunds

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

No Smoking Policy

Absolutely no smoking is allowed on the pool premises and entrance. Pool staff should courteously advise pool patrons and non-pool individuals of the policy and ask them to smoke in the parking lot or the walking path. Explain that the ash and debris from smoking poses a health hazard to bare skin and feet and the smoke affects swimmers' breathing. If a smoker doesn't adhere to the policy, they will not be allowed to enter or re-enter the pool. Pool staff is not allowed to smoke while on the pool property. Smoking at work, if under age 18, will be grounds for immediate dismissal.

Concessions

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

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

Incentive

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

Procedures for Money Bags/Receipts

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

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

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

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

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

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

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

III. FEES

Admission Prices

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

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

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

Individual Passes: \$60/Person

Season Family Passes:

Early Bird Price: (April 1 - May 24)	\$100	Limited to 4 People, Additional People \$25
Regular Price: (After May 24)	\$115	Limited to 4 People, Additional People \$25

- \$1 for lap swim after 4:00 pm for anyone 18 or older
- Reduced fee of \$1.50 for ages 6 - 61 and \$1.00 for age 62 + during Family Swim Nights from 6:00 - 7:00 pm on Fridays and Saturdays.

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 a minimum of one week before rental. 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 2nd and then only at the pool beginning May 26th.

Rates: \$100 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)

Deposits will be deposited; a refund can take up to two weeks to be returned after a rental. The rental fee is due one week prior to rental, 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 4 - 14
Session 2	June 25 - July 6 (no pm class June 26 and July 4)
Session 3	July 9 - 19 (no pm class July 10)
Session 4	July 23 - August 2

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

Tiny Tots

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

Session 1	June 4 - 14
Session 2	June 25 - July 6 (no pm class June 26 and July 4)
Session 3	July 9 - 19 (no pm class July 10)
Session 4	July 23 - August 2

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

Water Babies

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

Session 3	July 9 - 19 (no pm class July 10)
Session 4	July 23 - August 2

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

Private Lessons

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

Guard Start

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

On Request - Contact Pool Manager

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

Procedures for Swim Lessons

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

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

V. POLICIES AND REGULATIONS

Handling Extreme Behavior

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

The Recreation Director must receive incident reports within 24 hours.

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

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

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

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

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

Suspension Guidelines

Conduct Warranting Suspension:

1. Breaks three (3) or more rules during the same day.
Suspension for the remainder of the day.
2. Breaks rules on more than one visit.
Suspension for the day after ONE (1) warning.
3. Causes a minor disturbance – i.e. uses loud, profane language without threats.
Suspension for one (1) day.
4. Acts in a way, which may result in injury – i.e., holding someone under water.
Suspension for one (1) day.
5. Flagrant action on more than one visit.
Suspension for three (3) days.
6. Threatens or attempts to injure someone.
Suspension for two (2) weeks.
7. Shows outward disrespect – ignores guard instructions or makes inappropriate remarks concerning staff, facility or other patrons.
Suspension for one (1) day – phone call to parents if patron is under 16.
8. Police Involvement – whenever police are called to handle a disturbance.
Suspension for two (2) weeks & he/she must send a written request for reinstatement & meet with Recreation Director & Pool Manager before return.
9. Failure to provide correct name, address and phone number.
Age 17 & Over – Suspension indefinitely until written request for reinstatement is received which includes requested information.
Age 16 & Under – Suspension indefinitely until Pool Manager speaks with parent/guardian.

Staff Discipline Policy

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

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

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

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

Pool Rules

1. Conduct, which may result in injury, is not permitted.
2. No person may use the pool unless it is officially open and the City guards are on duty.
3. Minimum age for admission without an adult (18+) is seven years of age.
4. Only swimming apparel may be worn in the pool area (exception: plain white or gray t-shirts may be worn for sun protection).
5. Admission to pool will be refused to all persons having any skin disease or open cuts, sores or inflamed eyes, cold, nasal or ear discharge, recent diarrhea or any communicable disease.
6. Running, rough play, intentional splashing and personal conduct endangering safety of self and/or others is prohibited in the pool facility. This includes, but is not limited to: follow the leader, towel snapping, loitering, horseplay, etc.

7. No standing on shoulders or back.
8. No playing on lane ropes.
9. Lap lanes are for fitness swimming to be used by patrons 18+ only or with permission.
10. Persons unable to demonstrate to the guards their abilities to swim are not permitted in the deep water.
11. Food, paper, gum, drink, etc. shall not be permitted in the immediate pool enclosure. Food, drinks and snacks must remain in the concession area.
12. All refuse must be placed in containers provided.
13. Spitting, spouting water, blowing the nose and so on are not permitted in the pool.
14. Diving from the deck will be permitted only in areas over six feet in depth.
15. No glass or metal containers on the pool premises. **NO ALCOHOLIC BEVERAGES.**
16. No smoking within the pool premises. Adults are required to use the parking lot to the east or the walking path to the west for smoking.
17. Beach balls or any other object that are meant to be thrown are prohibited in all pools. Only USCG approved PFD's permitted in the main pool. Swim trainers will be allowed in the intermediate and wading pool **ONLY** if a responsible person 18+ is in the pool with the child actively assisting and within arms reach of the swimmer. Absolutely **NO** water wings in any pool at any time. No rafts or noodles.
18. Foreign objects including rocks and coins are not permitted in pools. Towels, colored or printed shirts shall not be permitted or worn in the pools.
19. Patrons are not to visit with the lifeguards while on duty unless an emergency occurs.
20. Management is not responsible for loss of or damage to any personal belongings left unattended in the pool area.
21. Patrons shall not bring outside food or drink to the pool area.
22. The Pool Manager shall determine the type and duration of disciplinary action on problems and questions relating to the pool employees and pool patrons supported by appropriate documentation. See Suspension Guidelines - page 12.
23. The Pool Manager may refuse admittance or remove anyone from the pool area. The Pool Manager is responsible for keeping order in the vicinity of the pool (i.e., parking lot, bleachers, and grounds). It is his/her responsibility to enforce disciplinary procedures as established by the Haysville Governing Body and to document all disciplinary action.
24. Whenever additional rules are deemed advisable for the proper protection of health and safety of participants, the Pool Manager is authorized to issue and place into effect such rules either printed or verbal.
25. The wading pool is for use by children five and younger who are accompanied by a responsible individual 18 or older.
26. The intermediate pool is for use by children eight and younger. Children five and younger will not be allowed in the intermediate pool unless accompanied by a responsible individual age (18+) who must remain and supervise the children. Lifeguards may require that a child be restricted to the wading pool, if they witness the child endangering him or others due to a lack of swimming skill.
27. Children six and under will not be allowed in the main pool, unless accompanied by a responsible individual (18+) who must remain and supervise the children. Lifeguards may require that a child be restricted to the wading or intermediate pool, if they witness the child endangering him or others due to a lack of swimming skill.
28. Untrained patrons must wear swim diapers at all times.

29. Anyone entering the pool area must pay or sit outside the fence.
30. Patrons under the age of 18 can only reenter the pool once on a daily admittance. This rule also applies to children under the age of 18 on a family pass.
31. Only bottled water (drinks) allowed in pool area.
32. If there is any question in regard to these regulations or some that may be put into effect, the Haysville Governing Body shall be contacted.

Water Slide Rules

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

Diving Board Rules

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

Splash Pad Rules

The splash pad will be open in the off-season **May 1 - May 25 and August 13** through the third weekend in October (weather pending) from 9 am - 10 pm daily.

Once the pool opens on Saturday, **May 26** the splash pad will be open free to the public from 9 am to 1:00 pm. Weekdays when the pool opens at 1:00 pm entrance to the splash pad will be through the pool and a daily fee must be paid to access the splash pad during the hours of 1:00 - 7:00 pm. When the pool closes at 7:00 pm the splash pad will reopen free to the public until 10:00 pm and be accessible from gates outside the pool. On weekends the splash pad will be open free to the public from 9 am - 10:00 pm.

1. Participation is at own risk. Children 7 and under must be accompanied by an adult.

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

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

VI. POOL EMERGENCY PROCEDURES

All Types of Emergencies & Accidents

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

Life-Threatening Emergencies

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

7. Fill out an incident report: include names, addresses and telephone numbers of witnesses.
8. If victim is under age, contact parents or guardian.
9. If a victim is sent to the hospital with recovery in doubt, close the pool for the rest of the day.

Non Life-Threatening Emergencies

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

Whistle Signals

One Long Loud Blast

Clear the pool.

One Short Blast

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

Two Short Blasts

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

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

Three Short Blasts

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

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

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

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 make sure you disinfect the net after use; this can be done by leaving the net in the pool.
3. Raise the chlorine to 2 mg/l (if less than 2 mg/l and ensure the water's pH is between 7.2-7.5 and temperature is about 77F (25C). The chlorine concentration was selected to keep the pool closure time to approximately 45 minutes. See chart below for approximate times.
4. Maintain the chlorine level at 2 mg/l and pH between 7.2-7.5 for up to 45 minutes before allowing anyone into the pool.
5. A second chlorine reading should be taken before reopening. Documentation needs to include both readings and how long the pool was closed.

Loose Fecal Matter/Diarrhea

1. Once loose matter/diarrhea is identified clear all pools immediately. Do not allow anyone to enter the contaminated pool until decontamination is completed.
 - 2a. When an incident occurs a chlorine reading needs to be taken as soon as possible from the deep end and documented.
 - 2b. If there is any matter to remove, remove feces at once with net; dispose of the fecal matter into the toilet make sure you disinfect the net after use; this can be done by leaving the net in the pool. Vacuuming the stool from the pool is not recommended.
3. Raise the chlorine concentration to 20 mg/l and maintain the water's pH between 7.2-7.5 and temperature at about 77F. The chlorine and pH should remain at these levels for at least 12.75 hours to achieve the CT inactivation value of 15,300. At this chlorine concentration the pool will remain closed until levels are at normal operating levels. See chart below for approximate times.
4. Ensure that the filtration system is operating when the pool reaches and maintains the proper chlorine level during disinfection. The reason for this is the contaminated water has run through the filters therefore the super chlorinated water needs to disinfect the filters as well.

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

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

Vomit or Blood on Deck

1. Clean deck with bleach solution and rinse.

Pool Disinfection Time

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

Giardia inactivation for formed-stool fecal accident

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

Crypto inactivation for diarrhea fecal accident

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

Germ inactivated time for chlorinated water*

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

A sign is posted at the front desk stating that swim diapers are required. Do not allow any untrained patron to enter the water without a swim diaper. Swim diapers will be sold at the cashier's window.

VII. RESPONSIBILITIES OF POOL EMPLOYEES

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

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

Job Descriptions

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

All positions require the following:

Physical Demands

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

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

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

Work Environment

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

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

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

Selection Guidelines

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

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

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

POOL MANAGER

SEASONAL

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

Overview

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

Responsibilities

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

Knowledge, Skills and Abilities

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

Education Skills and Abilities

High school graduate or GED.

Special Requirements

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

Tools and Equipment Used

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

ASSISTANT MANAGER

SEASONAL

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

Overview

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

Responsibilities

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

Knowledge, Skills and Abilities

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

Education Requirements

High school graduate or GED.

Special Requirements

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

Tools and Equipment Used

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

HEAD LIFEGUARD

SEASONAL

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

Overview

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

Responsibilities

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

Knowledge, Skills and Abilities

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

Education Requirements

Preferred high school graduate or GED.

Special Requirements

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

Tools and Equipment Used

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

LIFEGUARD

SEASONAL

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

Overview

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

Responsibilities

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

Knowledge, Skills and Abilities

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

Education Requirements

Completion of the freshman year of high school.

Special Requirements

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

Tools and Equipment Used

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

SWIM LESSON INSTRUCTOR

SEASONAL

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

Overview

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

Responsibilities

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

Knowledge, Skills and Abilities

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

Education Requirements

Junior in high school or GED.

Special Requirements

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

Tools and Equipment Used

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

ADMISSIONS CASHIER

SEASONAL

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

Overview

The Admissions Cashier performs routine contact with the general public.

Responsibilities

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

Knowledge, Skills and Abilities

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

Special Requirements

Must be 14 years of age or older.

Tools and Equipment Used

Cash register, calculator, small hand tools, telephone.

CONCESSION STAND WORKER

SEASONAL

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

Overview

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

Responsibilities

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

Knowledge, Skills and Abilities

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

Special Requirements

Must be 14 years of age or older.

Tools and Equipment Used

Cash register, small hand tools.

VIII. POOL CARE AND MAINTENANCE

Pool Care

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

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

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

Maintenance

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

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

5. Backwashing

- a. Shall only be done by Public Works personnel, the pool manager, assistant manager or head lifeguard 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

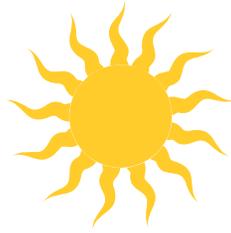
- Place victim flat on his/her back on a hard surface.
- Shake victim at the shoulders and shout, "Are you okay?"
- If no response, call emergency medical system **911** then,
- **Head-tilt/chin-lift** - open victims' airway by tilting their head back with one hand while lifting up their chin with your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

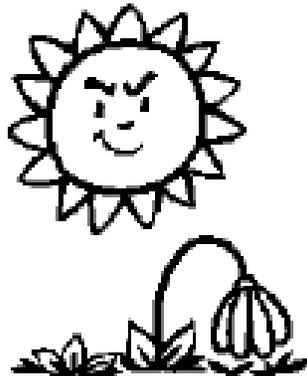
- Weakness and exhaustion
- Nausea, dizziness
- Skin moist, cool, pale or flushed
- Headache

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.

MEMORANDUM

ALISON MCKENNEY BROWN
Haysville City Attorney and Prosecutor

Date: March 22, 2012
To: Mayor Ken Hampton, Governing Body
Re: Finalization of Lease/Purchase of 240 S. Main, Haysville, Kansas

Mayor and Council:

In January, 2009, the City entered into a lease agreement, with option to purchase, with all the children of Roberta Tolbert, for a house located at 240 S. Main, Haysville, Kansas. The lease agreement allowed the sellers to complete the requirements of a life estate that was in effect upon the property at that time. In conformance with the Cash-Basis Law the lease agreement continued for three years subject to annual fiscal appropriation of the governing body. The lease agreement stated that at the completion of the three years the governing body would have the option to pay the balance of the total outstanding principal to purchase the property. The three year lease was completed at the end of January, 2012. To comply with the Cash Basis law the governing body must now affirmatively elect to complete the transaction, and purchase the property for the remainder of the outstanding principal balance.

3.5 Principal and Basic Rent. It is intended that the total amount of this Agreement shall be \$85,000, and the monthly Basic Rent shall be \$830. That Lessee shall pay Basic Rent for 36 months, after which the balance of the Principal (\$55,120) shall be due and owing. No additional monies in the form of interest are anticipated under this agreement.

RECOMMENDED ACTION: Approve the Real Estate Purchase Contract for 240 S. Main, and authorize the Mayor to sign.

REAL ESTATE PURCHASE CONTRACT

THIS REAL ESTATE PURCHASE CONTRACT is made this ____ day of _____, 2012, by and between Sabrina and Stephen L. Glatt, Robert Wayne and Twila Sue Hayes and Margaret Elaine and Taft Lee Jackson, being all the children (and spouses of such children) of Roberta Tolbert, deceased, hereinafter referred to as "Seller", and the City of Haysville, Sedgwick County, Kansas, hereinafter referred to as "Purchaser".

WITNESSETH:

1. Seller hereby agrees to sell and convey to Purchaser, and Purchaser hereby agrees to buy and to pay for on the terms and conditions hereinafter set forth, the following described real estate located in Sedgwick County, Kansas, to wit:

S. 100 FT of Lots 25-26-27-28, Haysville Original Town, Haysville, Kansas, a.k.a. 240 S. Main, Haysville, Kansas, 67060

subject to easements and restrictions of record together with the appurtenances thereunto belonging, for the total sum of \$ 1.00, and other good and valuable consideration, to be paid by Purchaser as set forth in Paragraph 3.5 of Lease Purchase Agreement entered into by the parties, dated January 30, 2009.

2. **Closing.**

It is understood and agreed between the parties hereto that time is of the essence with respect to this Agreement and that this transaction shall be consummated (herein the "Closing") in accordance with the following schedule:

The parties hereto designate "Kansas Secured Title, 232 N. Mead, Wichita, KS 67202, (316) 262-8261, 316) 262-5925 (fax), as the title company which will complete the closing. The Closing shall take place at the title company on or before thirty (30) days after the signing of this Agreement. (herein the "Closing Date").

3. **Delivery of Marketable Title**

Seller shall convey marketable fee simple title to the above-described real estate by general warranty deed which shall be executed, acknowledged, and delivered to the Escrow Agent on the closing date of this contract, free of all liens and encumbrances, except zoning or deed restrictions and easements of record, encumbrances created by the Purchaser and installments, if any, of special assessments not yet due. The escrow agent shall hold the deed and other documents provided for herein, until the full performance of this Contract by the parties, whereupon, the same shall be delivered to the respective parties entitled thereto hereunder. The bill of sale shall be delivered to Purchasers at closing.

4. Inspection of Title

Purchaser may, within a reasonable time after the execution of this contract, obtain a preliminary report for title insurance on the real property, certified to date by a title insurance company, at Purchaser's expense. Purchaser shall have a reasonable time after delivery of said title report, not to exceed fourteen (14) days in which to have the same examined at its expense, and returned to Seller with any written objections as to the marketability of the title. If valid objections are made to the marketability of the title, Seller shall then, at Seller's option, correct such objections to make the title marketable at its expense.

Seller shall have, in any event, a reasonable time in which to satisfy any valid objections as to the marketability of the title, and if legal proceedings are necessary, such proceedings shall be begun promptly upon receipt of the written objections of the Purchaser and shall be completed within a reasonable time.

In the event Seller is unable to furnish marketable title as above provided, this contract shall then become null and void, and Purchaser may pursue remedies for breach of the Lease Purchase Agreement, dated January 30, 2009.

5. Assignment

Neither party shall not have the authority to assign this contract, or any interest under this contract or in and to said real estate, without the express prior written consent of Seller.

6. Entirety of the Agreement

All terms of this Agreement have been reduced to writing and are either included herein, or set forth within the Lease Purchase Agreement, dated January 30, 2009, as entered into between the parties, and incorporated herein, and together the two documents constitute the entire agreement of the parties and may not be amended, altered, or modified, except by written agreement of the Seller and the Purchaser, and any Escrow Agreement shall be in addition to the terms of this contract as set forth herein.

7. Binding Effect

The terms and provisions of this contract shall extend to and become binding upon the heirs, executors, administrators, and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed these presents as of the day and year first above written.

SABRINA GLATT

STEPHEN L. GLATT

Sabrina Glatt, Owner

Stephen L. Glatt, Owner

ROBERT WAYNE HAYES

TWILA SUE HAYES

Robert Wayne Hayes, Owner

Twila Sue Hayes, Owner

MARGARET ELAINE JACKSON

TAFT LEE JACKSON

Margaret Elaine Jackson, Owner

Taft Lee Jackson, Owner

CITY OF HAYSVILLE, KANSAS

Ken Hampton, Mayor
City of Haysville, Kansas

ATTEST:

SEAL

Janie Cox, City Clerk

ACKNOWLEDGMENTS

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

BE IT REMEMBERED that on this _____ day of _____, 2012, before me, a notary public in and for said county and state, came Ken Hampton, Mayor of the City of Haysville, Sedgwick County, Kansas, a body politic and corporate pursuant to the laws of the State of Kansas, who is personally known to me to be the same person who executed, as such officer, the within instrument on behalf of said Municipality, and such person duly acknowledged the execution of the same to be the act and deed of said Municipality.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Notary Public

My Appointment Expires: _____

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

BE IT REMEMBERED that on this _____ day of _____, 2012, before me, a notary public in and for said county and state, came Sabrina Glatt and Stephen L. Glatt, who are personally known to me to be the same people who executed, as owner(s), the within instrument, and such people duly acknowledged the execution of the same to be the act and deed of herself.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Notary Public

My Appointment Expires: _____

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

BE IT REMEMBERED that on this _____ day of _____, 2012, before me, a notary public in and for said county and state, came Robert Wayne Hayes and Twila Sue Hayes, who are personally known to me to be the same people who executed, as owner(s), the within instrument, and such people duly acknowledged the execution of the same to be the act and deed of herself.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Notary Public

My Appointment Expires: _____

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

BE IT REMEMBERED that on this _____ day of _____, 2012, before me, a notary public in and for said county and state, came Margaret Elaine Jackson and Taft Lee Jackson, who are personally known to me to be the same people who executed, as owner(s), the within instrument, and such people duly acknowledged the execution of the same to be the act and deed of herself.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Notary Public

My Appointment Expires: _____

LEASE AGREEMENT WITH OPTION TO PURCHASE

THIS LEASE AGREEMENT WITH OPTION TO PURCHASE, made and entered into as of the 30 day of January, 2009, by and between the City of Haysville, Sedgwick County, Kansas, a body politic and corporate pursuant to the laws of the State of Kansas (the "Lessee"), and "Robert Wayne Hayes and Margaret Elaine Jackson, being all the children of Roberta Tolbert, deceased, (the "Lessor").

WITNESSETH:

WHEREAS, Lessee is a body politic and corporate pursuant to the laws of the State of Kansas, with full lawful power and authority to enter into this Lease by and through its Governing Body; and

WHEREAS, Lessee, in furtherance of the purposes and pursuant to the provisions of the constitution and laws of the State of Kansas, including K.S.A. 10-1116b which provides in pertinent part that nothing in the provisions of K.S.A. 10-1101 et seq., (Kansas Cash-Basis Law) shall prohibit a municipality from entering into a lease agreement, with or without an option to buy, or an installment-purchase agreement, if any of such agreements specifically state that the municipality is obligated only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during such municipality's current budget year or (b) funds made available from any lawfully operated revenue producing source, has proposed and does hereby propose that it shall lease the Land (as hereinafter defined) from Lessor for the rentals and upon the terms and conditions hereinafter set forth; and

WHEREAS, Lessor, pursuant to the foregoing proposals of Lessee, desires to lease the Land to Lessee for the rentals and upon the terms and conditions hereinafter set forth, and culminating in the sale of this land to Lessee through this lease-purchase agreement;

WHEREAS, Lessor and Lessee agree that this Agreement is a lease-purchase agreement that shall be filed with the Sedgwick County Register of Deeds and, once filed, Lessor shall under no circumstances utilize this property to secure debt, create encumbrance, or in any other manner interfere with Lessee's interest in this property unless or until Lessee defaults upon this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein set forth, Lessor and Lessee do hereby covenant and agree as follows:

ARTICLE I

Section 1.1 Definitions. In addition to the words, terms and phrases elsewhere defined in this Lease, the following words, terms and phrases as used herein shall have the following meanings unless the context or use indicates another or different meaning or intent:

"Act" means K.S.A. 10-1116b, as amended.

"Additional Rent" means all Impositions, and amount required under Article XXI hereof, all other payments of whatever nature which Lessee has agreed to pay or assume under the provisions of this Lease, and all expenses incurred by Lessor in connection with the enforcement of any rights under this Lease.

"Authorized Lessee Representative" means the Mayor of the City of Haysville.

"Authorized Lessor Representative" means Robert Minter, Minter & Pollak, Attorneys at Law, 545 N. Woodlawn, Wichita, Kansas, 67208.

"Basic Rent" means that portion of the total cost which has been agreed to as the monthly lease purchase payment.

"Basic Rent Payment Date" means a date no later than the fifth day of each month.

"Basic Term" means that date when the Term of this Agreement begins and Lessee's obligation to pay rent accrues upon execution of this document and ends on the 5th day of February, 2012, subject to prior termination as specified in this Lease.

"Business Day" means a day which is not a Saturday, Sunday or any day designated as a holiday by the Congress of the United States or by the legislature of the State of Kansas, and on which banks in the State are not authorized to be closed.

"Change of Circumstances" means the occurrence of any of the following events:

(a) title to, or the temporary use of, all or any part of the Land shall be condemned by any authority exercising the power of eminent domain; or

(b) as a result of changes in the Constitution of the State or any statutes thereof, or by the United States, or by reason of any action instituted in any court, this Lease shall become void or unenforceable, or impossible of performance without unreasonable delay, or in any other way, by reason of such changes or circumstances, unreasonable burdens or excessive liabilities are imposed upon Lessor.

"Default" means any event or condition the occurrence of which, with the lapse of time or the giving of notice or both, constitutes an Event of Default.

"Event of Default" means any one of the following events:

(a) Failure of Lessee to make any payment of Basic Rent at the time and in the amounts required hereunder; or

(b) Failure of Lessee to make any payment of Additional Rent at the times and in the amounts required hereunder, or failure to observe or perform any other covenant, agreement, obligation or provision of this Lease on the Lessee's part to be observed or performed, and the same is not remedied within thirty (30) days after the Lessor has given the Lessee written notice specifying such failure (or such longer period as shall be reasonably required to correct such default; provided that (i) Lessee has commenced such correction within said 30-day period, and (ii) Lessee diligently prosecutes such correction to completion).

"Fiscal Year" means the Fiscal Year of Lessee ending December 31 of each year.

"Impositions" means all taxes and assessments, general and special, which may be lawfully taxed, charged, levied, assessed or imposed upon or against or payable for or in respect of the Land or any part thereof, or any improvements at any time thereon or Lessee's interest therein, including any new lawful taxes and assessments not of the kind enumerated above to the extent that the same are lawfully made, levied or assessed in lieu of or in addition to taxes or assessments now customarily levied against real or personal property, and further including all water and sewer charges, assessments and other governmental charges and impositions whatsoever, foreseen or unforeseen, which if not paid when due would encumber Lessor's title to the Land.

"Improvements" means buildings, structure facilities, machinery and equipment.

"Land" means the interest in the following described real property, situated in Sedgwick County, Kansas, to-wit:

S. 100 FT of Lots 25-26-27-28, Haysville Original Town, Haysville, Kansas
a.k.a. 240 S. Main, Haysville, Kansas, 67060

"Lease" means this Installment Purchase Agreement by and between the Lessor and the Lessee, as from time to time supplemented and amended in accordance with the provisions hereof.

"Lessee" means the City of Haysville, Sedgwick County, Kansas.

"Lessor" means

Sabrina and Stephen L. Glatt, 3047 Benjamin, Wichita, KS 67204
Robert Wayne and Twila Sue Hayes, 3011 S. 124th East Ave., Tulsa, OK 74129
Margaret Elaine and Taft Lee Jackson, 205 SW 1st, Lexington, OK 73051
And all their successors and assigns.

"Net Proceeds" means, when used with respect to any insurance or condemnation award with respect to the Land, the proceeds from the insurance or condemnation award remaining after the payment of all expenses incurred in the collection of such proceeds.

"Notice Address" shall mean:

(a) With respect to the Lessor:

Sabrina and Stephen L. Glatt, 3047 Benjamin, Wichita, KS 67204
Robert Wayne and Twila Sue Hayes, 3011 S. 124th East Ave., Tulsa, OK 74129
Margaret Elaine and Taft Lee Jackson, 205 SW 1st, Lexington, OK 73051

(b) With respect to the Lessee:

City of Haysville, Sedgwick County, Kansas
P.O. Box 404
200 West Grand Avenue
Haysville, Kansas 67060
Attn: City Clerk

"Notice Representative" means:

- (a) With respect to the Lessor, Sabrina Glatt.
- (b) With respect to the Lessee, its City Clerk.

"Option to Purchase" is that option granted to Lessee to purchase the Land during the Basic Term as provided under Article XV hereof.

"Outstanding" means, as of a particular date, the aggregate Principal Component of the basic Rental Payments outstanding.

"State" means the State of Kansas.

"Term" means the Basic Term of this Lease.

Section 1.2 Representations and Covenants by Lessor.

Lessor makes the following covenants and representations as the basis for the undertakings herein contained.

(a) Lessor has clear title to the land and building(s) thereon, and may transfer the same with clear title to Lessee if Lessee should desire to invoke its option to purchase.

(b) Neither the execution or delivery of this Lease, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Lease conflicts with or results in a breach of the terms, conditions or provisions of any mortgage, debt, agreement, indenture or instrument to which the Lessor is a party or by which it is bound, or to which it or any of its properties is subject, or would constitute a default (without regard to any

required notice or the passage of any period of time) under any of the foregoing, or would result in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the Lessor under the terms of any debt, agreement, indenture or instrument, or violates any existing law, administrative regulation or court order or consent decree to which the Lessor is subject.

(c) This Lease constitutes a legal, valid and binding obligation of the Lessor, enforceable in accordance with its terms.

(d) During the term of this Lease, Lessor will provide Lessee with quiet use and enjoyment of the Land without suit, trouble or hindrance from Lessor, except upon default by Lessee, as set forth in this Lease.

(e) Lessor has not, in whole or in part, assigned, leased, hypothecated or otherwise created any other interest in, or disposed of, or caused or permitted any lien, claim or encumbrance to be placed against the Land, except for this Lease or as may be consented to in writing by Lessee.

(f) Except as otherwise provided herein, Lessor will not during the Basic Term, in whole or in part, assign, lease, hypothecate or otherwise create any other interest in, or dispose of, or cause or permit any lien, claim or encumbrance to be placed against the Land, except this Lease.

Section 1.3. Representations and Covenants by Lessee. Lessee makes the following representations and covenants as the basis for the undertakings on its part herein contained:

(a) Lessee is a duly constituted and existing body politic and corporate pursuant to the laws of the State of Kansas.

(b) Lessee is authorized by the Constitution and laws of the State of Kansas to enter into the transactions contemplated by this Lease, and to effect all of Lessee's obligations under this Lease. The Governing Board of Lessee has duly authorized the execution and delivery of this Lease by lawful action of the Governing Body and the Land will be used in the governmental and/or proprietary functions of Lessee.

(c) All procedures have been met by Lessee so that this Lease is enforceable, and Lessee has complied with all procedures that may be required in order to effect this Lease.

(d) Lessee represents that it intends to use the Land; and Lessee expressly covenants to abide by all statutes, resolutions or regulations, local, State or otherwise, including those now in effect and hereafter adopted, which govern the use, occupancy, maintenance and security of this manner of real property.

(e) Lessee covenants that in the event this Lease should be terminated in such a manner that the leasehold interest in the Land reverts to Lessor, then, and in that event, Lessee shall, at its sole

expense, return the Land to Lessor in substantially the same condition it was in prior to the execution and commencement of this Lease.

(f) The representations, covenants, warranties and obligations of Lessee as set forth in this Section are in addition to and are not intended to limit any other representations, covenants, warranties and obligations of Lessee as set forth in this Lease.

ARTICLE II

2.1 Granting of Leasehold. Lessor by these presents hereby rents, leases and lets unto Lessee and Lessee hereby rents, leases and hires from Lessor, for the rentals and upon and subject to the terms and conditions hereinafter set forth, the Land for the Basic Term.

2.2 Termination of Basic Term. The Basic Term of this Lease will terminate upon the earliest happening of any of the following events:

(a) The exercise by Lessee of its Option to Purchase the Land and the payment of the current Total Outstanding Principal Price as set forth in Exhibit A hereof; or

(b) The occurrence of an Event of Default by Lessee and Lessor's election to terminate this Lease as provided under Article XVII hereof; or

(c) The payment by Lessee of all Basic Rent Payments required under this Lease as set forth in Exhibit A which is attached hereto and as provided under Article III hereof.

ARTICLE III

3.1 Basic Rent. Lessee covenants and agrees to pay to the Lessor during the Basic Term, on each Basic Rent Payment Date, Basic Rent in immediately available funds.

3.2 Additional Rent. Within Thirty (30) days after receipt of written notice thereof, Lessee shall pay any Additional Rent required to be paid pursuant to this Lease.

3.3 Rent Payable Without Abatement or Set off. Subject to Articles IV and XV hereof, Lessee covenants and agrees with and for the express benefit of Lessee that all payments of Basic Rent and Additional Rent shall be made by Lessee as the same become due, and, that said payments shall not be withheld by Lessee for any reason, and that Lessee shall perform all of its obligations, covenants and agreements hereunder without notice or demand and without abatement, deduction, Set off, counterclaim, recoupment or defense or any right of termination or cancellation arising from any circumstance whatsoever, whether now existing or hereafter arising, or whether Lessor's title or legal interest in the Land or any part thereof is defective or non-existent, and notwithstanding any failure of consideration or commercial frustration of purpose, the eviction or constructive eviction of Lessee, any change in the tax or other laws of the United States of America, the State, or any

municipal corporation of either, any change in Lessee's legal organization or status, or any default of Lessor hereunder, and regardless of the invalidity of any action of Lessor or any other event or condition whatsoever, and regardless of the invalidity of any portion of this Lease, and Lessee hereby waives the provisions of any statute or other law now or hereafter in effect contrary to any of its obligations, covenants or agreements under this Lease or which releases or purports to release Lessee therefrom. Nothing in this Lease shall be construed as a waiver by Lessor of any rights or claims Lessor may have against Lessee under this Lease or otherwise, but any recovery upon such rights and claims shall be had from Lessee separately, it being the intent of this Lease that Lessee shall be unconditionally and absolutely obligated to perform fully all of its obligations, agreements and covenants under this Lease (including the obligation to pay Basic Rent and Additional Rent).

3.4 Basic Rent Payments Constitute a Current Expense of Lessee. Lessor and Lessee understand and intend that the obligation of Lessee to make the Basic Rent Payments required hereunder shall constitute a current expense of Lessee; and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or monies of Lessee.

3.5 Principal and Basic Rent. It is intended that the total amount of this Agreement shall be \$85,000, and the monthly Basic Rent shall be \$830. That Lessee shall pay Basic Rent for 36 months, after which the balance of the Principal (\$55,120) shall be due and owing. No additional monies in the form of interest are anticipated under this agreement.

3.6 Prepayment of Basic Rent. Lessee may at any time prepay all or any part of the Basic Rent.

ARTICLE IV

4.1. Termination of Lease in Event of Non-Appropriation of Funds. In the event sufficient funds shall not be budgeted and appropriated for any Fiscal Year of Lessee for payment of the Basic Rent Payments required to be paid by it under the provisions of Article III hereof in order to continue the leasing of the Land, or any other obligation under this Lease during the Basic Term, Lessee may terminate this Lease by notifying Lessor; and Lessee shall not be obligated to make the Basic Rent Payments required by the Lease beyond the end of the period for which Rental Payments have been made subsequent to the end of the then current Fiscal Year of Lessee. Lessee agrees to deliver notice to Lessor of such termination at least sixty (60) days prior to the end of the then current Fiscal Year of Lessee. In the event Lessee notifies Lessor of termination of this Lease at the end of its current Fiscal Year in accordance with this Article, Lessee shall surrender the Land to Lessor on the last day of said period for which Rental Payments have been made subsequent to the end of said Fiscal Year of Lessee. In the event Lessee does not surrender the Land in a timely fashion, Lessor, shall upon such occurrence have all rights and remedies with respect to repossession of the Land as set out in Article XIX hereof.

4.2. Non-Appropriation Not an Event of Default. Failure of Lessee to budget and appropriate funds in accordance with this Article shall not constitute an Event of Default under this Lease.

ARTICLE V

5.1 Improvements, Trade Fixtures and Equipment. Lessee is hereby granted the right to make such improvements and repairs and alterations to the above-described Land as it deems necessary, the same to be done only upon the written approval of Lessor, such consent not to be unreasonably withheld. The cost thereof shall be borne by the Lessee and such cost shall be paid when due in order that no lien or charge shall be placed against the Land. All repairs of every nature and kind in the premises will be the responsibility of the Lessee.

Lessee is likewise granted the right to install such fixtures and equipment as may be needed by Lessee in the operation of its business; provided, that the cost thereof shall be borne by the Lessee and such cost shall be paid when due in order that no lien or charge shall be placed against the Land. Lessee is hereby granted the right to remove such fixtures or equipment at the expiration of this Lease; provided, Lessee is not in default of any of its covenants and agreements herein contained and provided that the removal can be done without injury to the Land.

5.2 Machinery and Equipment Purchased by Lessee. If no part of the purchase price of an item of machinery, equipment or personal property is acquired or installed by the Lessor then such item of machinery, equipment or personal property shall not be deemed a part of the Land.

ARTICLE VI

6.1 Impositions. Lessee shall, during the life of this Lease, bear, pay and discharge, before the delinquency thereof, any and all Impositions. In the event any Impositions may be lawfully paid in installments, Lessee shall be required to pay only such installments thereof as become due and payable during the life of this Lease as and when the same become due and payable. Lessor covenants that without Lessee's written consent it will not, unless required by law, take any action which may reasonably be construed as tending to cause or induce the levying or assessment of any Imposition which Lessee would be required to pay under this Article and that should any such levy or assessment be threatened or occur Lessor shall, at Lessee's request, fully cooperate with Lessee in all reasonable ways to prevent any such levy or assessment.

6.2 Receipted Statements. Unless Lessee exercises its right to contest any Impositions in accordance with Section 7.4 hereof, Lessee shall, within Thirty (30) days after the last day for payment, without penalty or interest, of an Imposition which Lessee is required to bear, pay and discharge pursuant to the terms hereof, deliver to Lessor a photostatic or other suitable copy of the statement issued therefor duly receipted to show the payment thereof.

6.3 Lessor May Not Sell. Lessor covenants that, unless Lessee is in default under this Lease it will not, without Lessee's written consent, unless required by law, sell or otherwise part with or encumber

its fee or other ownership interest in the Land at any time during the life of this Lease, or use this real property to secure debt.

6.4 Contest of Impositions. Lessee shall have the right, in its own or Lessor's name or both, to contest the validity or amount of any Imposition by appropriate legal proceedings instituted at least Ten (10) days before the Imposition complained of becomes delinquent if, and provided, Lessee (i) before instituting any such contest, shall give Lessor written notice of its intention to do so and, if requested in writing by Lessor, shall deposit with the Lessor a surety bond of a surety company acceptable to Lessor as surety, in favor of Lessor, or cash, in a sum of at least the amount of the Imposition so contested, assuring the payment of such contested Impositions together with all interest and penalties to accrue thereon and costs of suit, and (ii) shall diligently prosecute any such contest and at all times effectively stays or prevents any official or judicial sale therefor, under execution or otherwise, and (iii) promptly pays any final judgment enforcing the Imposition so contested and thereafter promptly procures record release or satisfaction thereof. Lessee shall hold Lessor whole and harmless from any costs and expenses Lessor may incur related to any such contest.

ARTICLE VII

7.1 Use of Land. Subject to the provisions of this Lease, Lessee shall have the right to use the Land for any and all purposes allowed by law and contemplated by the Constitution of the State and the Act. Lessee shall comply with all statutes, laws, ordinances, orders, judgments, decrees, regulations, directions and requirements of all federal, state, local and other governments or governmental authorities, now or hereafter applicable to the Land or to any adjoining public ways, as to the manner of use or the condition of the Land or of adjoining public ways. Lessee shall comply with the mandatory requirements, rules and regulations of all insurers under the policies required to be carried under the provisions of this Lease. Lessee shall pay all costs, expenses, claims, fines, penalties and damages that may in any manner arise out of, or be imposed as a result of, the failure of Lessee to comply with the provisions of this Article.

ARTICLE VIII

8.1 Sublease by Lessee. Lessee may sublease the Land or portions of the Land for use by others in the normal course of its business without the prior written consent of Lessor. In the event of any such subleasing, Lessee shall remain fully liable for the performance of its duties and obligations hereunder, and no such subleasing and no dealings or transactions between Lessor and any such subtenant shall relieve Lessee of any of its duties and obligations hereunder.

Any such subleases shall include the provision that such sublease shall be subject and subordinate in all respects to the provisions of this Lease.

8.2 Assignment by Lessee. Lessee may not assign its interest in this Lease without the prior written consent of Lessor. In the event of any such assignment, Lessee shall remain fully liable for the performance of its duties and obligations hereunder, except to the extent hereinafter provided, and no

such assignment and no dealings or transactions between Lessor and any such assignee shall relieve Lessee of any of its duties and obligations hereunder.

8.3 Assignment by Lessor. Lessor may assign its interest in this Lease without the prior written consent of Lessee provided, however, Lessor shall give written notice to Lessee of such assignment. Upon such assignment Basic Rent Payments shall be made to the Assignee as the owner of the Agreement.

8.4 No Encumbrance by Lessee. The interest of Lessee in this Lease and in the Land may not be in anyway encumbered by Lessee without the prior written consent of Lessor; and Lessee or Lessor shall file or record such means of identification as are necessary to indicate that the Land is subject to this Lease and the restrictions set forth in this Section.

ARTICLE IX

9.1 Additional Improvements. Lessee shall have and is hereby given the right, at its sole cost and expense, to construct on the Land such buildings and improvements as Lessee from time to time may deem necessary or advisable.

9.2 Mechanics' Liens. Lessor and/or Lessee shall not do or suffer anything to be done whereby the Land, or any part thereof, may be encumbered by any mechanics' or other similar lien and if, whenever and so often as any mechanics' or other similar lien is filed against the Land, or any part thereof, Lessee or Lessor as the case may be, shall discharge the same of record within Thirty (30) days after the date of filing.

Notice is hereby given that Lessee does not authorize or consent to and shall not be liable for any labor or materials furnished to Lessor or anyone claiming by, through or under Lessor upon credit, and that no mechanics' or similar lien for any such labor, services or materials shall attach to or affect the interest of Lessee in and to the Land, or any part thereof.

9.3 Contest of Liens. Lessee and Lessor, as the case may be, notwithstanding the above, shall have the right to contest any such mechanics' or other similar lien if within said Thirty (30) day period stated above it (i) notifies Lessor or Lessee in writing of its intention so to do, and if requested by Lessor or Lessee, deposits with the Lessor or Lessee a surety bond issued by a surety company acceptable to Lessor or Lessee as surety, in favor of Lessor or Lessee or cash, in the amount of the lien claim so contested, indemnifying and protecting Lessor or Lessee from and against any liability, loss, damage, cost and expense of whatever kind or nature growing out of or in any way connected with said asserted lien and the contest thereof, and (ii) diligently prosecutes such contest, at all times effectively staying or preventing any official or judicial sale of the Land or any part thereof or interest therein, under execution or otherwise, and (iii) promptly pays or otherwise satisfies any final judgment adjudging or enforcing such contested lien claim and thereafter promptly procures record release or satisfaction thereof.

9.4 Utilities. All utilities and utility services used by Lessee on or in conjunction with the Land shall be contracted for by Lessee in Lessee's own name and Lessee shall, at its sole cost and expense, procure any and all permits, licenses or authorizations necessary in connection therewith.

ARTICLE X

10.1 Indemnity. Subject to Article IV hereof from duly appropriated funds, Lessee shall and hereby covenants and agrees to indemnify, protect, defend and save Lessor harmless from and against any and all claims, demands, liabilities and costs, including attorneys' fees, arising from damage or injury, actual or claimed, of whatsoever kind or character, to property or persons, occurring or allegedly occurring on or about the Land and arising out of Lessee's use or occupation of the Land or operations conducted by the Lessee, or by reason of the Lessee's construction or maintenance of any improvements placed upon the Land during the Basic Term hereof, and upon timely written notice from Lessor, Lessee shall defend Lessor in any action or proceeding brought thereon; provided, however, that nothing contained in this Section shall be construed as requiring Lessee to indemnify Lessor for any claim resulting from any act or omission of Lessor, or their respective agents and employees.

10.2 Cross Indemnity. Lessor shall and hereby covenants and agrees to indemnify, protect, defend and save Lessee harmless from and against any and all claims, demands, liabilities and costs, including attorneys' fees, arising from damage or injury, actual or claimed, of whatsoever kind or character, to property or persons, occurring or allegedly occurring on or about the Land and arising out of Lessor's use or occupation of the Land or operations conducted by the Lessor during the Basic Term hereof, and upon timely written notice from Lessee, Lessor shall defend Lessee in any action or proceeding brought thereon; provided, however, that nothing contained in this Section shall be construed as requiring Lessor to indemnify Lessee for any claim resulting from any act or omission of Lessee, or their respective agents and employees.

ARTICLE XI

11.1 Access to Land. Lessor, for itself and its duly authorized representatives and agents, reserves the right to enter or view the Land at all reasonable times during usual business hours throughout the Basic Term while an Event of Default is continuing hereunder, for the purpose of exhibiting the Land to prospective purchasers, lessees or mortgagees.

11.2 Quiet Enjoyment and Possession. So long as Lessee shall not be in default under this Lease, Lessee shall and may peaceably and quietly have, hold and enjoy the Land.

ARTICLE XII

12.1 Option to Purchase Land. Subject to the provisions of this Article, Lessee shall have the right and option to purchase the Land at any time during the Basic Term of this Lease. Lessee shall exercise its aforesaid option by giving Lessor written notice of Lessee's election to exercise its option

and specifying the date, time and place of closing, which date (the "Closing Date") shall neither be earlier than Thirty (30) days nor later than One Hundred Eighty (180) days after the notice is given, (provided however no such notice shall be required if Lessee makes all payments of Basic Rent set forth in Exhibit A) and Lessor shall immediately convey title to the Land to Lessee as provided in Section 15.3. Lessee may not, however, exercise its said option if Lessee is in default hereunder on the Closing Date.

12.2 Quality of Title and Purchase Price. If said notice of election to purchase be given as aforesaid, Lessor shall and covenants and agrees to sell and convey its interests in and to the Land to Lessee on the Closing Date free and clear of all liens and encumbrances whatsoever except (a) those to which the title was subject on the date of the execution of this Lease, or to which title became subject with Lessee's written consent, or which resulted from any failure of Lessee to perform any of its covenants or obligations under this Lease, (b) taxes and assessments, general and special, if any, and (c) the rights, titles and interests of any party having condemned or who is attempting to condemn title to, or the use for a limited period of, all or any part of the Land, for payment of the percentage, equal to the percentage of the Land to be purchased, of the current Total Outstanding Principal Price.

12.3 Closing of Purchase. On the Closing Date Lessor shall deliver to Lessee, Lessor's appropriate instrument or instruments of conveyance or assignment, properly executed and conveying the appropriate percentage of the Land to Lessee free and clear of all liens and encumbrances whatsoever except as set forth in the preceding Section above or conveying such other title to the Land as may be acceptable to Lessee, and then and there Lessee shall pay the full purchase price for the Land. Upon the delivery to Lessee of said appropriate instrument or instruments of assignment or conveyance and payment of the purchase price by Lessee, this Lease shall, ipso facto, terminate. Title insurance to the Land, if requested by the Lessee, shall be furnished at the expense by the Lessee.

12.4 Effect of Failure to Complete Purchase. If, for any reason whatsoever, the purchase of the Land by Lessee pursuant to valid notice of election to purchase given as aforesaid is not effected on the Closing Date, this Lease shall be and remain in full force and effect according to its terms the same as though no notice of election to purchase had been given, except that:

(a) If such purchase is not effected on the Closing Date because of the failure or refusal of Lessee to fully perform and observe all of the covenants and conditions herein contained on Lessee's part to be performed or observed to the Closing Date, Lessee shall be deemed to be in default under this Lease and Lessor shall have such rights and Lessee shall have such duties and obligations as are stated in Article XVII hereof with like effect as though written notice of default had been given and any grace period for the correction of such default had expired and said default remains unsatisfied.

(b) If such purchase is not effected on the Closing Date because on said date Lessor does not have and is unable to convey to Lessee such title to the Land as Lessee is required to accept, the Lessor shall use its best efforts to cure any such defect in its title to the Land. In the event the Lessor is unable to cure such defect in its title to the Land, Lessee shall have the right to cancel this Lease forthwith or may proceed to collect from Lessor the return of the principal component of payments of

Basic Rent set forth in Exhibit A attached hereto paid by Lessee, as and for liquidated damages for failure to perform under the Lease.

ARTICLE XIII

13.1 Termination by Reason of Change of Circumstances. If, at any time during the Basic Term, a Change of Circumstances occurs, then and in such event Lessee shall have the option to purchase the Land pursuant to Article XV hereof or the option to terminate this Lease by giving Lessor notice of such termination within Ninety (90) days after Lessee has actual knowledge of the event giving rise to such option.

ARTICLE XIV

14.1 Remedies on Default. Whenever any Event of Default shall have happened and be continuing, the Lessor may take any one or more of the following remedial actions:

(a) Give Lessee written notice of intention to terminate this Lease on a date specified therein, which date shall not be earlier than Ten (10) days after such notice is given and, if all defaults have not then been cured on the date so specified, Lessee's rights to possession of the Land shall cease, and this Lease shall thereupon be terminated, and Lessor may take possession of the Land and lease or sell the Land to such other person or persons as Lessor may elect; or

(b) Pursue any other remedies available at law or in equity.

Lessor shall use reasonable diligence to re-let or sell the Land, or parts thereof, for such term or terms and at such rental and upon such other terms and conditions as Lessor may deem advisable and no such taking of possession and termination by Lessor shall relieve Lessee of its obligation to pay Basic Rent, or of any of its other obligations under this Lease, all of which shall survive such taking of possession and termination, and Lessee shall continue to pay the Basic Rent provided for in this Lease until the end of the then current Fiscal Year of Lessee, whether or not the Land shall have been re-let or sold, less the net proceeds, if any, of any re-letting or selling of the Land after deducting all of Lessor's expenses incurred in connection with such re-letting, including without limitation, all repossession costs, brokerage commissions, legal expenses, expenses of employees and expenses of preparation of the Land for re-letting.

If, in accordance with any of the foregoing provisions of this Article, Lessor shall elect to take possession of the Land, Lessor may enter and expel Lessee and those claiming through or under Lessee and remove the property and effects of both or either (forcibly if necessary) without being guilty of any manner of trespass and without prejudice to any remedies for arrears of Basic Rent or preceding breach of covenant.

14.2 No Remedy Exclusive. No remedy herein conferred upon or reserved to the Lessor is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Lease or now or hereafter

existing at law or in equity or by statute, subject to the provisions of the Indenture. No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power, or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Lessor to exercise any remedy reserved to it in this Article, it shall not be necessary to give any notice, other than notice required herein.

ARTICLE XV

15.1 Surrender of Possession. Upon accrual of Lessor's right of possession as the result of Lessee's default hereunder or upon the cancellation or termination of this Lease by lapse of time or otherwise, Lessee shall peacefully surrender possession of the Land to Lessor; provided, however, Lessee shall have the right, prior to or within Sixty (60) days after the termination of this Lease, to remove from the Land the improvements, machinery, equipment, personal property and trade fixtures which Lessee owns under the provisions of this Lease and not constituting a part of the Land. Restoration of the Land required to be made because of such removal shall be made by and at the sole cost and expense of Lessee. All improvements, machinery, equipment, personal property, and trade fixtures owned by Lessee and which are not so removed from the Land prior to or within Sixty (60) days after the termination of this Lease shall become the separate and absolute property of Lessor.

15.2 Obligations of Lessor Upon Obtaining Possession. Upon Lessor exercising its right of possession or permitting others to possess the Land, Lessor and its assigns shall be and remain subject to all provisions of the Lease/Agreement.

ARTICLE XVI

16.1 Notices. All notices required or desired to be given hereunder shall be in writing and shall be delivered in person to the Notice Representative or mailed by registered or certified mail to the Notice Address. All notices given by certified or registered mail as aforesaid shall be deemed duly given as of the date they are so mailed.

ARTICLE XVII

17.1 Net Lease. The parties hereto agree that this Lease is intended to be a net lease, and that to the extent that the payments of Basic Rent and Additional Rent are not adequate to provide Lessor with funds sufficient for the purposes aforesaid, Lessee subject to Article IV hereof shall be obligated to pay, and it does hereby covenant and agree to pay, upon demand therefor, as Additional Rent, such further sums of money as may from time to time be required for such purposes.

ARTICLE XVIII

18.1 Rights and Remedies. The rights and remedies reserved by Lessor and Lessee hereunder and those provided by law shall be construed as cumulative and continuing rights. No one of them shall

be exhausted by the exercise thereof on one or more occasions. Lessor and Lessee shall each be entitled to specific performance and injunctive or other equitable relief for any breach or threatened breach of any of the provisions of this Lease, notwithstanding the availability of an adequate remedy at law, and each party hereby waives the right to raise such defense in any proceeding in equity.

18.2 Waiver of Breach. No waiver of any breach of any covenant or agreement herein contained shall operate as a waiver of any subsequent breach of the same covenant or agreement or as a waiver of any breach of any other covenant or agreement, and in case of a breach by either party of any covenant, agreement or undertaking, the non-defaulting party may nevertheless accept from the other any payment or payments or performance hereunder without in any way waiving its right to exercise any of its rights and remedies provided for herein or otherwise with respect to any such default or defaults which were in existence at the time such payment or payments or performance were accepted by it.

ARTICLE XIX

19.1 Amendments. This Lease may be amended, changed or modified, by an agreement in writing executed by Lessee and Lessor, and filed with the Register of Deeds.

19.2 Construction and Enforcement. This Lease shall be construed and enforced in accordance with the laws of the State. Wherever in this Lease it is provided that either party shall or will make any payment or perform or refrain from performing any act or obligation, each such provision shall, even though not so expressed, be construed as an express covenant to make such payment or to perform, or not to perform, as the case may be, such act or obligation.

19.3 Invalidity of Provisions of Lease. If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

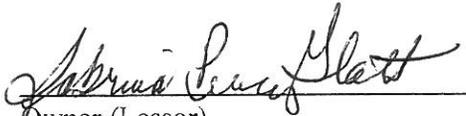
19.4 Covenants Binding on Successors and Assigns. The covenants, agreements and conditions herein contained shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

19.5 Section Headings. The section headings hereof are for the convenience of reference only and shall not be treated as a part of this Lease or as affecting the true meaning of the provisions hereof. The reference to section numbers herein shall be deemed to refer to the numbers preceding each section.

IN WITNESS WHEREOF, the parties hereto have executed these presents as of the day and year first above written.

CITY OF HAYSVILLE, SEDGWICK COUNTY, KANSAS

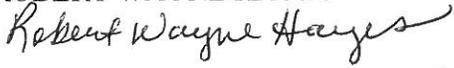
SABRINA GLATT


Owner (Lessor)
Sabrina and/or Stephen L. Glatt

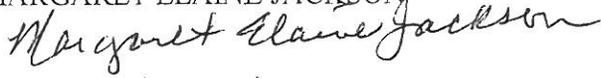
CITY OF HAYSVILLE, KANSAS


Bruce Armstrong, Mayor

ROBERT WAYNE HAYES

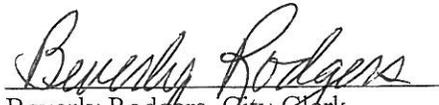

per attached power of attorney
Owner (Lessor)
Robert Wayne and/or Twila Sue Hayes

MARGARET ELAINE JACKSON


per attached power of attorney
Owner (Lessor)
Margaret Elaine and/or Taft Lee Jackson

ATTEST:

SEAL


Beverly Rodgers, City Clerk

ACKNOWLEDGMENTS

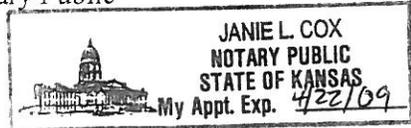
STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

BE IT REMEMBERED that on this 3 day of ^{February}~~January~~, 2009, before me, a notary public in and for said county and state, came Bruce Armstrong, Mayor of the City of Haysville, Sedgwick County, Kansas, a body politic and corporate pursuant to the laws of the State of Kansas, who is personally known to me to be the same person who executed, as such officer, the within instrument on behalf of said Municipality, and such person duly acknowledged the execution of the same to be the act and deed of said Municipality.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Janie L. Cox
Notary Public

My Appointment Expires: 4/22/09



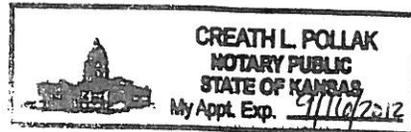
STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

BE IT REMEMBERED that on this 30th day of January, 2009, before me, a notary public in and for said county and state, came Sabrina Glatt, who is personally known to me to be the same person who executed, as owner, the within instrument, and such person duly acknowledged the execution of the same to be the act and deed of herself.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Creath L. Pollak
Notary Public

My Appointment Expires: 9/16/2012





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, Ken Hampton
Haysville City Councilmembers

FROM: Randal Dorner
City of Haysville
Public Works Director

DATE: March 21, 2012

RE: Mower Trade-In Proposal

The City of Haysville has accepted proposals to trade in the John Deere 1600, WAM, for a JD Z997 and JD Z445 w/baggers. Following are the prices:

PrairieLand Partners, Inc./Andover, KS	\$3824.00
PrairieLand Partners, Inc./Andale, KS	\$4443.36
PrairieLand Partners, Inc./ Wichita, KS	\$3500.00

We are asking authorization to accept the proposal from PrairieLand Partnters Inc. of Wichita for the price of \$3500.

A handwritten signature in cursive script that reads "Randal Dorner".

Randal Dorner
City of Haysville
Public Works Director



Haysville Municipal Court

200 West Grand – P.O. Box 404 – Haysville, Kansas 67060

To: The Honorable Mayor Ken Hampton; City Council Members
From: Camille Tullis, Court Clerk
Date: March 14, 2012
Re: Consideration of Public Defender Appointment

The Public Defender for the Haysville Municipal Court has recently retired. Due to this opening the City took applications for a replacement. The applicants were narrowed down to two choices:

Shawn P. Lautz
Lautz Law, LLC. \$1,200 per month

Nicholas Means
Maughan & Maughan LC. \$1,000 per month

We are recommending entering into a contract with Maughan & Maughan LC where Nicholas Means will be assigned as Public Defender. We felt the contract with Maughan & Maughan LC would be more beneficial to the court due to the stability it provides. If Mr. Means were unavailable due to vacation or illness, another experienced attorney from Maughan & Maughan LC would be made available to cover the docket.

Camille Tullis
City of Haysville
Court Clerk

MEMO

TO: The Honorable Ken Hampton, Mayor
Haysville City Councilmembers

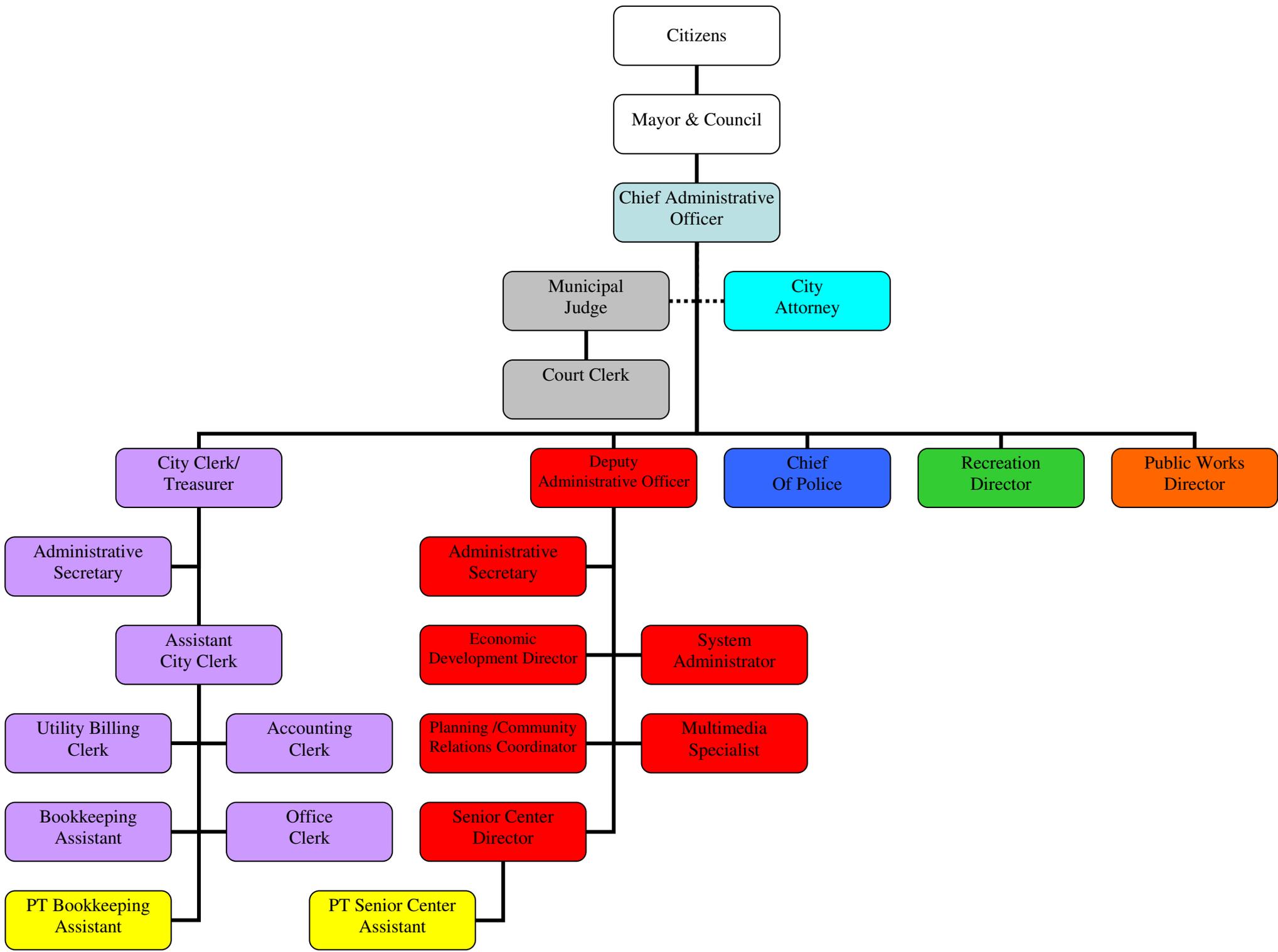
FROM: Carol C. Neugent, Director of Governmental Services

SUBJECT: Proposed Changes to the Personnel Manual

DATE: March 20, 2012

Attached for review and approval is a revised Organizational Chart, which depicts changes to the City's organizational structure and changes within the City Clerk's Department and Governmental Services (Administrative Services) Department. Also attached for review and approval are Job Descriptions that will be modified based on the revised Organizational Chart.

If you should have any questions in regards to this matter please do not hesitate to contact either me or Janie Cox at 529-5900.



CHIEF ADMINISTRATIVE OFFICER

City of Haysville

General

POSITION SUMMARY

Under the direction of the Mayor and City Council, the Chief Administrative Officer is an exempt position under FLSA. The Chief Administrative Officer directs the city to accomplish the goals established by the governing body within available budgets. The position is appointed by the Mayor and must live within fifteen miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, organizes, directs, and coordinates the administrative, financial, and operational matters of the city;
- Provides leadership in the development and implementation of long and short-range plans;
- Directs all departments and offices of the city to achieve goals with available resources;
- Fields questions, concerns, and complaints from the general public;
- Works with the Department Heads in preparing the city budget and administers the city budget;
- Coordinates interdepartmental activities;
- Prepares various studies and reports for decision-making purposes;
- Conducts employment-related decisions involving hiring, disciplinary action, and all other status changes;
- Resolves citizen and personnel issues;
- Communicates official plans and actions to staff and the public;
- Assists in development of City policies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Works with developers;
- Serves as Primary Public Information Officer;
- Makes presentations at City Council meetings;
- Responsible for grant writing and administration;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

CHIEF ADMINISTRATIVE OFFICER
POSITION REQUIREMENTS

Experience: Six or more years of similar or related experience with four or more years of supervisory experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A four year college degree in Public Administration or a related field is required. A Master's degree is preferred (work experience may be substituted for education.) Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of budgeting procedures, public administration, computers, database systems, and spreadsheets, and a working knowledge of statistical analysis and mathematics is required. Must operate computers, printers, calculators, telephone systems, and other office equipment. Must prepare reports, memos, and other documents, interpret data, understand and anticipate problems, and read and interpret manuals, legal documents, reports and written instructions. Should possess excellent managerial, supervisory, public relation, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen complaints, allocation of resources, budgeting issues, and mayor and council concerns.

Decision Making: Frequent independent decision making is involved. Makes decisions about resolving personnel issues and citizen complaints, prioritizing city projects and activities, preparing an annual budget, approving expenditures, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Mayor and City Council, and exercises supervision over department heads.

Financial Accountability: Responsible for department resources and equipment and is required to be bonded. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DEPUTY ADMINISTRATIVE OFFICER

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the direction of the Chief Administrative Officer, the Deputy Administrative Officer is an exempt position under FLSA. Responsible for supervising the management of the department, budget preparation, and resolving personnel issues. Must live within fifteen miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Assists the Chief Administrative Officer in planning, organizing, directing, and coordinating the administrative, financial, and operational matters of the city;
- Serves as Acting Chief Administrative Officer during the absence of the Chief Administrative Officer
- Fields questions, concerns, and complaints from the general public;
- Prepares various studies and reports for decision-making purposes;
- Develops department goals and objects and monitors progress;
- Hires and supervises department personnel resolves personnel/employment issues;
- Delegates and assigns projects and tasks to subordinates;
- Recommends and assists with implementation of policies and procedures;
- Assists in development of City policies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Makes presentations at City Council meetings;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

**DEPUTY ADMINISTRATIVE OFFICER
POSITION REQUIREMENTS**

STEP ONE: 27.50

Experience: Four or more years of similar or related experience with two or more years of supervisory experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A four year college degree in Public Administration or a related field is required. A Master's degree is preferred (work experience may be substituted for education.) Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of budgeting procedures, public administration, computers, database systems, and spreadsheets, and a working knowledge of statistical analysis and mathematics is required. Must operate computers, printers, calculators, telephone systems, and other office equipment. Must prepare reports, memos, and other documents, interpret data, understand and anticipate problems, and read and interpret manuals, legal documents, reports and written instructions. Should possess excellent managerial, supervisory, public relation, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen complaints, allocation of resources, budgeting issues, and mayor and council concerns.

Decision Making: Frequent independent decision making is involved. Makes decisions about resolving personnel issues and citizen complaints, prioritizing city projects and activities, preparing an annual budget, approving expenditures, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Chief Administrative Officer, and exercises supervision over department personnel.

Financial Accountability: Responsible for department resources and equipment and is required to be bonded. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

***ECONOMIC DEVELOPMENT DIRECTOR
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: College Degree in Business Administration, Business Management or other related degree that can be used in furthering Economic/Community Development activities. Certification as a CED, CID or graduate from the U.S. Chamber of Commerce School of Management or the Economic Development Institute. Must possess a valid Kansas Driver's License (or obtain within 30 days.)

Technical Skills: Thorough knowledge of the principles and practices related to the principles of economic and development. Knowledge of management principles and administrative experience. Strong analytical skills plus ability to apply basic statistical techniques. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions is required. Should possess excellent, public relation, organizational, oral and written communication skills. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Independent problem solving. Encounters problems with determining incentives to be offered to business and resolving conflicts between private business needs and public concerns. Determining best methods to market the city. Understanding budget needs and writing grants.

Decision Making: Frequent independent decision making. Makes decisions about expenditures of funds to assist businesses and market the city regionally and nationally. Setting priorities for work assignments.

Supervision: Works under direction of the Deputy Administrative Officer. Has no direct supervisory responsibilities.

Financial Accountability: Responsible for office and city equipment. Participates in the annual budget process.

Personal Relations: Daily contact with co-workers, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works holidays if required, subject to call backs/call-ins.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

**PLANNING & COMMUNITY RELATIONS COORDINATOR
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A college degree in Planning, Public Administration or related field is required (experience may be substituted for education requirements with a minimum of High School diploma or GED). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of federal, state, and local statutes, laws, and ordinances, city zoning and subdivision regulations, grant applications, and budget preparation is required. Working knowledge of computers and mathematics is required. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. Must prepare reports, budgets, grant applications, and other documents, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent supervisory, public relation, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns and complaints, and zoning regulations.

Decision Making: Frequent independent decision making. Makes decisions about budget preparation, resolving citizen concerns and complaints and personnel issues, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does participate in the annual budget process. Has authority to purchase necessary supplies.

Personal Relations: Frequent contact with the general public, subordinate personnel, co-workers, and supervisory personnel. Frequent contact with the governing body .

Working Conditions: Some adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Exposure to adverse weather can be expected. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE SECRETARY

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Deputy Administrative Officer, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties. Responsible for answering and directing incoming telephone calls and providing secretarial support for the Chief Administrative Officer, Mayor and Administrative Services Department. Required to attend City Council meetings and prepare the minutes. Provides backup for the front office. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides support for City Council meetings, prepares agendas, packets, and minutes of the meetings;
- Provides support for Haysville Forward meetings, prepares agendas, packets, and minutes of the meetings;
- Assists the Chief Administrative Officer, Mayor and Administrative Services Department with correspondence and projects;
- Types letters and documents;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Performs general clerical duties;
- Processes Council Action Forms;
- Coordinates special projects as assigned;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides support for the City Clerk Department and Court Office;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

ADMINISTRATIVE SECRETARY (AS)
POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit in Office Administration or a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Thorough knowledge of clerical skills, office procedures, computers, typing, and a working knowledge of mathematics is required. Must operate computers, typewriters, photocopiers, telephone systems, and other office equipment. Must type with speed and accuracy, concentrate on tasks in the presence of distractions, and read and interpret legal documents, letters, forms, and written instructions. Should possess excellent public relation, organizational, and secretarial skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Some independent problem solving. Encounters problems with citizen complaints and data entry errors. Decisions often made in stressful situations.

Decision Making: Some independent decision making. Makes decisions about certain projects in the Director of Governmental Services absence, prioritizing daily work assignments, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect of this position. Deals with the general public including those who are angry and upset.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MULTIMEDIA SPECIALIST

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, the Multimedia Specialist is a non-exempt position under FLSA which performs administrative duties. Responsible for the development and implementation of certain communication/public information programs, including administration and coordination of Channel 7 activities. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Directs operations, supervision and administration of all Channel 7 activities;
- Establishes programming and coordinates programming activities for Channel 7;
- Develops and produces information brochures and materials for the City;
- Coordinates communication projects with local school district and various local and state agencies;
- Works with local cable network station to enhance programming opportunities;
- Corresponds with vendors for equipment purchase and maintenance, develops information and recommendations for purchasing;
- Coordinates information releases with local and regional news media;
- Coordinates with local organizations in the development, production and distribution of economic development information;
- Develops and monitors program budget;
- Provides programming data and statistics in report form;
- Edits City Website;
- Attends various meetings and community activities required for producing public information pieces;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Broadcasts meetings of City bodies, boards and commissions as required;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Works with System Administrator as directed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

***MULTIMEDIA SPECIALIST
POSITION REQUIREMENTS***

Experience: One to two years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: Bachelor's Degree in Communication, Journalism, or closely related field (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Knowledge of local cable networking and other city-information channel programming and operation; knowledge of informational brochure layout, editing, and production; strong analytical skills plus ability to apply basic statistical techniques is required; must be able to produce videos using non-linear editor. Must operate camera, recording, and transmitting equipment, computers, typewriters, photocopiers, calculators, telephones, and other department equipment. Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with production equipment, scheduling, and coordination of programming.

Decision Making: Frequent independent decision making. Makes decisions about programming and development of information materials.

Supervision: Works under direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for department and city equipment. Participates in the annual budget process.

Personal Relations: Frequent contact with co-workers, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in a variety of settings including offices, production equipment, and filming outdoor events.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SENIOR CENTER DIRECTOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Deputy Administrative Officer, the Senior Center Director is a non-exempt position under FLSA. Responsible for the daily operations of the Haysville Senior Center. Maintains the Senior Center's records, coordinates the Food Assistance Program, and supervises the Food Pantry. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Oversees the daily activities of the Senior Center;
- Coordinates activities with all agencies associated with the Senior Center;
- Performs record keeping and submits reports to the Sedgwick County Department on Aging;
- Follows the guidelines and requirements of the Sedgwick County Department on Aging contract;
- Drafts and publishes monthly calendar of Senior Center events;
- Prepares and distributes newsletter;
- Serves as secretary for Senior Citizens Advisory Board;
- Develops programs of interest and of benefit to seniors;
- Handles building rentals to senior groups;
- Provides information to seniors on available programs;
- Coordinates activities and serves as liaison for the Advisory Board and Senior Planning Committee;
- Fields questions, concerns, and complaints from the general public;
- Plans group activities outside the Senior Center;
- Organizes and assists with dinners and birthday parties at the Senior Center;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Organizes and assists with other special events;
- Updates the informational sign at the Senior Center;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.
- Registers voters;

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	

***SENIOR CENTER DIRECTOR
POSITION REQUIREMENTS***

Experience: One to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess valid Kansas Driver License or obtain within 30 days of employment. Must pass KBI background check.

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, calculators, typewriter, photocopiers, and other office equipment. Must perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports and written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain working rapport with seniors, the public, co-workers, and volunteers. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change. Must pass a KBI background check.

Problem Solving: Occasional independent problem solving. Encounters problems with elderly citizens' concerns and complaints.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner, as well as developing and coordinating programs to retain and attract participation in the center.

Supervision: Works under the direction of the Deputy Administrative Officer. Exercises frequent supervision over subordinate, contract, and volunteer personnel.

Financial Accountability: Responsible for department resources, is required to be bonded. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate and volunteer personnel, frequent contact with supervisory personnel, and limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. May have contact with bloodborne pathogens and human blood and fluids. Working in an office setting is the primary aspect of this position. Evening and weekend work may be required.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SYSTEM ADMINISTRATOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, the System Administrator is a non-exempt position under FLSA which performs administrative duties. Responsible for the development and maintenance of local/wide area networks (LAN/WAN), telecommunications processes, data communications processes, and information processing. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Directs operations, supervision and administration of all computer systems and networks;
- Provides computer systems' hardware and software maintenance;
- Directs and supervises users' training and system environment;
- Maintains control and access assignments to the LAN/WAN;
- Troubleshoots problems with Network server;
- Works with Windows NT and Novell in order to administer and load additional software applications;
- Monitors and controls city communication processes such as ISDN lines and LAN hubs as well as Internet access and e-mail;
- Develops, designs and implements new program applications for processing data more efficiently and effectively;
- Maintains and develops procedures for the efficient use of computer/communications equipment;
- Troubleshoots system problems;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

SYSTEM ADMINISTRATOR POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required; two years with specific system experience with LAN and mainframes. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: Bachelor's degree in related field is required. Completion of NT and Novell System Administration Programs preferred (work experience may be substituted for education.) Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must pass a KBI Background Check.

Technical Skills: Thorough knowledge of current computer hardware, software and networking systems. Technical knowledge of computer repair and installation is required. Strong analytical skills plus ability to apply basic statistical techniques are required. Excellent troubleshooting skills required. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must possess ability to train on computer software. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with computer hardware and software, employee concerns.

Decision Making: Frequent independent decision making. Makes decisions about hardware and software, computer upgrades, computer training, training schedules and requirements, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for department and city equipment. Participates in the annual budget process.

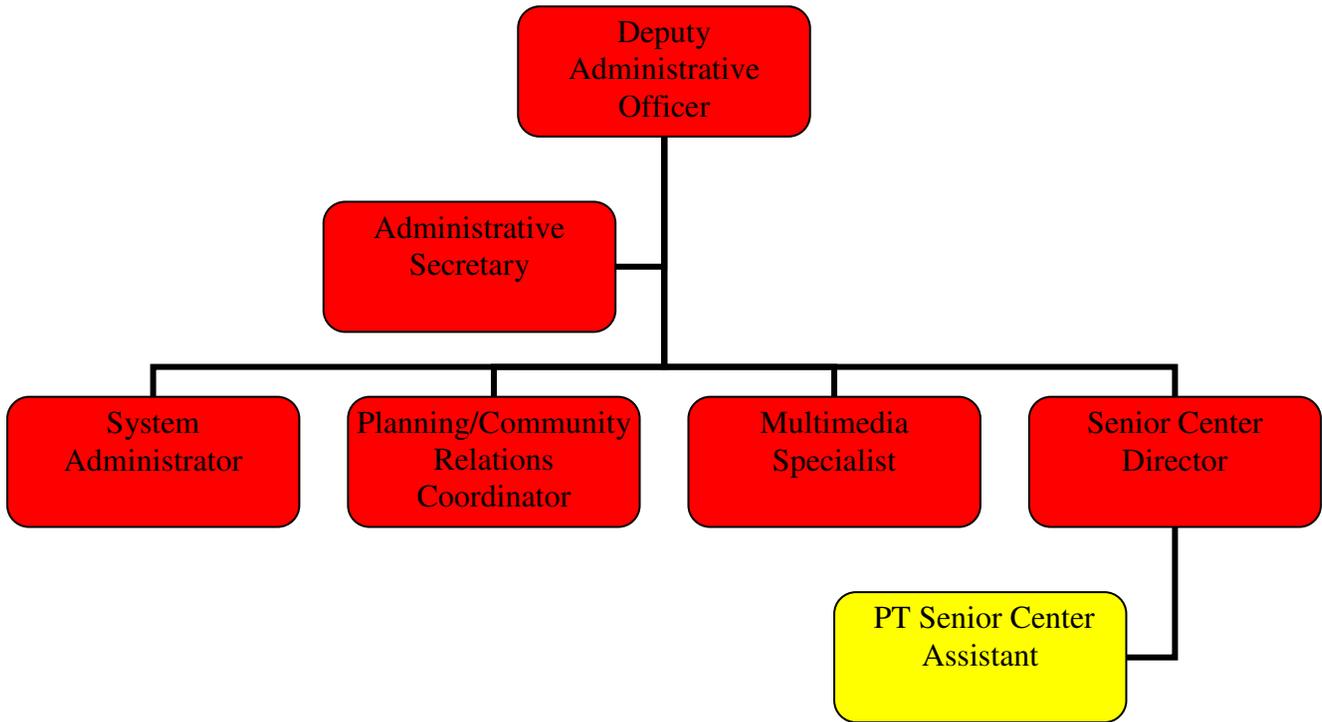
Personal Relations: Frequent contact with co-workers, and supervisory personnel. Occasional contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect.

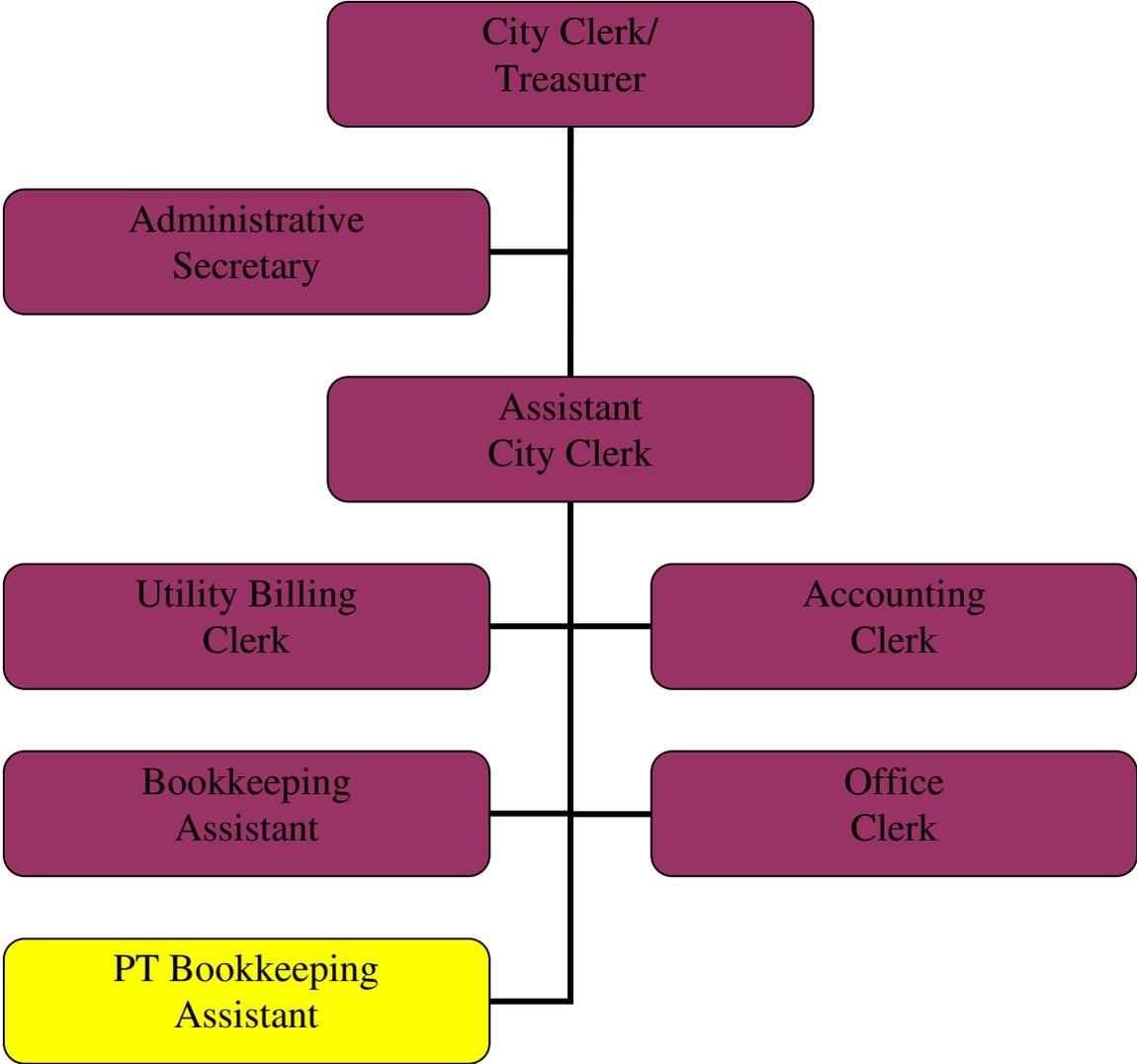
Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

**ADMINISTRATIVE SERVICES
ORGANIZATIONAL CHART
2012**



CITY CLERK
ORGANIZATIONAL CHART
2012



VENDOR NO NAME	PAYMENT AMT
5 AAA PORTABLE SERVICES LLC	110.00
10 A & E ANALYTICAL	80.00
100 AMSAN	777.50
195 A-FORD-ABLE	333.90
290 AMER-GRAPHICS SPECIAL T'S	1,640.15
368 ANDALE FARMER'S CO-	7,928.70
490 A T & T	1,258.00
565 AWARDS FACTORY INC	87.30
680 BAYSINGER POLICE SUPPLY	407.85
695 BEALL MITCHELL SULLIVAN	1,310.00
720 BEST SUPPLY CO INC	534.60
777 BIG TOOL STORE	81.78
798 DOJANG LLC	75.00
830 B-R-C BEARING COMPANY INC	81.75
1151 CHIEF STATE BOILER INSP	180.00
1155 CINTAS CORPORATION	319.60
1180 CCMFOA OF KANSAS	50.00
1430 D & D EQUIPMENT #1	190.00
1440 D-C WHOLESALE INC	625.00
1480 DAN'S HEATING & COOL	362.50
1592 DOUBLE CHECK COMPANY INC	627.56
1640 ECK, RUSTY ECK FORD	858.39
1737 ENTERPRISE WIRELESS ALLIA	375.00
1950 FOLEY INDUSTRIES	22.11
2029 GARY'S BARBER SHOP	425.00

VENDOR NO NAME	PAYMENT AMT
2168 GRAYBAR	868.68
2266 HASTY AWARDS	22.78
2268 HASLER INC	96.00
2300 HAYSVILLE COMM LIBRARY	9,415.44
2340 HAYSVILLE POST OFFICE	220.00
2360 HAYSVILLE SUN TIMES	108.00
2370 HAYSVILLE USD 261	95.97
2500 HOMELAND STORES INC	458.93
2587 HYATT REGENCY DENVER	602.96
2589 I-CON SOLUTIONS INC	1,464.14
2673 INSTANT TIRE SERVICE	197.50
2844 JOHN DEERE FINANCIAL	159.21
2880 K A C M	50.00
3072 KDHE BUREAU OF ENVIRONMEN	20.00
3300 KANSAS PAVING INC	268.65
3359 KSU VETERINARY MEDICAL	30.60
3385 KANSAS USSSA	200.00
3440 KEY EQUIPMENT & SUPPLY CO	2,076.90
3500 KONICA MINOLTA BUS SYS	74.84
3665 LEARNING CENTER	1,000.00
3790 M6 CONCRETE ACCESSORIES	94.95
4097 MITCHELL GUY	204.00
4189 MULLIN MARK	204.00
4346 NEW DAVID	81.00
4505 PEPSI-COLA	219.08

VENDOR NO NAME	PAYMENT AMT
4520 PETTY CASH	1,077.86
4662 POWERPLAN	65.36
4716 PROCOM LMR INC	8,465.00
4780 PRO-KEM SUPPLIES INC	88.00
4860 QUILL CORPORATION	431.30
4920 RADIOSHACK CORP	49.29
5326 SEDG CTY ANIMAL CONTROL	174.00
5400 SELLERS EQUIPMENT INC	33.64
5430 SHERWIN-WILLIAMS COMPANY	115.78
5439 SIGN LANGUAGE INTERPRETIN	117.00
5450 SIMS ELECTRIC SERVICE INC	1,892.50
5537 SOUTH CENTRAL KS CT	540.00
5690 STAR ELECTRIC SUPPLY INC	73.16
5740 STERICYCLE INC	125.04
6030 UNITED STATES POSTAL SERV	1,080.00
6300 WAL-MART COMMUNITY	269.56
6355 WATCHGUARD VIDEO	256.00
6416 WESTERN IMAGING INC	20.01
6630 WICHITA WINWATER	178.20
10090 KENDRICK RICH	80.00
10120 LOMBARD DON K	150.00
91350 KLING JOEL A	859.00
92950 ROGERS MICHELLE L	109.00

VENDOR NO NAME	PAYMENT AMT

	=====
REPORT TOTAL	53,225.02

FUND	NAME	TOTAL

01	GENERAL FU	11,474.31
10	SEWER FUND	12,670.69
11	WATER FUND	3,513.40
12	MUNICIPAL	446.83
14	STORMWATER	38.51
21	STREET FUN	5,650.22
25	LIBRARY FU	9,415.44
28	SPECIAL AL	79.43
30	RECREATION	5,410.83
32	HAYSVILLE	10.10
33	FEDERAL LA	2,124.60
36	CAPITAL IM	2,390.66
		=====
	TOTAL	53,225.02

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

INTRUST													
GENERAL FUND													
4520 PETTY CASH													
10318	1 I	3/27/2012	3/22/2012	REIMBURSE FUND	150.00		150.00		150.00	01			1
								01-00-5016	GENERAL BUILDING RENTAL FEES				
				** VENDOR TOTALS *	150.00		150.00		150.00				
6416 WESTERN IMAGING INC													
71194	1 I	3/27/2012	3/19/2012	QUARTERLY COPIER MAINT	20.01		20.01		20.01	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
				** VENDOR TOTALS *	20.01		20.01		20.01				
91350 JOEL A KLING													
#2010/1384	1 I	3/27/2012	3/23/2012	REFUND OVERPAID CASH BO RCPT 15140 3/22/12	859.00		859.00		859.00	01			1
								01-00-5003	GENERAL MUN COURT FINES				
				** VENDOR TOTALS *	859.00		859.00		859.00				
92950 MICHELLE L ROGERS													
#2009/3797	1 I	3/27/2012	3/23/2012	REFUND OVERPAID CASH BO RCPT #15144	109.00		109.00		109.00	01			1
								01-00-5003	GENERAL MUN COURT FINES				
				** VENDOR TOTALS *	109.00		109.00		109.00				
				REVENUE FUNDS	1138.01		1138.01		1138.01				
490 A T & T													
MAR 2012	1 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	117.30		117.30		117.30	01			1
								01-01-2002	CITY CLERK TELEPHONE				
				** VENDOR TOTALS *	117.30		117.30		117.30				
1180 CCMFOA OF KANSAS													
2012	1 I	3/27/2012	3/21/2012	ANNUAL DUES- JANIE COX	50.00		50.00		50.00	01			1
								01-01-2064	CITY CLERK DUES & SUBSCRIPTION				
				** VENDOR TOTALS *	50.00		50.00		50.00				
2360 HAYSVILLE SUN-TIMES													
12141	1 I	3/27/2012	2/24/2012	RES #12-01 S BDWY CORRI PLAN ADOPTED	108.00		108.00		108.00	01			1
								01-01-2014	CITY CLERK LEGAL PRINTING				
				** VENDOR TOTALS *	108.00		108.00		108.00				
2500 HAC INC													
221182	1 I	3/27/2012	3/14/2012	MISC GROCERIES	9.79		9.79		9.79	01			1
								01-01-2012	CITY CLERK MISCELLANEOUS				
				** VENDOR TOTALS *	9.79		9.79		9.79				
				CITY CLERK	285.09		285.09		285.09				

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

195 A-FORD-ABLE-LOCKSMITHING INC													
220340	1 I	3/27/2012	2/29/2012	RE-KEY 2009 CAMRY	85.00		85.00		85.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
	2 I			KEYLESS REMOTE FOB	198.00		198.00		198.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
	3 I			PROGRAM REMOTE	35.00		35.00		35.00	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
	4 I			SHOP SUPPLIES	15.90		15.90		15.90	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	333.90		333.90		333.90				
				** VENDOR TOTALS *	333.90		333.90		333.90				
490 A T & T													
MAR 2012	2 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	339.42		339.42		339.42	01			1
								01-02-2002	POLICE TELEPHONE				
				** VENDOR TOTALS *	339.42		339.42		339.42				
565 AWARDS FACTORY INC													
12-1503	1 I	3/27/2012	3/12/2012	CLOCK	74.10		74.10		74.10	01			1
								01-02-2012	POLICE MISCELLANEOUS				
	2 I			ENGRAVING	13.20		13.20		13.20	01			1
								01-02-2012	POLICE MISCELLANEOUS				
				* INVOICE TOTALS	87.30		87.30		87.30				
				** VENDOR TOTALS *	87.30		87.30		87.30				
680 BAYSINGER POLICE SUPPLY INC													
60146	1 I	3/27/2012	2/08/2012	CLIP TIE W/ BUTTON HOLE	7.99		7.99		7.99	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
61272	1 I	3/27/2012	3/07/2012	L/S UNIFORM SHIRT	42.99		42.99		42.99	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	2 I			ADD ZIPPER/SGT CHEVRONS	8.95		8.95		8.95	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
				* INVOICE TOTALS	51.94		51.94		51.94				
				** VENDOR TOTALS *	87.30		87.30		87.30				
61273	1 I	3/27/2012	3/07/2012	3 PR UNIFORM PANTS @ 52	158.97		158.97		158.97	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	2 I			L/S UNIFORM SHIRT	42.99		42.99		42.99	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	3 I			3 S/S UNIFORM SHIRTS @	116.97		116.97		116.97	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	4 I			ADD ZIPPER 4 SHIRTS @ 5	20.00		20.00		20.00	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	5 I			CLIP TIE W/BUTTON HOLES	8.99		8.99		8.99	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
				* INVOICE TOTALS	347.92		347.92		347.92				
				** VENDOR TOTALS *	407.85		407.85		407.85				
1592 DOUBLE CHECK COMPANY INC													
429449	1 I	3/27/2012	3/06/2012	UNLEADED PUMP SERVICE/R	313.78		313.78		313.78	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	313.78		313.78		313.78				

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

1640 RUSTY ECK FORD INC													
304838T	1 I	3/27/2012	3/09/2012	COMPRESSOR CAR#1-08	333.13		333.13		333.13	01			1
						01-02-2035		POLICE	VEHICLE MAINTENANCE				
	2 I			ACCUMULATOR	64.48		64.48		64.48	01			1
						01-02-2035		POLICE	VEHICLE MAINTENANCE				
				* INVOICE TOTALS	397.61		397.61		397.61				
306046T													
306046T	1 I	3/27/2012	3/20/2012	KIT-M CAR #20-99	460.78		460.78		460.78	01			1
						01-02-2035		POLICE	VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	858.39		858.39		858.39				
1737 ENTERPRISE WIRELESS ALLIANCE													
PO 20064	1 I	3/27/2012	3/20/2012	NARROWBANDING LICENSE A	187.50		187.50		187.50	01			1
						01-02-2007		POLICE	RADIO REPAIR				
				** VENDOR TOTALS *	187.50		187.50		187.50				
2500 HAC INC													
221195	1 I	3/27/2012	3/19/2012	MISC GROCERIES - CHERIE	87.04		87.04		87.04	01			1
						01-02-2012		POLICE	MISCELLANEOUS				
				** VENDOR TOTALS *	87.04		87.04		87.04				
2587 HYATT REGENCY DENVER TECH CTR													
325LH8NM	1 I	3/27/2012	3/06/2012	5 DAYS LODGING-B POWERS	602.96		602.96		602.96	01			1
						01-02-2015		POLICE	TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	602.96		602.96		602.96				
3359 KSU VETERINARY MEDICAL													
158146	1 I	3/27/2012	3/15/2012	BAL DUE-ROX MEDICAL TRE	30.60		30.60		30.60	01			1
						01-02-2047		POLICE	SPECIAL INVESTIGATIONS				
				** VENDOR TOTALS *	30.60		30.60		30.60				
3500 KONICA MINOLTA BUSINESS													
220483876	1 I	3/27/2012	3/07/2012	COPIER MAINTENANCE CONT	46.63		46.63		46.63	01			1
						01-02-2040		POLICE	CONTRACTUAL				
				** VENDOR TOTALS *	46.63		46.63		46.63				
4097 GUY MITCHELL													
PO 20068	1 I	3/27/2012	3/20/2012	MEAL ADVANCE-TRAINING DODGE CITY APR 9-13, 20	204.00		204.00		204.00	01			1
						01-02-2015		POLICE	TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	204.00		204.00		204.00				
4189 MARK MULLIN													
PO 20069	1 I	3/27/2012	3/20/2012	MEAL ADVANCE-TRAINING DODGE CITY APR 9-13, 20	204.00		204.00		204.00	01			1
						01-02-2015		POLICE	TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	204.00		204.00		204.00				
4520 PETTY CASH													
10318	3 I	3/27/2012	3/22/2012	REIMBURSE FUND	94.98		94.98		94.98	01			1
						01-02-2015		POLICE	TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	94.98		94.98		94.98				
4780 PRO-KEM SUPPLIES INC													

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

4780 PRO-KEM SUPPLIES INC													
6514	1 I	3/27/2012	3/08/2012	PULSE SERVICE-PD OFFICE	40.00		40.00		40.00	01			1
								01-02-2004	POLICE OFFICE EXPENSE				
				** VENDOR TOTALS *	40.00		40.00		40.00				
4860 QUILL CORPORATION													
1819905	1 I	3/27/2012	3/14/2012	OFFICE SUPPLIES	320.33		320.33		320.33	01			1
								01-02-2004	POLICE OFFICE EXPENSE				
1821725	1 I	3/27/2012	3/14/2012	OFFICE SUPPLIES	110.97		110.97		110.97	01			1
								01-02-2004	POLICE OFFICE EXPENSE				
				** VENDOR TOTALS *	431.30		431.30		431.30				
5326 SEDGWICK COUNTY													
FEB 2012	1 I	3/27/2012	3/09/2012	6 DOGS PICKED UP @ 29.0	174.00		174.00		174.00	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
				** VENDOR TOTALS *	174.00		174.00		174.00				
5740 STERICYCLE INC													
4003237756	1 I	3/27/2012	3/07/2012	QTLY BIO-HAZARD DISPOSAL	125.04		125.04		125.04	01			1
								01-02-2055	POLICE HEALTH & SAFETY				
				** VENDOR TOTALS *	125.04		125.04		125.04				
6355 WATCHGUARD VIDEO													
15796	1 I	3/27/2012	3/07/2012	300 DVD+RW BLANK DISCS	231.00		231.00		231.00	01			1
								01-02-2005	POLICE RECORDING SUPPLIES				
	2 I			FREIGHT	25.00		25.00		25.00	01			1
								01-02-2005	POLICE RECORDING SUPPLIES				
				* INVOICE TOTALS	256.00		256.00		256.00				
				** VENDOR TOTALS *	256.00		256.00		256.00				
				POLICE	4824.69		4824.69		4824.69				
490 A T & T													
MAR 2012	5 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	11.64		11.64		11.64	01			1
								01-03-2002	PARK TELEPHONE				
				** VENDOR TOTALS *	11.64		11.64		11.64				
777 BIG TOOL STORE													
281473	1 I	3/27/2012	2/29/2012	6"HOOK & LOOP VELCRO TR	28.67		28.67		28.67	01			1
								01-03-2009	PARK MATERIALS				
				** VENDOR TOTALS *	28.67		28.67		28.67				
1155 CINTAS CORPORATION #451													
PO 10274	4 I	3/27/2012	3/20/2012	2 WKS UNIFORM RENT/CLEA	35.75		35.75		35.75	01			1
								01-03-2012	PARK MISCELLANEOUS				
				** VENDOR TOTALS *	35.75		35.75		35.75				
1737 ENTERPRISE WIRELESS ALLIANCE													
PO 20064	2 I	3/27/2012	3/20/2012	PUBLIC SAFETY FEE SCHED	46.87		46.87		46.87	01			1
								01-03-2002	PARK TELEPHONE				
				** VENDOR TOTALS *	46.87		46.87		46.87				

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

2844 JOHN DEERE FINANCIAL													
MAR 2012	1 I	3/27/2012	3/16/2012	MOWER TUNE-UP SUPPLIES-FILTER, CLAMP, HANDLE, BUS	91.16		91.16		91.16	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	91.16		91.16		91.16				
4716 PROCOM LMR INC													
15841	1 I	3/27/2012	3/09/2012	KENWOOD -25 TOTAL PORTA	1718.75		1718.75		1718.75	01			1
								01-03-2002	PARK TELEPHONE				
				** VENDOR TOTALS *	1718.75		1718.75		1718.75				
5430 SHERWIN-WILLIAMS COMPANY													
9033-3	1 I	3/27/2012	3/13/2012	PAINT-LIGHT POLES @ GAS	28.94		28.94		28.94	01			1
								01-03-2009	PARK MATERIALS				
				** VENDOR TOTALS *	28.94		28.94		28.94				
				PARK	1961.78		1961.78		1961.78				
490 A T & T													
MAR 2012	6 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	11.64		11.64		11.64	01			1
								01-04-2002	PL COMM TELEPHONE				
				** VENDOR TOTALS *	11.64		11.64		11.64				
4520 PETTY CASH													
10318	4 I	3/27/2012	3/22/2012	REIMBURSE FUND	8.00		8.00		8.00	01			1
								01-04-2012	PL COMM MISCELLANEOUS				
				** VENDOR TOTALS *	8.00		8.00		8.00				
				PLANNING COMMISSI	19.64		19.64		19.64				
490 A T & T													
MAR 2012	3 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	87.70		87.70		87.70	01			1
								01-06-2002	MUN COURT TELEPHONE				
				** VENDOR TOTALS *	87.70		87.70		87.70				
695 BEALL, MITCHELL & SULLIVAN LLC													
MARCH 2012	1 I	3/27/2012	3/21/2012	PROSECUTING SERVICES	1000.00		1000.00		1000.00	01			1
								01-06-1100	MUN COURT PERSONNEL SERVICES				
PO 10271	1 I	3/27/2012	3/16/2012	PROSECOION WELLS FARGO 12 CV 715	110.00		110.00		110.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
				** VENDOR TOTALS *	1110.00		1110.00		1110.00				
2880 K A C M													
2012 DUES	1 I	3/27/2012	3/21/2012	ANNUAL MEMBERSHIP-C TUL 6/30/12 - 7/1/13	50.00		50.00		50.00	01			1
								01-06-2064	MUN COURT DUES & SUBSCRIPTIONS				
				** VENDOR TOTALS *	50.00		50.00		50.00				

5439 SIGN LANGUAGE INTERPRETING

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

5439 SIGN LANGUAGE INTERPRETING													
8251	1 I	3/27/2012	3/01/2012	INTERPRETING 2/28/12-0	117.00		117.00		117.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
				** VENDOR TOTALS *	117.00		117.00		117.00				
5537 CHRISTOPHER M DAVIS PCO													
FEB 2012	1 I	3/27/2012	3/20/2012	S DODD UA & LAB FEES	45.00		45.00		45.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
	2 I			B GALLOWAY UA	15.00		15.00		15.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
	3 I			E JENNINGS UA	15.00		15.00		15.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
	4 I			R LEWIS UA	15.00		15.00		15.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
	5 I			T TOWNSEND PSI EVAL #11	150.00		150.00		150.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
				* INVOICE TOTALS	240.00		240.00		240.00				
JAN 2012	1 I	3/27/2012	3/20/2012	C HALLOWELL PSI EVAL #1	150.00		150.00		150.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
	2 I			M MILLER PSI EVAL #11-4	150.00		150.00		150.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
				* INVOICE TOTALS	300.00		300.00		300.00				
				** VENDOR TOTALS *	540.00		540.00		540.00				
				MUNICIPAL COURT	1904.70		1904.70		1904.70				
1151 CHIEF STATE BOILER INSPECTOR													
429175	1 I	3/27/2012	3/12/2012	2 BOILER INSPECTION FEE	120.00		120.00		120.00	01			1
								01-09-2048	BLDG & GROUNDS LIBRARY BLDG				
	2 I			2 BOILER CERTIFICATE FE	60.00		60.00		60.00	01			1
								01-09-2048	BLDG & GROUNDS LIBRARY BLDG				
				* INVOICE TOTALS	180.00		180.00		180.00				
				** VENDOR TOTALS *	180.00		180.00		180.00				
1480 DAN'S HEATING & COOLING INC													
56122	1 I	3/27/2012	3/08/2012	TROUBLESHOOT/REPAIR HEA IN PD UNIT LABOR	267.50		267.50		267.50	01			1
								01-09-2006	BLDG & GROUNDS EQUIP MAINT				
	2 I			PARTS-BELT & FILTERS	95.00		95.00		95.00	01			1
								01-09-2006	BLDG & GROUNDS EQUIP MAINT				
				* INVOICE TOTALS	362.50		362.50		362.50				
				** VENDOR TOTALS *	362.50		362.50		362.50				
4780 PRO-KEM SUPPLIES INC													
6514	2 I	3/27/2012	3/08/2012	AIR FRESHENER SERVICE	32.00		32.00		32.00	01			1
								01-09-2012	BLDG & GROUNDS MISCELLANEOUS				
				** VENDOR TOTALS *	32.00		32.00		32.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
				CITY BUILDINGS &	574.50		574.50		574.50				
				695 BEALL, MITCHELL & SULLIVAN LLC									
MARCH 2012	2 I	3/27/2012	3/21/2012	ASST CITY ATTORNEY RETA	200.00		200.00		200.00	01			1
						01-10-1100			SP FUNDS PERSONNEL SERVICES				
				** VENDOR TOTALS *	200.00		200.00		200.00				
				2268 HASLER INC									
15315790	1 I	3/27/2012	2/29/2012	QUARTERLY POSTAGE METER	96.00		96.00		96.00	01			1
						01-10-2040			SP FUNDS CONTRACTUAL				
				** VENDOR TOTALS *	96.00		96.00		96.00				
				2340 POSTMASTER									
2012 BOX	1 I	3/27/2012	3/21/2012	ANNUAL PO BOX RENTAL FE	73.34		73.34		73.34	01			1
						01-10-2040			SP FUNDS CONTRACTUAL				
				** VENDOR TOTALS *	73.34		73.34		73.34				
				4520 PETTY CASH									
10318	5 I	3/27/2012	3/22/2012	REIMBURSE FUND	9.00		9.00		9.00	01			1
						01-10-2077			SP FUNDS SHARED OFFICE EXPENSE				
				** VENDOR TOTALS *	9.00		9.00		9.00				
				SPECIAL FUNDS	378.34		378.34		378.34				
				490 A T & T									
MAR 2012	4 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	29.10		29.10		29.10	01			1
						01-12-2003			SR CENTER UTILITIES				
				** VENDOR TOTALS *	29.10		29.10		29.10				
				3500 KONICA MINOLTA BUSINESS									
220490463	1 I	3/27/2012	3/08/2012	COPIER MAINTENANCE CONT	28.21		28.21		28.21	01			1
						01-12-2004			SR CENTER OFFICE EXPENSE				
				** VENDOR TOTALS *	28.21		28.21		28.21				
				4780 PRO-KEM SUPPLIES INC									
6514	3 I	3/27/2012	3/08/2012	AIR FRESHENER SERVICE	16.00		16.00		16.00	01			1
						01-12-2025			SR CENTER BUILDING MAINTENANCE				
				** VENDOR TOTALS *	16.00		16.00		16.00				
				SENIOR CENTER	73.31		73.31		73.31				
				490 A T & T									
MAR 2012	9 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	69.86		69.86		69.86	01			1
						01-18-2002			GEN GOVT TELEPHONE/POSTAGE				
	15 I			COMM DEV PHONE BILL	32.02		32.02		32.02	01			1
						01-18-2002			GEN GOVT TELEPHONE/POSTAGE				
				* INVOICE TOTALS	101.88		101.88		101.88				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					101.88		101.88		101.88				
2500 HAC INC													
221177	1 I	3/27/2012	3/13/2012	MISC BEVERAGES	14.73		14.73		14.73	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
** VENDOR TOTALS *					14.73		14.73		14.73				
4346 DAVID NEW													
FEB 2012	1 I	3/27/2012	3/21/2012	MILEAGE REIMBURSEMENT 92 MILES @ .50 EACH	46.00		46.00		46.00	01			1
								01-18-2015	GEN GOVT TRAINING/EDUC/TRAVEL				
	2 I			CELL PHONE REIMBURSEMEN	35.00		35.00		35.00	01			1
								01-18-2002	GEN GOVT TELEPHONE/POSTAGE				
* INVOICE TOTALS					81.00		81.00		81.00				
** VENDOR TOTALS *					81.00		81.00		81.00				
GENERAL GOVERNMEN					197.61		197.61		197.61				
490 A T & T													
MAR 2012	10 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	43.65		43.65		43.65	01			1
								01-20-2002	INSPECTION TELEPHONE				
** VENDOR TOTALS *					43.65		43.65		43.65				
1155 CINTAS CORPORATION #451													
PO 10274	5 I	3/27/2012	3/20/2012	2 WKS UNIFORM RENT/CLEA	6.80		6.80		6.80	01			1
								01-20-2016	INSPECTION UNIFORMS				
** VENDOR TOTALS *					6.80		6.80		6.80				
INSPECTION					50.45		50.45		50.45				
490 A T & T													
MAR 2012	7 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	11.64		11.64		11.64	01			1
								01-21-2002	INFORMATION SYS TELEPHONE				
** VENDOR TOTALS *					11.64		11.64		11.64				
INFORMATION SYSTE					11.64		11.64		11.64				
490 A T & T													
MAR 2012	8 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	11.64		11.64		11.64	01			1
								01-22-2002	MEDIA SPECIALIST TELEPHONE				
** VENDOR TOTALS *					11.64		11.64		11.64				
4920 RADIOSHACK CORPORATION													
25387	1 I	3/27/2012	3/05/2012	1-4 BI-DIRECTIONAL TV C REPLACE STREAMING VIDEO	42.91		42.91		42.91	01			1
								01-22-2042	MEDIA SPECIALIST REPAIR/REPLAC				
** VENDOR TOTALS *					42.91		42.91		42.91				

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

1592 DOUBLE CHECK COMPANY INC													
429449	2 I	3/27/2012	3/06/2012	RESET MOTOR REPLACED	156.89		156.89		156.89	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	156.89		156.89		156.89				
1737 ENTERPRISE WIRELESS ALLIANCE													
PO 20064	3 I	3/27/2012	3/20/2012	LICENSING ASSISTANCE	46.88		46.88		46.88	10			1
								10-30-2002	SEWER TELEPHONE				
				** VENDOR TOTALS *	46.88		46.88		46.88				
1950 FOLEY INDUSTRIES													
7582090	1 I	3/27/2012	3/03/2012	CHALLENGER PART-TERMINA	15.11		15.11		15.11	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	2 I			FREIGHT	7.00		7.00		7.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	22.11		22.11		22.11				
				** VENDOR TOTALS *	22.11		22.11		22.11				
2168 GRAYBAR													
959256855	1 I	3/27/2012	3/13/2012	2000' COMM CABLE,TWIST 2000'TOTAL CABLE& CONNE	162.61		162.61		162.61	10			1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	162.61		162.61		162.61				
2340 POSTMASTER													
2012 BOX	2 I	3/27/2012	3/21/2012	ANNUAL PO BOX RENTAL FE	73.33		73.33		73.33	10			1
								10-30-2040	SEWER CONTRACTUAL				
				** VENDOR TOTALS *	73.33		73.33		73.33				
2589 I-CON SOLUTIONS INC													
171863	1 I	3/27/2012	3/09/2012	VALVE 1/2" NC 120/60	206.80		206.80		206.80	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	2 I			4-WAY 1/4" SNG SOLENOID	410.78		410.78		410.78	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			HANDLING	12.50		12.50		12.50	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	630.08		630.08		630.08				
171864	1 I	3/27/2012	3/09/2012	2-4WAY 1/4" SNG SOLENOI	821.56		821.56		821.56	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	2 I			HANDLING	12.50		12.50		12.50	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	834.06		834.06		834.06				
				** VENDOR TOTALS *	1464.14		1464.14		1464.14				
2673 INSTANT TIRE SERVICE													
20244	1 I	3/27/2012	3/09/2012	SERVICE CALL/REPAIR-LOA	65.83		65.83		65.83	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	65.83		65.83		65.83				
3072 KDHE BUREAU OF ENVIRONMENTAL													
2012 FEE	1 I	3/27/2012	3/21/2012	DIESEL TANK REGISTRATIO	10.00		10.00		10.00	10			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
						10-30-2040			SEWER CONTRACTUAL				
				** VENDOR TOTALS *	10.00		10.00		10.00				
4662 POWERPLAN													
162502	1 I	3/27/2012	3/15/2012	O-RINGS JD200C TRAC HO	21.78		21.78		21.78	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	21.78		21.78		21.78				
4716 PROCOM LMR INC													
15841	2 I	3/27/2012	3/09/2012	NARROWBANDING RADIOS-	1718.75		1718.75		1718.75	10			1
						10-30-2002			SEWER TELEPHONE				
				** VENDOR TOTALS *	1718.75		1718.75		1718.75				
4920 RADIOSHACK CORPORATION													
34670	1 I	3/27/2012	3/02/2012	2-4PK 1A 5X20 SB @ 3.19	6.38		6.38		6.38	10			1
						10-30-2009			SEWER MATERIALS				
				** VENDOR TOTALS *	6.38		6.38		6.38				
5400 SELLERS EQUIPMENT INC													
IC328381	1 I	3/27/2012	3/13/2012	SCREWS FOR FIAT LOADER	11.21		11.21		11.21	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	11.21		11.21		11.21				
5430 SHERWIN-WILLIAMS COMPANY													
9033-3	2 I	3/27/2012	3/13/2012	PAINT-LIGHT POLES @ GAS	28.94		28.94		28.94	10			1
						10-30-2009			SEWER MATERIALS				
				** VENDOR TOTALS *	28.94		28.94		28.94				
6030 UNITED STATES POSTAL SERVICE													
MARCH 2012	1 I	3/27/2012	3/21/2012	PAYMENT ON PERMIT #1	360.00		360.00		360.00	10			1
						10-30-2011			SEWER POSTAGE				
				** VENDOR TOTALS *	360.00		360.00		360.00				
				SEWER	12670.69		12670.69		12670.69				
				SEWER FUND	12670.69		12670.69		12670.69				
WATER FUND													
490 A T & T													
MAR 2012	12 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	134.72		134.72		134.72	11			1
						11-31-2002			WATER TELEPHONE				
				** VENDOR TOTALS *	134.72		134.72		134.72				
777 BIG TOOL STORE													
281338	2 I	3/27/2012	2/28/2012	12/X2-3/16 IMPACT PNEU	17.70		17.70		17.70	11			1
						11-31-2012			WATER MISCELLANEOUS				
				** VENDOR TOTALS *	17.70		17.70		17.70				
1155 CINTAS CORPORATION #451													
PO 10274	2 I	3/27/2012	3/20/2012	SHOP TOWELS, SUPPLIES	28.70		28.70		28.70	11			1
						11-31-2009			WATER MATERIALS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	7	I		2 WKS UNIFORM RENT/CLEA	64.41		64.41		64.41	11			1
								11-31-2016	WATER UNIFORMS				
				* INVOICE TOTALS	93.11		93.11		93.11				
				** VENDOR TOTALS *	93.11		93.11		93.11				
				1592 DOUBLE CHECK COMPANY INC									
429449	3	I	3/27/2012	3/06/2012 UNLEADED PUMP REPAIR	156.89		156.89		156.89	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	156.89		156.89		156.89				
				1737 ENTERPRISE WIRELESS ALLIANCE									
PO 20064	4	I	3/27/2012	3/20/2012 LICENSING ASSISTANCE	46.88		46.88		46.88	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	46.88		46.88		46.88				
				2168 GRAYBAR									
959256855	2	I	3/27/2012	3/13/2012 2000' COMM CABLE, TWIST	162.61		162.61		162.61	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	162.61		162.61		162.61				
				2340 POSTMASTER									
2012 BOX	3	I	3/27/2012	3/21/2012 ANNUAL PO BOX RENTAL FE BOX # 404 DUE BY 3/31/	73.33		73.33		73.33	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	73.33		73.33		73.33				
				2673 INSTANT TIRE SERVICE									
20244	2	I	3/27/2012	3/09/2012 SERVICE CALL/REPAIR-LOA	65.83		65.83		65.83	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	65.83		65.83		65.83				
				3072 KDHE BUREAU OF ENVIRONMENTAL									
2012 FEE	2	I	3/27/2012	3/21/2012 UNLEADED REGISTRATION U FUEL STORAGE TANK REGIS	10.00		10.00		10.00	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	10.00		10.00		10.00				
				4520 PETTY CASH									
10318	6	I	3/27/2012	3/22/2012 REIMBURSE FUND	73.43		73.43		73.43	11			1
								11-31-2015	WATER TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	73.43		73.43		73.43				
				4662 POWERPLAN									
162502	2	I	3/27/2012	3/15/2012 O-RINGS JD200C TRAC HO	21.79		21.79		21.79	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	21.79		21.79		21.79				
				4716 PROCOM LMR INC									
15841	3	I	3/27/2012	3/09/2012 20-TK 830UK/5-TK 320UK	1718.75		1718.75		1718.75	11			1
								11-31-2002	WATER TELEPHONE				
				** VENDOR TOTALS *	1718.75		1718.75		1718.75				

5400 SELLERS EQUIPMENT INC

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
5400 SELLERS EQUIPMENT INC													
IC328381	2 I	3/27/2012	3/13/2012	SCREWS FOR FIAT LOADER	11.21		11.21		11.21	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	11.21		11.21		11.21				
5430 SHERWIN-WILLIAMS COMPANY													
9033-3	3 I	3/27/2012	3/13/2012	PAINT-LIGHT POLES @ GAS	28.95		28.95		28.95	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	28.95		28.95		28.95				
6030 UNITED STATES POSTAL SERVICE													
MARCH 2012	2 I	3/27/2012	3/21/2012	WATER BILL MAILING ACCO	720.00		720.00		720.00	11			1
								11-31-2011	WATER POSTAGE				
				** VENDOR TOTALS *	720.00		720.00		720.00				
6630 WICHITA WINWATER WORKS													
183586	1 I	3/27/2012	3/07/2012	20' PVC40 BE PIPE	178.20		178.20		178.20	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	178.20		178.20		178.20				
				WATER	3513.40		3513.40		3513.40				
				WATER FUND	3513.40		3513.40		3513.40				
MUNICIPAL POOL													
100 AMSAN													
262411432	2 I	3/27/2012	3/13/2012	2 CS LOTION SOAP POOL	95.70		95.70		95.70	12			1
								12-32-2009	MUNICIPAL POOL MATERIALS				
	4 I			3 CS BATH TISSUE POOL	152.94		152.94		152.94	12			1
								12-32-2009	MUNICIPAL POOL MATERIALS				
	6 I			3 CS HARD ROLL TOWELS	149.31		149.31		149.31	12			1
								12-32-2009	MUNICIPAL POOL MATERIALS				
	8 I			1 CS URINAL SCREENS	29.45		29.45		29.45	12			1
								12-32-2009	MUNICIPAL POOL MATERIALS				
				* INVOICE TOTALS	427.40		427.40		427.40				
				** VENDOR TOTALS *	427.40		427.40		427.40				
4520 PETTY CASH													
10318	7 I	3/27/2012	3/22/2012	REIMBURSE FUND	19.43		19.43		19.43	12			1
								12-32-2004	MUN POOL OFFICE EXPENSE				
				** VENDOR TOTALS *	19.43		19.43		19.43				
				MUNICIPAL POOL	446.83		446.83		446.83				
				MUNICIPAL POOL	446.83		446.83		446.83				

STORMWATER SEWER

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

1155 CINTAS CORPORATION #451													
PO 10274	8 I	3/27/2012	3/20/2012	2 WKS UNIFORM RENT/CLEA	38.51		38.51		38.51	14			1
								14-34-2012	STORMWATER MISCELLANEOUS				
				** VENDOR TOTALS *	38.51		38.51		38.51				
				STORMWATER DEPART	38.51		38.51		38.51				
				STORMWATER SEWER	38.51		38.51		38.51				
STREET FUND													
490 A T & T													
MAR 2012	13 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	75.09		75.09		75.09	21			1
								21-41-2002	STREET TELEPHONE				
				** VENDOR TOTALS *	75.09		75.09		75.09				
777 BIG TOOL STORE													
281338	3 I	3/27/2012	2/28/2012	DEEP IMPACT PNEUMANTIC	17.71		17.71		17.71	21			1
								21-41-2012	STREET MISCELLANEOUS				
				** VENDOR TOTALS *	17.71		17.71		17.71				
1155 CINTAS CORPORATION #451													
PO 10274	3 I	3/27/2012	3/20/2012	SHOP TOWELS, SUPPLIES	28.70		28.70		28.70	21			1
								21-41-2009	STREET MATERIALS				
	9 I			2 WKS UNIFORM RENT/CLEA	26.34		26.34		26.34	21			1
								21-41-2016	STREET UNIFORMS				
				* INVOICE TOTALS	55.04		55.04		55.04				
				** VENDOR TOTALS *	55.04		55.04		55.04				
1440 D-C WHOLESALE INC													
15480	1 I	3/27/2012	3/07/2012	50-2X2X3 POST ANCHORS	587.50		587.50		587.50	21			1
								21-41-2009	STREET MATERIALS				
	2 I			50-CORNER BOLT & NUT	37.50		37.50		37.50	21			1
								21-41-2009	STREET MATERIALS				
				* INVOICE TOTALS	625.00		625.00		625.00				
				** VENDOR TOTALS *	625.00		625.00		625.00				
1737 ENTERPRISE WIRELESS ALLIANCE													
PO 20064	5 I	3/27/2012	3/20/2012	NARROWBANDING LICENSES 3 LICENSE PREP & COORDI	46.87		46.87		46.87	21			1
								21-41-2002	STREET TELEPHONE				
				** VENDOR TOTALS *	46.87		46.87		46.87				
2168 GRAYBAR													
959080473	1 I	3/27/2012	3/02/2012	5-HPS BALLAST 150W QUAD	473.15		473.15		473.15	21			1
								21-41-2009	STREET MATERIALS				
	2 I			CABLE TIES	28.39		28.39		28.39	21			1
								21-41-2009	STREET MATERIALS				
	3 I			ACV DETECTOR 90-1000V	23.52		23.52		23.52	21			1
								21-41-2009	STREET MATERIALS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	4	I		6 - 32" MACHINE SCREW K	18.40		18.40		18.40	21			1
								21-41-2009	STREET MATERIALS				
				* INVOICE TOTALS	543.46		543.46		543.46				
				** VENDOR TOTALS *	543.46		543.46		543.46				
				2673 INSTANT TIRE SERVICE									
20244	3	I	3/27/2012	3/09/2012 SERVICE CALL/REPAIR-LOA	65.84		65.84		65.84	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	65.84		65.84		65.84				
				3300 KANSAS PAVING INC									
10059415	1	I	3/27/2012	3/15/2012 CREDIT FOR BAD PATCH LO	405.00-		405.00-		405.00-	21			1
								21-41-2009	STREET MATERIALS				
	2	I		4.99 TON COLD PATCH @ 1	673.65		673.65		673.65	21			1
								21-41-2009	STREET MATERIALS				
				* INVOICE TOTALS	268.65		268.65		268.65				
				** VENDOR TOTALS *	268.65		268.65		268.65				
				3440 KEY EQUIPMENT & SUPPLY CO									
218567	1	I	3/27/2012	2/24/2012 THROTTLE CABLE	123.09		123.09		123.09	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	2	I		FREIGHT	11.04		11.04		11.04	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	134.13		134.13		134.13				
				** VENDOR TOTALS *	134.13		134.13		134.13				
				218591									
	1	I	3/27/2012	2/24/2012 EXHAUST MUFFLER	1865.01		1865.01		1865.01	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	2	I		2 MUFFLER CLAMP HALF	64.82		64.82		64.82	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	3	I		FREIGHT	12.94		12.94		12.94	21			1
				ELGIN SWEEPER PARTS									
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	1942.77		1942.77		1942.77				
				** VENDOR TOTALS *	2076.90		2076.90		2076.90				
				3790 M6 CONCRETE ACCESSORIES									
672211	1	I	3/27/2012	3/13/2012 55' TWIN LINE HOSE	94.95		94.95		94.95	21			1
				SANDBLASTER									
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	94.95		94.95		94.95				
				4662 POWERPLAN									
162502	3	I	3/27/2012	3/15/2012 O-RINGS JD200C TRAC HO	21.79		21.79		21.79	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	21.79		21.79		21.79				
				4716 PROCOM LMR INC									
15841	4	I	3/27/2012	3/09/2012 RADIOS-NARROWBAND FREQU	1718.75		1718.75		1718.75	21			1
								21-41-2002	STREET TELEPHONE				
				** VENDOR TOTALS *	1718.75		1718.75		1718.75				

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

5400 SELLERS EQUIPMENT INC													
IC328381	3 I	3/27/2012	3/13/2012	SCREWS FOR FIAT LOADER	11.22		11.22		11.22	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	11.22		11.22		11.22				
5430 SHERWIN-WILLIAMS COMPANY													
9033-3	4 I	3/27/2012	3/13/2012	PAINT-LIGHT POLES @ GAS	28.95		28.95		28.95	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	28.95		28.95		28.95				
				STREET	5650.22		5650.22		5650.22				
				STREET FUND	5650.22		5650.22		5650.22				
LIBRARY FUND													
2300 HAYSVILLE COMMUNITY LIBRARY													
PO 10265	1 I	3/27/2012	3/20/2012	AD VALOREM TAX DISTRIBU	5267.75		5267.75		5267.75	25			1
								25-45-2012	LIBRARY MISCELLANEOUS				
	2 I			16/20M TRUCKS DIST	10.95		10.95		10.95	25			1
								25-45-2012	LIBRARY MISCELLANEOUS				
	3 I			BACK TAX DISTRIBUTION	1845.51		1845.51		1845.51	25			1
								25-45-2012	LIBRARY MISCELLANEOUS				
	4 I			MOTOR VEHICLE DIST	2271.31		2271.31		2271.31	25			1
								25-45-2012	LIBRARY MISCELLANEOUS				
	5 I			RECREATIONAL VEH DIST	19.92		19.92		19.92	25			1
								25-45-2012	LIBRARY MISCELLANEOUS				
				* INVOICE TOTALS	9415.44		9415.44		9415.44				
				** VENDOR TOTALS *	9415.44		9415.44		9415.44				
				LIBRARY	9415.44		9415.44		9415.44				
				LIBRARY FUND	9415.44		9415.44		9415.44				
SPECIAL ALCOHOL													
4520 PETTY CASH													
10318	8 I	3/27/2012	3/22/2012	REIMBURSE FUND	79.43		79.43		79.43	28			1
								28-48-2032	SP ALCOHOL PREVENTION/EDUC				
				** VENDOR TOTALS *	79.43		79.43		79.43				
				SPECIAL ALCOHOL	79.43		79.43		79.43				
				SPECIAL ALCOHOL	79.43		79.43		79.43				
RECREATION DEPARTMENT													

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

4520 PETTY CASH													
10318	2 I	3/27/2012	3/22/2012	REIMBURSE FUND	137.00		137.00		137.00	30			1
								30-00-5077	RECREATION DEPT	PROGRAMS			
	9 I			REIMBURSE FUND	35.00		35.00		35.00	30			1
								30-00-2001	RECREATION DEPT	PR YEAR A/P			
				* INVOICE TOTALS	172.00		172.00		172.00				
				** VENDOR TOTALS *	172.00		172.00		172.00				
				REVENUE FUNDS	172.00		172.00		172.00				
5 AAA PORTABLE SERVICES LLC													
A-66442	1 I	3/27/2012	3/16/2012	2 PORTABLE RESTROOMS @ SOCCER FIELDS 3/9/12-4/	110.00		110.00		110.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
				** VENDOR TOTALS *	110.00		110.00		110.00				
100 AMSAN													
262411432	1 I	3/27/2012	3/13/2012	1 CS LOTION SOAP P/C	47.85		47.85		47.85	30			1
								30-50-2046	RECREATION DEPT	P-C SPORTS COM			
	3 I			1 CS BATH TISSUE P/C	50.98		50.98		50.98	30			1
								30-50-2046	RECREATION DEPT	P-C SPORTS COM			
	5 I			2 CS BATH TISSUE HAC	101.96		101.96		101.96	30			1
								30-50-2009	RECREATION DEPT	MATERIALS			
	7 I			3 CS HARD ROLL TOWELS	149.31		149.31		149.31	30			1
								30-50-2009	RECREATION DEPT	MATERIALS			
				* INVOICE TOTALS	350.10		350.10		350.10				
				** VENDOR TOTALS *	350.10		350.10		350.10				
290 AMER-GRAPHICS SPECIAL T'S													
4751	1 I	3/27/2012	3/15/2012	16 ADULT TEE SHIRTS @ 6 SHAMROCK SHUFFLE	100.00		100.00		100.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
4754	1 I	3/27/2012	3/20/2012	48 T SHIRTS -FROSTY FRE	384.00		384.00		384.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
4755	1 I	3/27/2012	3/20/2012	221 LEAGUE T-SHIRTS-SOC YOUTH & ADULT & X-SIZE	1156.15		1156.15		1156.15	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
				** VENDOR TOTALS *	1640.15		1640.15		1640.15				
490 A T & T													
MAR 2012	14 I	3/27/2012	3/11/2012	MONTHLY PHONE BILL	149.28		149.28		149.28	30			1
								30-50-2002	RECREATION DEPT	TELEPHONE			
				** VENDOR TOTALS *	149.28		149.28		149.28				
798 BLACK EAGLE MARTIAL ARTS													
3/12-ADJ	1 I	3/27/2012	3/21/2012	5 ADDITIONAL STUDENTS @ TAE KWON DO FOR MARCH 2	75.00		75.00		75.00	30			1
								30-50-1100	RECREATION DEPT	SALARY/GRANT			
				** VENDOR TOTALS *	75.00		75.00		75.00				

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

2266 HASTY AWARDS													
3120029	1 I	3/27/2012	3/08/2012	3-4X5 PLAQUES & BRS PLA	13.50		13.50		13.50	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	2 I			SHIPPING	9.28		9.28		9.28	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
				* INVOICE TOTALS	22.78		22.78		22.78				
				** VENDOR TOTALS *	22.78		22.78		22.78				
2370 HAYSVILLE USD 261													
PO 10285	1 I	3/27/2012	3/16/2012	SOS DAY 2/17/12	95.97		95.97		95.97	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	95.97		95.97		95.97				
2500 HAC INC													
221169	1 I	3/27/2012	3/09/2012	MISC GROCERIES	42.87		42.87		42.87	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
221181	1 I	3/27/2012	3/14/2012	HAHS MISC GROCERIES	17.46		17.46		17.46	30			1
								30-50-2012	RECREATION DEPT	MISCELLANEOUS			
221199	1 I	3/27/2012	3/21/2012	BEVERAGES - LK PROGRAM	287.04		287.04		287.04	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	347.37		347.37		347.37				
2844 JOHN DEERE FINANCIAL													
MAR 2012	2 I	3/27/2012	3/16/2012	HAC MOWER PARTS-FILTERS COUPLINGS	68.05		68.05		68.05	30			1
								30-50-2046	RECREATION DEPT	P-C SPORTS COM			
				** VENDOR TOTALS *	68.05		68.05		68.05				
3385 KANSAS USSSA													
PO 10309	1 I	3/27/2012	3/17/2012	TOURNAMENT SANCTION FEE	50.00		50.00		50.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	2 I			15 REG TEAMS PARTICIPAT MARCH 17, 2012 TOURNAME	150.00		150.00		150.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
				* INVOICE TOTALS	200.00		200.00		200.00				
				** VENDOR TOTALS *	200.00		200.00		200.00				
3665 THE LEARNING CENTER USD #261													
PO 10293	1 I	3/27/2012	3/15/2012	GRANT WRITING FEES 21ST CCLC GRANT	1000.00		1000.00		1000.00	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	1000.00		1000.00		1000.00				
4505 PEPSI-COLA													
35275413	1 I	3/27/2012	3/14/2012	BEVERAGE CONCESSIONS	219.08		219.08		219.08	30			1
								30-50-2031	RECREATION DEPT	CONCESSIONS			
				** VENDOR TOTALS *	219.08		219.08		219.08				
4520 PETTY CASH													
10318	10 I	3/27/2012	3/22/2012	REIMBURSE FUND	47.99		47.99		47.99	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	11 I			REIMBURSE FUND	413.50		413.50		413.50	30			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHK	SQ
					30-50-2094		RECREATION DEPT LATCHKEY PROG						
* INVOICE TOTALS					461.49		461.49		461.49				
** VENDOR TOTALS *					461.49		461.49		461.49				
6300 WAL-MART COMMUNITY/GECRB													
MAR 2012	1 I	3/27/2012	3/16/2012	MISC SNACK, SUPPLIES	108.52		108.52		108.52	30			1
					30-50-2092		RECREATION DEPT PROGRAMS						
	2 I			SCORE BOOKS & SOCCER BA	161.04		161.04		161.04	30			1
					30-50-2092		RECREATION DEPT PROGRAMS						
* INVOICE TOTALS					269.56		269.56		269.56				
** VENDOR TOTALS *					269.56		269.56		269.56				
10090 RICHARD J KENDRICK													
PO 10311	1 I	3/27/2012	3/17/2012	UMPIRE SERVICES 4 GAMES @ 20.00 EACH	80.00		80.00		80.00	30			1
					30-50-1100		RECREATION DEPT SALARY/GRANT						
** VENDOR TOTALS *					80.00		80.00		80.00				
10120 DON K LOMBARD													
PO 10312	1 I	3/27/2012	3/17/2012	UMPIRE SERVICES 7.5 GAMES @ 20.00 EACH	150.00		150.00		150.00	30			1
					30-50-1100		RECREATION DEPT SALARY/GRANT						
** VENDOR TOTALS *					150.00		150.00		150.00				
RECREATION DEPART					5238.83		5238.83		5238.83				
RECREATION DEPART					5410.83		5410.83		5410.83				
HAYSVILLE HISTORICAL FUND													
4520 PETTY CASH													
10318	12 I	3/27/2012	3/22/2012	REIMBURSE FUND	10.10		10.10		10.10	32			1
					32-52-2012		HY HISTORIC MISCELLANEOUS EXP						
** VENDOR TOTALS *					10.10		10.10		10.10				
HAYSVILLE HISTORI					10.10		10.10		10.10				
HAYSVILLE HISTORI					10.10		10.10		10.10				
FEDERAL LAW ENF. TRUST													
720 BEST SUPPLY CO INC													
201953	1 I	3/27/2012	3/08/2012	2 1/2 X 12' COLD ROLL S GENERATOR LIGHT PROJ MA	534.60		534.60		534.60	33			1
					33-53-2012		FED LAW ENF TRUST MISC						
** VENDOR TOTALS *					534.60		534.60		534.60				
4716 PROCOM LMR INC													

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

4716 PROCOM LMR INC													
15844	1 I	3/27/2012	3/12/2012	3-KENWOOD 800K MOBILE R EACH 530.00/NARROW BAND	1590.00		1590.00		1590.00	33			1
								33-53-2012	FED LAW ENF TRUST MISC				
				** VENDOR TOTALS *	1590.00		1590.00		1590.00				
				FEDERAL LAW ENF T	2124.60		2124.60		2124.60				
				FEDERAL LAW ENF.	2124.60		2124.60		2124.60				
CAPITAL IMPROVEMENTS													
5450 SIMS ELECTRIC SERVICE INC													
13922	1 I	3/27/2012	3/14/2012	FINAL PYMT-SIGNAL INSTA GRAND/MERIDIAN INTERSEC	1242.50		1242.50		1242.50	36			2
								36-00-2001	CAP IMPR PRIOR YR ACCTS PAYABL				
				** VENDOR TOTALS *	1242.50		1242.50		1242.50				
				REVENUE FUNDS	1242.50		1242.50		1242.50				
2029 GARY'S BARBER SHOP													
PO 10279	1 I	3/27/2012	3/21/2012	RENTAL ASSISTANCE GRANT BUSINESS INCENTIVE PROG	425.00		425.00		425.00	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
				** VENDOR TOTALS *	425.00		425.00		425.00				
5450 SIMS ELECTRIC SERVICE INC													
13914	1 I	3/27/2012	2/29/2012	CITY BLDG SIGN REPAIR JOURNEYMAN LABOR 6.5 @	390.00		390.00		390.00	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
	2 I			FIBER OPTIC TO SIGN REP APPRENTICE LABOR 6.5 @	260.00		260.00		260.00	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
				* INVOICE TOTALS	650.00		650.00		650.00				
				** VENDOR TOTALS *	650.00		650.00		650.00				
5690 STAR ELECTRIC SUPPLY INC													
324358	1 I	3/27/2012	3/06/2012	2300W 208-277V PHOTO CE 4 @ 18.29 GRAND/MERIDI	73.16		73.16		73.16	36			1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT				
				** VENDOR TOTALS *	73.16		73.16		73.16				
				CAPITAL IMPROVEME	1148.16		1148.16		1148.16				
				CAPITAL IMPROVEME	2390.66		2390.66		2390.66				
				BANK TOTALS	53225.02		53225.02		53225.02				

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Fri Mar 23, 2012 9:04 AM

City of Haysville
SCHEDULED CLAIMS LIST

OPER: DMH

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INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
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				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					53225.02				
				GRAND TOTALS	53225.02		53225.02		53225.02				

VENDOR NO NAME	PAYMENT AMT
495 AT&T MOBILITY	56.96
5648 SPRINT	122.63
	=====
REPORT TOTAL	179.59

FUND	NAME	TOTAL
10	SEWER FUND	40.88
11	WATER FUND	40.88
21	STREET FUN	40.87
30	RECREATION	56.96
		=====
	TOTAL	179.59

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

INTRUST														
SEWER FUND														
5648 SPRINT														
MAR 2012	1	I	3/22/2012	3/13/2012	PUB WKS MOBILE COMMUNIC	40.88		40.88	40.88	10				1
								10-30-2002	SEWER TELEPHONE					
** VENDOR TOTALS *					40.88		40.88		40.88					
SEWER					40.88		40.88		40.88					
SEWER FUND					40.88		40.88		40.88					
WATER FUND														
5648 SPRINT														
MAR 2012	2	I	3/22/2012	3/13/2012	PUB WKS MOBILE COMMUNIC	40.88		40.88	40.88	11				1
								11-31-2002	WATER TELEPHONE					
** VENDOR TOTALS *					40.88		40.88		40.88					
WATER					40.88		40.88		40.88					
WATER FUND					40.88		40.88		40.88					
STREET FUND														
5648 SPRINT														
MAR 2012	3	I	3/22/2012	3/13/2012	PUB WKS MOBILE COMMUNIC 3 PHONES/ CALL & TEXT P	40.87		40.87	40.87	21				1
								21-41-2002	STREET TELEPHONE					
** VENDOR TOTALS *					40.87		40.87		40.87					
STREET					40.87		40.87		40.87					
STREET FUND					40.87		40.87		40.87					
RECREATION DEPARTMENT														
495 AT&T MOBILITY														
MAR 2012	1	I	3/22/2012	3/11/2012	MONTHLY CELL PHONE BILL	56.96		56.96	56.96	30				1
								30-50-2094	RECREATION DEPT LATCHKEY PROG					
** VENDOR TOTALS *					56.96		56.96		56.96					
RECREATION DEPART					56.96		56.96		56.96					
RECREATION DEPART					56.96		56.96		56.96					

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City of Haysville
SCHEDULED CLAIMS LIST

OPER: DMH

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

				BANK TOTALS	179.59		179.59		179.59					
				TOTAL MANUAL CHECKS					.00					
				TOTAL E-PAYMENTS					.00					
				TOTAL PURCH CARDS					.00					
				TOTAL OPEN PAYMENTS					179.59					
				GRAND TOTALS	179.59		179.59		179.59					

CK #	DATE	PAYEE	DESCRIPTION	DEPARTMENT	AMOUNT
42967	03/09/12	John Resko	Refund Coach Fee for Youth Basketball - Rcpt. #43757	Recreation - Prior Year A/P	35.00
42968	03/13/12	Tony Martinez	Reimburse Fuel & Meals - Pool Workshop in Hays	Water - Training/Educ/Travel Pool - Office Expense	73.43 19.43
42969	03/13/12	Casey's General Store	H.A.H.S. Lunch - Initial Class	Special Alcohol - Prevention/Educ	79.53
42970	03/13/12	Barbara Sinnett	Refund Deposit on Senior Center Rental - Rcpt. #345	General Revenue - Bldg. Rentals	50.00
42971	03/14/12	Dick's Sporting Goods	Punching Bag	Recreation - Programs	34.99
42972	03/15/12	Heather Wright	Refund of Program Fees due to Conflict - Rcpt. #45244	Recreation Revenue - Programs	32.00
42973	03/16/12	Melissa Richardson	Refund of Program Fees due to Cancellation - Rcpt. #45531	Recreation Revenue - Programs	35.00
42974	03/19/12	Greg Willis	Refund for Shamrock Shuffle Cancellation - Rcpt. #45523	Recreation Revenue - Programs	45.00
42975	03/19/12	Susan Barber	Refund Deposit on Comm. Bldg. Rental 3/3 - Rcpt. #88048	General Revenue - Bldg. Rentals	50.00
42976	03/19/12	Armstrong Shank	Refund Deposit on Comm. Bldg. Rental 3/13 - Rcpt. #88069	General Revenue - Bldg. Rentals	50.00
42977	03/19/12	SG County Register of Deeds	Recording Fee for Easement - Jane St./Paradise Valley	Planning - Miscellaneous	8.00
42978	03/19/12	Aaron Tabing	Reimbursement for Meals - KNOA Training	Police - Training/Educ/Travel	49.31
42979	03/19/12	Randy Novak	Reimbursement for Meals - KNOA Training	Police - Training/Educ/Travel	45.67
42980	03/19/12	Immanuel Baptist Church	Field Trip Admissions	Recreation - Latchkey	100.00
42981	03/19/12	Dusty Atterbury	Refund for Cancelled Program - Rcpt. #45258	Recreation Revenue - Programs	25.00
42982	03/20/12	Dollar Tree	Bats & Balls	Recreation - Programs	13.00
42983	03/20/12	Awards Factory	Metal Plate - Inv. #12-1537	Historic - Miscellaneous	10.00
42984	03/21/12	Derby Plaza Theater	Latchkey Admissions	Recreation - Latchkey	313.50
42985	03/21/12	Midwest Single Source	Rate Mod Exchange - Inv. #627536	Sp. Funds - Shared Office Expense	9.00
				TOTAL CHECKS WRITTEN	1,077.86

No Supporting Documents