

CITY OF HAYSVILLE

Agenda

March 10, 2025

CALL TO ORDER

ROLL CALL

INVOCATION BY: Kurt Henson, Haysville Christian Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of February 10, 2025](#)

ITEM #1 PUBLIC COMMENT

- A. Rachel Janes, USD 261 Bond Committee Re: Bond Issue
- B. Markey Jonas, WAMPO Re: MTP 2050

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

- A. [A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION TEMPORARY NOTES, SERIES A, 2025 OF THE CITY OF HAYSVILLE, KANSAS.](#)

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Sedgwick County Fire Department Station 34 Monthly Report](#)
- C. [Emails from Cox Communications](#)

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

- A. [Consideration of Insurance Renewal](#)
- B. [Consideration of Accessible Playground Equipment for Riggs Park](#)
- C. [Consideration of Copier Lease](#)
- D. [Consideration of Agreement with Haysville Swim Club](#)
- E. [Consideration of Pool Pricing for the 2025 Season](#)
- F. [Personnel Manual Revisions \(First Reading\)](#)

ITEM #7 DEPARTMENT REPORTS

- A. Administrative Services – Georgie Carter
- B. City Clerk – Angie Fulton
- C. [Police – Jeff Whitfield](#)
- D. [Public Works – Tony Martinez](#)

- E. Recreation – Rob Arneson
- ITEM #8 APPOINTMENTS
- ITEM #9 EXECUTIVE SESSION
- ITEM #10 REVIEW OF EXPENDITURES
 - A. [Summary of February Expenditures](#)
- ITEM #11 CONSENT AGENDA
 - A. [Agreement with The Banned Band Re: Gathering at the Gazebo and Art Walk](#)
 - B. [Agreement with Phlox Re: Fall Festival Entertainment](#)
 - C. [Agreement with Central State Metal Artisans](#)
 - D. [Temporary Special Event Permit Application for Consumption on Public Property Re: Trivia Night at HAC in Approved Area](#)
 - E. [Farm Lease with David Dejmal \(Old Wastewater Plant Area\)](#)
 - F. [Farm Lease with David Dejmal \(Dorner Park Area\)](#)
 - G. [Farm Lease with Bob Hay \(Rodeo Grounds\)](#)
- ITEM #12 COUNCIL ITEMS
 - A. Council Concerns
 - B. Council Action Request Updates
- ITEM #13 ADJOURNMENT

CITY OF HAYSVILLE

Regular City Council Meeting

Minutes

February 10, 2025

CALL TO ORDER

The regular meeting of the Haysville City Council was called to order at 7:00 p.m. by Mayor Russ Kessler in the Haysville Municipal Building, 200 West Grand Avenue.

ROLL CALL

Present: Justin Bruster, Danny Walters, Bob Rardin, Dan Benner, Janet Parton, and Dale Thompson.

Absent: Pat Ewert and Steve Crum

INVOCATION – David Vetter, Haysville Baptist Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. The minutes of the January 13, 2025, Regular City Council Meeting were presented for approval.

Motion by Parton, seconded by Benner, to approve the minutes of the January 13, 2025, council meeting as presented. The motion carried by the following vote:

Yes: Bruster, Rardin, Benner

Abstain: Walters, Parton, Thompson

ITEM #1 PUBLIC COMMENT

- A. Daniel Sparacino, Stinson LP, spoke representing SBA Telecommunications regarding the Conditional Use Permit for the Wireless Communication Facility proposed to be construction at 200 W. Grand Avenue. Sparacino stated there is a monopole tower that is already installed and located at 133 Baughman Ave where AT&T leased space, but never installed equipment. There was a discussion on the perceived pros and cons of AT&T building a new tower versus leasing, technical limitations on the number of entities running off one tower base, and the benefits to the City for leasing the space on their property. Sparacino state the intent of coming to the meeting was to open the lines of communication between SBA and AT&T.

Glen Klocke, Network Real Estate LLC, spoke on behalf of AT&T regarding the Wireless Communication Facility. He stated that AT&T had looked at the location on Baughman, but it did not have the space needed and they were unable to come to an agreement with the property owner.

ITEM # 2 APPROVAL OF LICENSES AND BONDS

There were none.

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

- A. Mayor Kessler presented for consideration A RESOLUTION OF THE CITY OF HAYSVILLE, KANSAS, AUTHORIZING A CONDITIONAL USE TO PERMIT THE CONSTRUCTION AND OPERATION OF A NEW 150-FOOT-TALL TOWER FOR A WIRELESS COMMUNICATION FACILITY ON LOT 1, GRAND ADDITION, HAYSVILLE, SEDGWICK COUNTY, KANSAS, MORE GENERALLY KNOWN AS 200 W. GRAND AVE., HAYSVILLE, SEDGWICK COUNTY, KANSAS. Planning and Zoning Administrator, Kailyn Hogan, presented the staff report and stated the Planning Commission recommends approval. Councilmember Walters asked if the applicant would consider locating on the other location if this is approved. Klocke stated they would build the tower upon approval.

Motion by Parton, seconded by Thompson, to approve A RESOLUTION OF THE CITY OF HAYSVILLE, KANSAS, AUTHORIZING A CONDITIONAL USE TO PERMIT THE CONSTRUCTION AND OPERATION OF A NEW 150-FOOT-TALL TOWER FOR A WIRELESS COMMUNICATION FACILITY ON LOT 1, GRAND ADDITION, HAYSVILLE, SEDGWICK COUNTY, KANSAS, MORE GENERALLY KNOWN AS 200 W. GRAND AVE., HAYSVILLE, SEDGWICK COUNTY, KANSAS as presented. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

- B. Mayor Kessler presented for consideration A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (PAVING IMPROVEMENTS/LAKEFIELD ADDITION). There was a discussion on concerns raised by citizens regarding the size of the lots and the value of the homes proposed for the development. Walters stated he will vote no on the resolutions due to concern of lot size and value. Mayor stated the plat has been approved and it is the infrastructure that is being considered at this time. There was discussion on the need for a variety of home prices within the city and that decisions should be based on facts and not on people's assumptions or feelings.

Motion by Parton, seconded by Thompson, to approve A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (PAVING IMPROVEMENTS/LAKEFIELD ADDITION) as presented. The motion carried by the following vote:

Yes: Bruster, Rardin, Parton, Thompson

No: Walters, Benner

- C. Mayor Kessler presented for consideration A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SANITARY SEWER IMPROVEMENTS/LAKEFIELD ADDITION).

Motion by Parton, seconded by Thompson, to approve A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SANITARY SEWER IMPROVEMENTS/LAKEFIELD ADDITION) as presented. The motion carried by the following vote:

Yes: Bruster, Rardin, Parton, Thompson

No: Walters, Benner

- D. Mayor Kessler presented for consideration A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (WATER IMPROVEMENTS/LAKEFIELD ADDITION).

Motion by Parton, seconded by Thompson, to approve A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (WATER IMPROVEMENTS/LAKEFIELD ADDITION) as presented. The motion carried by the following vote:

Yes: Bruster, Rardin, Parton, Thompson

No: Walters, Benner

- E. Mayor Kessler presented for consideration A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (STORM WATER DRAIN IMPROVEMENTS/LAKEFIELD ADDITION).

Motion by Thompson, seconded by Parton, to approve A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (STORM WATER DRAIN IMPROVEMENTS/LAKEFIELD ADDITION) as presented. The motion carried by the following vote:

Yes: Bruster, Rardin, Parton, Thompson

No: Walters, Benner

- F. Mayor Kessler presented for consideration A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SIDEWALK IMPROVEMENTS-MERIDIAN/LAKEFIELD ADDITION).

Motion by Thompson, seconded by Parton, to approve A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SIDEWALK IMPROVEMENTS-MERIDIAN/LAKEFIELD ADDITION) as presented. The motion carried by the following vote:

Yes: Bruster, Rardin, Parton, Thompson

No: Walters, Benner

- G. Mayor Kessler presented for consideration A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SIDEWALK IMPROVEMENTS-

79TH STREET/LAKEFIELD ADDITION). Councilmember Parton asked why we are installing sidewalk on this side but not the west side. Chief Admin Will Black stated the west side would be completed with the WAMPO project in October of 2027.

Motion by Parton, seconded by Thompson, to approve A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF HAYSVILLE, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SIDEWALK IMPROVEMENTS-79TH STREET/LAKEFIELD ADDITION) as presented. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Under Governing Body Announcements, Mayor Kessler announced upcoming events at the Senior Center and gave an update on Haysville Hustle usage. He also announced the Mayor's Youth Leadership Council travelled to Topeka where the students met the Governor, members of legislature, and other League members and toured the Capital building.
- B. Councilmembers received the Sedgwick County Fire Department Station 34 Monthly Report.
- C. Councilmembers received a Memo Re: New Business Licenses.
- D. Councilmembers received a Memo Re: Federal Forfeiture Funds Report.
- E. Councilmembers received an Email from Cox Communications.

ITEM #5 OLD BUSINESS

There was no Old Business.

ITEM #6 OTHER BUSINESS

- A. Mayor Kessler presented for consideration and Agreement with Professional Engineering Consultants (PEC) for Lakefield Addition Infrastructure Design.

Motion by Parton, seconded Thompson, to approve the agreement with PEC for the Lakefield Addition Infrastructure Design as presented. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

- B. Chief Jeff Whitfield requested approval to purchase 6 body cameras from Motorola for \$13,778.40.

Motion by Walters, seconded by Bruster, to approve the purchase of 6 body cameras for \$13,778.40. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

ITEM #7 DEPARTMENT REPORTS

City Clerk Angie Fulton reminded everyone that City Offices would be closed February 17th in observance of Presidents Day.

Chief of Police Jeff Whitfield introduced visiting officer Sergeant Nowak. Whitfield reminded everyone to give themselves extra time to commute with inclement weather coming in. There will be severe weather training March 27th at 6:00 PM in the court room.

Public Works Director Tony Martinez gave an update on the Broadway and S. Main Sidewalk.

Recreation Director Rob Arneson announced upcoming registrations and events.

ITEM #8 APPOINTMENTS

There were no Appointments.

ITEM #9 EXECUTIVE SESSION

There was no Executive Session.

ITEM #10 REVIEW OF EXPENDITURES

- A. A Summary of January expenditures was presented.

Motion by Parton, seconded by Rardin, to approve and file the Summary of January expenditures. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

ITEM #11 CONSENT AGENDA

- A. Agreement with USD 261 Re: Campus Baseball
- B. Temporary Special Event Permit Application for Consumption on Public Property Re: Paint the Night at HAC in Approved Area
- C. Agreement with Evan Shaw d/b/a Brassknot Re: Party in the 060 Concert
- D. Agreement with Rainbow Fireworks Re: Independence Day Fireworks Show
- E. Agreement with Gear Connexion Re: Independence Day Concert

Motion by Walters, second by Benner, to approve the Consent Agenda as presented. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

ITEM #12 COUNCIL ITEMS

- A. Under Council Concerns, Councilmember Rardin asked if there were issues with the phones. Deputy Administrative Officer Georgie Carter stated there had been issues and Cox updated phone equipment earlier in the day.
- B. Council Action Requests.

ITEM #13 ADJOURNMENT

Motion by Rardin, seconded by Benner, to adjourn. The motion carried by the following vote:

Yes: Bruster, Walters, Rardin, Benner, Parton, Thompson

The Regular City Council Meeting ended at 7:45p.m.

Angela Fulton, City Clerk



**EXCERPT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF
THE CITY OF HAYSVILLE, KANSAS
HELD ON MARCH 10, 2025**

The City Council (the "Governing Body") met in regular session at the usual meeting place in the City at 7:00 P.M., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

The matter of providing for the offering for sale of General Obligation Temporary Notes, Series A, 2025, came on for consideration and was discussed.

Councilmember _____ presented and moved the adoption of a Resolution entitled:

**A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL
OBLIGATION TEMPORARY NOTES, SERIES A, 2025, OF THE CITY OF
HAYSVILLE, KANSAS.**

Councilmember _____ seconded the motion to adopt the Resolution. The Resolution was duly read and considered, and upon being put, the motion for the adoption of the Resolution was carried by the following vote of the Governing Body:

Aye: _____.

Nay: _____.

The Mayor declared the Resolution duly adopted by the Governing Body and the Clerk designated the same Resolution No. 25-[].

* * * * *

(Other Proceedings)

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CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the Governing Body of the City of Haysville, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

Clerk

RESOLUTION NO. 25-[]

A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION TEMPORARY NOTES, SERIES A, 2025, OF THE CITY OF HAYSVILLE, KANSAS.

WHEREAS, the City of Haysville, Kansas (the “Issuer”), has previously authorized certain improvements described as follows (collectively the “Improvements”):

<u>Project Description</u>	<u>Res. No.</u>	<u>Authority (K.S.A.)</u>	<u>Amount</u>
Paving Improvements – Lakefield Addition	25-02	12-6a01 <i>et seq.</i>	\$ 490,000
Sanitary Sewer Improvements – Lakefield Addition	25-03	12-6a01 <i>et seq.</i>	626,000
Water Improvements – Lakefield Addition	25-04	12-6a01 <i>et seq.</i>	466,000
Storm Water Drain Improvements – Lakefield Addition	25-05	12-6a01 <i>et seq.</i>	829,000
Sidewalk Improvements Meridian – Lakefield Addition	25-06	12-6a01 <i>et seq.</i>	18,000
Sidewalk Improvements 79 th Street – Lakefield Addition	25-07	12-6a01 <i>et seq.</i>	<u>43,000</u>
<i>Total:</i>			<i>\$2,472,000</i>

WHEREAS, the Issuer is authorized by law to issue general obligation bonds to pay the costs of the Improvements; and

WHEREAS, it is necessary for the Issuer to provide cash funds (from time to time) to meet its obligations incurred in constructing the Improvements prior to the completion thereof and the issuance of the Issuer's general obligation bonds, and it is desirable and in the interest of the Issuer that such funds be raised by the issuance of temporary notes of the Issuer; and

WHEREAS, none of such temporary notes previously authorized have been issued and the Issuer proposes to issue its temporary notes to pay the costs of the Improvements; and

WHEREAS, the City Council of the Issuer (the “Governing Body”) has selected the firm of Stifel, Nicolaus & Company, Incorporated, Wichita, Kansas (the “Financial Advisor”), as financial advisor for one or more series of temporary notes of the Issuer in order to provide funds to temporarily finance the Improvements; and

WHEREAS, the Issuer desires to authorize the Financial Advisor to proceed with the offering for sale of the temporary notes and related activities; and

WHEREAS, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to the temporary notes; and

WHEREAS, the Issuer desires to authorize the Financial Advisor and Gilmore & Bell, P.C., Wichita, Kansas, the Issuer’s bond counsel (“Bond Counsel”), in conjunction with the Clerk, to proceed with the preparation and distribution of a preliminary official statement and notice of note sale and to authorize the distribution thereof and all other preliminary action necessary to sell the temporary notes.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAYSVILLE, KANSAS, AS FOLLOWS:

Section 1. The Issuer is hereby authorized to offer at competitive public sale the Issuer's General Obligation Temporary Notes, Series A, 2025 (the "Notes") as described in the Notice of Note Sale, which is hereby approved in substantially the form presented to the Governing Body this date (the "Notice of Note Sale"). All proposals for the purchase of the Notes shall be delivered to the Governing Body at its meeting to be held on the sale date referenced in the Notice of Note Sale, at which meeting the Governing Body shall review such bids and award the sale of the Notes or reject all proposals.

Section 2. The Preliminary Official Statement relating to the Notes (the "Preliminary Official Statement"), is hereby approved in substantially the form presented to the Governing Body this date, with such changes or additions as the Mayor and Clerk deem necessary and appropriate, and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Notes.

Section 3. The Clerk, in conjunction with the Financial Advisor and Bond Counsel, is hereby authorized and directed to give notice of the note sale by distributing copies of the Notice of Note Sale and Preliminary Official Statement to prospective purchasers of the Notes. Proposals for the purchase of the Notes shall be submitted upon the terms and conditions set forth in the Notice of Note Sale, and awarded or rejected in the manner set forth in the Notice of Note Sale.

Section 4. For the purpose of enabling the purchaser of the Notes (the "Purchaser") to comply with the requirements of Rule 15c2-12 of the Securities Exchange Commission (the "Rule"), the Mayor and Clerk are hereby authorized: (a) to approve the form of the Preliminary Official Statement and to execute the "Certificate Deeming Preliminary Official Statement Final" in substantially the form attached hereto as *Exhibit A* as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval thereof; and (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the Rule.

Section 5. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Notes or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of the Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The Mayor, Clerk, and the other officers and representatives of the Issuer, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the sale of the Notes.

The transactions described in this Resolution may be conducted, and documents related to the Notes may be sent, received, executed, and stored, by electronic means or transmissions. Copies, telecopies, electronic files and other reproductions of original executed documents (or documents executed by electronic means or transmissions) shall be deemed to be authentic and valid counterparts of such documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

Section 7. This Resolution shall be in full force and effect from and after its adoption.

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ADOPTED by the City Council on March 10, 2025.

(SEAL)

Mayor

ATTEST:

Clerk

EXHIBIT A

**CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL**

_____, 2025

Re: City of Haysville, Kansas, General Obligation Temporary Notes, Series A, 2025

The undersigned are the duly acting Mayor and Clerk of the City of Haysville, Kansas (the "Issuer"), and are authorized to deliver this Certificate to the purchaser (the "Purchaser") of the above-referenced notes (the "Notes") on behalf of the Issuer. The Issuer has previously caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement") relating to the Notes.

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Notes depending on such matters.

To the knowledge of the Issuer, the information contained in the Preliminary Official Statement, other than the sections entitled "The Depository Trust Company," "Ratings," "Legal Matters," "Tax Matters," and **Appendices B - D**, for which the Issuer expresses no opinion, and except for the omission of certain information such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Notes depending on such matters, is true in all material respects, does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements made, in the light of the circumstances under which they were made, not misleading.

CITY OF HAYSVILLE, KANSAS

By: _____
Title: Mayor

By: _____
Title: Clerk

NOTICE OF NOTE SALE

\$2,700,000*

CITY OF HAYSVILLE, KANSAS

**GENERAL OBLIGATION TEMPORARY NOTES
SERIES A, 2025**

(GENERAL OBLIGATION NOTES PAYABLE
FROM UNLIMITED AD VALOREM TAXES)

Bids. Facsimile, email and electronic (as explained below) bids for the purchase of the above-referenced temporary notes (the “Notes”) of the City of Haysville, Kansas (the “Issuer”) herein described will be received on behalf of the undersigned Clerk of the Issuer at the address hereinafter set forth in the case of email and facsimile bids, and via PARITY® in the case of electronic bids, until 10:00 A.M. applicable Central Time (the “Submittal Hour”), on

APRIL 14, 2025

(the “Sale Date”). All bids will be publicly evaluated at said time and place and the award of the Notes to the successful bidder (the “Successful Bidder”) will be acted upon by the City Council of the Issuer (the “Governing Body”) at its meeting to be held at 7:00 P.M. on the Sale Date. No oral or auction bids will be considered. Capitalized terms not otherwise defined herein shall have the meanings set forth in the hereinafter referenced Preliminary Official Statement relating to the Notes.

Terms of the Notes. The Notes will consist of fully registered notes in the denomination of \$5,000 or any integral multiple thereof (the “Authorized Denomination”). The Notes will be dated May 1, 2025 (the “Dated Date”), and will become due as follows:

Stated Maturity	Principal
<u>(October 1)</u>	<u>Amount</u>
2027	\$2,700,000*

The Notes will bear interest from the Dated Date at rates to be determined when the Notes are sold as hereinafter provided, which interest will be payable semiannually on April 1 and October 1 in each year, beginning on October 1, 2025 (the “Interest Payment Dates”).

*** Adjustment of Issue Size.** The Issuer reserves the right to increase or decrease the total principal amount of the Notes or the schedule of principal payments described above, depending on the purchase price and interest rates bid and the offering prices specified by the Successful Bidder. The Successful Bidder may not withdraw its bid or change the interest rates bid as a result of any changes made to the principal amount of the Notes or the schedule of principal payments as described herein. If there is an increase or decrease in the final aggregate principal amount of the Notes or the schedule of principal payments as described above, the Issuer will notify the Successful Bidder by means of telephone or facsimile transmission, subsequently confirmed in writing, no later than 2:00 p.m., applicable Central Time, on the Sale Date. The actual purchase price for the Notes shall be calculated by applying the

percentage of par value bid by the Successful Bidder against the final aggregate principal amount of the Notes, as adjusted, plus accrued interest from the Dated Date to the Closing Date (as hereinafter defined).

Place of Payment. The principal of and interest on the Notes will be payable in lawful money of the United States of America by check or draft of the Treasurer of the State of Kansas, Topeka, Kansas (the “Paying Agent” and “Note Registrar”). The principal of each Note will be payable at maturity or earlier redemption to the owners thereof whose names are on the registration books (the “Note Register”) of the Note Registrar (the “Registered Owner”) upon presentation and surrender at the principal office of the Paying Agent. Interest on each Note will be payable to the Registered Owner of such Note as of the fifteenth day (whether or not a Business Day) of the calendar month next preceding such Interest Payment Date (the “Record Date”): (a) mailed by the Paying Agent to the address of such Registered Owner as shown on the Note Register or at such other address as is furnished to the Paying Agent in writing by such Registered Owner; or (b) in the case of an interest payment to Cede & Co. or any Registered Owner of \$500,000 or more in aggregate principal amount of Notes, by wire transfer to such Registered Owner upon written notice given to the Paying Agent by such Registered Owner, not less than 15 days prior to the Record Date for such interest, containing the wire transfer address to which such Registered Owner wishes to have such wire directed.

Note Registration. The Notes will be registered pursuant to a plan of registration approved by the Issuer and the Attorney General of the State of Kansas (the “State”). The Issuer will pay for the fees of the Note Registrar for registration and transfer of the Notes and will also pay for printing a reasonable supply of registered note blanks. Any additional costs or fees that might be incurred in the secondary market, other than fees of the Note Registrar, will be the responsibility of the Registered Owners.

Book-Entry-Only System. The Notes shall be initially registered in the name of Cede & Co., as the nominee of DTC and no beneficial owner will receive certificates representing their interests in the Notes. During the term of the Notes, so long as the book-entry-only system is continued, the Issuer will make payments of principal of, premium, if any, and interest on the Notes to DTC or its nominee as the Registered Owner of the Notes. DTC will make book-entry-only transfers among its participants and receive and transmit payment of principal of, premium, if any, and interest on the Notes to its participants who shall be responsible for transmitting payments to beneficial owners of the Notes in accordance with agreements between such participants and the beneficial owners. The Issuer will not be responsible for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants. In the event that: (a) DTC determines not to continue to act as securities depository for the Notes, or (b) the Issuer determines that continuation of the book-entry-only form of evidence and transfer of ownership of the Notes would adversely affect the interests of the beneficial owners of the Notes, the Issuer will discontinue the book-entry-only form of registration with DTC. If the Issuer fails to identify another qualified securities depository to replace DTC, the Issuer will cause to be authenticated and delivered to the beneficial owners replacement Notes in the form of fully registered certificates. Reference is made to the Preliminary Official Statement for further information regarding the book-entry-only system of registration of the Notes and DTC.

Redemption of Notes Prior to Maturity.

General. Whenever the Issuer is to select Notes for the purpose of redemption, it will, in the case of Notes in denominations greater than the minimum Authorized Denomination, if less than all of the Notes then outstanding are to be called for redemption, treat each minimum Authorized Denomination of face value of each such fully registered Note as though it were a separate Note in the minimum Authorized Denomination.

Optional Redemption. At the option of the Issuer, the Notes will be subject to redemption and payment prior to maturity on April 1, 2027, and thereafter, as a whole or in part (selection of the amount of Notes to be redeemed to be determined by the Issuer in such equitable manner as it may determine) at any time, at the redemption price of 100% (expressed as a percentage of the principal amount), plus accrued interest to the date of redemption.

Notice and Effect of Call for Redemption. Unless waived by any owner of Notes to be redeemed, if the Issuer shall call any Notes for redemption and payment prior to the maturity thereof, the Issuer shall give written notice of its intention to call and pay said Notes to the Note Registrar and the Successful Bidder. In addition, the Issuer shall cause the Note Registrar to give written notice of redemption to the registered owners of said Notes. Each of said written notices shall be deposited in United States first class mail not less than 30 days prior to the Redemption Date. All notices of redemption shall state the Redemption Date, the redemption price, the Notes to be redeemed, the place of surrender of Notes so called for redemption and a statement of the effect of the redemption. The Issuer shall also give such additional notice as may be required by State law or regulation of the Securities and Exchange Commission in effect as of the date of such notice. If any Note be called for redemption and payment as aforesaid, all interest on such Note shall cease from and after the Redemption Date, provided funds are available for its payment at the price hereinbefore specified.

Authority, Purpose and Security. The Notes are being issued pursuant to K.S.A. 10-123, and K.S.A. 12-6a01 *et seq.*, as amended, and a resolution adopted by the Governing Body (the “Note Resolution”) for the purpose of paying the cost of certain public improvements (the “Improvements”). The Notes shall be general obligations of the Issuer payable as to both principal and interest from special assessments levied upon the property benefited by the construction of said Improvements or from the proceeds of general obligation bonds of the Issuer, and if not so paid, from ad valorem taxes which may be levied without limitation as to rate or amount upon all the taxable tangible property, real and personal, within the territorial limits of the Issuer. The full faith, credit and resources of the Issuer are irrevocably pledged for the prompt payment of the principal and interest on the Notes as the same become due.

Submission of Bids. Facsimile and email bids must be made on forms which may be procured from the Financial Advisor and shall be addressed to the undersigned, and marked “Proposal for General Obligation Temporary Notes, Series A, 2025.” Facsimile bids should not be preceded by a cover sheet and should be sent only once to (316) 337-8492. Email bids should be sent only once to the Financial Advisor at shogrenb@stifel.com. Confirmation of receipt of facsimile or email bids may be made by contacting the Financial Advisor at the number listed below. Electronic bids via PARITY® must be submitted in accordance with its Rules of Participation, as well as the provisions of this Notice of Note Sale. ***Any bid submitted shall include the initial offering prices to the public for the Notes.*** If provisions of this Notice of Note Sale conflict with those of PARITY®, this Notice of Note Sale shall control. Bids must be received prior to the Submittal Hour on the Sale Date. The Issuer and Financial Advisor shall not be responsible for failure of the transmission or the receipt of any bid.

PARITY®. Information about the electronic bidding services of PARITY® may be obtained from i-Deal LLC at 1359 Broadway, 2nd Floor, New York, New York 10018, Phone No. (212) 849-5023.

Conditions of Bids. Proposals will be received on the Notes bearing such rate or rates of interest as may be specified by the bidders, subject to the following conditions: (a) the same rate shall apply to all Notes; (b) no interest rate may exceed a rate equal to the daily yield for the 10-year Treasury Bond published by **THE BOND BUYER**, in New York, New York, on the Monday next preceding the day on which the Notes are sold, plus 3%; and (c) no supplemental interest payments will be considered. No bid shall be for less than **99.5%** of the principal amount of the Notes and accrued interest thereon to the date of delivery will be considered. Each bid shall specify the total interest cost (expressed in dollars) during

the term of the Notes on the basis of such bid, and an estimate of the TIC (as hereinafter defined) on the basis of such bid. Each bidder shall certify to the Issuer the correctness of the information contained on the Official Bid Form; the Issuer will be entitled to rely on such certification. Each bidder agrees that, if it is awarded the Notes, it will provide the certification described under the caption “Establishment of Issue Price” in this Notice.

Good Faith Deposit. A good faith deposit is not required to bid on the Notes.

Basis of Award. The award of the Notes will be made on the basis of the lowest true interest cost (“TIC”), which will be determined as follows: the TIC is the discount rate (expressed as a per annum percentage rate) which, when used in computing the present value of all payments of principal and interest to be paid on the Notes, from the payment dates to the Dated Date, produces an amount equal to the price bid, including any adjustments for premium or discount, if any. Present value will be computed on the basis of semiannual compounding and a 360-day year of twelve 30-day months. Bidders are requested to provide a calculation of the TIC for the Notes on the Official Bid Form, computed as specified herein on the basis of their respective bids, which shall be considered as informative only and not binding on either the bidder or the Issuer. The Financial Advisor will verify the TIC based on such bids. If there is any discrepancy between the TIC specified and the bid price and interest rates specified, the specified bid price and interest rates shall govern and the TIC specified in the bid shall be adjusted accordingly. If two or more proper bids providing for identical amounts for the lowest TIC are received, the governing body of the Issuer will determine which bid, if any, will be accepted, and its determination is final.

The Issuer reserves the right to reject any and/or all bids and to waive any irregularities in a submitted bid. Any bid received after the Submittal Hour on the Sale Date will not be considered. Any disputes arising hereunder shall be governed by the laws of the State, and any party submitting a bid agrees to be subject to jurisdiction and venue of the federal and state courts within the State with regard to such dispute.

The Issuer’s acceptance of the Successful Bidder’s proposal for the purchase of the Notes in accordance with this Notice of Note Sale shall constitute a note purchase agreement between the Issuer and the Successful Bidder for purposes of the laws of the State and a contract between the Issuer and the Successful Bidder for the purposes of Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) and Rule G-32 of the Municipal Securities Rulemaking Board (“Rule G-32”). The method of acceptance shall be determined solely by the Governing Body.

Ratings. The Issuer has applied to Moody’s Investors Service for a rating on the Notes herein offered for sale.

CUSIP Numbers. CUSIP identification numbers will be assigned and printed on the Notes, but neither the failure to print such number on any Note nor any error with respect thereto shall constitute cause for failure or refusal by the purchaser thereof to accept delivery of and pay for the Notes in accordance with the terms of this Notice. The Financial Advisor will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. All expenses in relation to the assignment and printing of CUSIP numbers on the Notes will be paid by the Issuer.

Delivery and Payment. The Issuer will pay for the preparation of the Notes and will deliver the Notes properly prepared, executed and registered without cost on or about **MAY 1, 2025** (the “Closing Date”), to DTC for the account of the Successful Bidder. The Successful Bidder will be furnished with a certified transcript of the proceedings evidencing the authorization and issuance of the Notes and the usual closing documents, including a certificate that there is no litigation pending or threatened at the time

of delivery of the Notes affecting their validity and a certificate regarding the completeness and accuracy of the Official Statement. Payment for the Notes shall be made in federal reserve funds, immediately available for use by the Issuer. The Issuer will deliver one Note of each maturity registered in the nominee name of DTC.

Establishment of Issue Price.

(a) In order to provide the Issuer with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively the “Code”), the Successful Bidder will be required to assist the Issuer in establishing the “issue price” of the Notes and complete, execute and deliver to the Issuer prior to the Closing Date, a written certification in a form acceptable to the Successful Bidder, the Issuer and Bond Counsel (the “Issue Price Certificate”) containing the following for the Notes: (1) the interest rate; (2) the reasonably expected initial offering price to the “public” (as said term is used in Treasury Regulation Section 1.148-1(f) (the “Regulation”)) or the sale price; and (3) pricing wires or equivalent communications supporting such offering or sale price. However, such Issue Price Certificate may indicate that the Successful Bidder has purchased the Notes for its own account in a capacity other than as an underwriter or wholesaler, and currently has no intent to reoffer the Notes for sale to the public. Any action to be taken or documentation to be received by the Issuer pursuant hereto may be taken or received by the Financial Advisor or Bond Counsel on behalf of the Issuer.

(b) The Issuer intends that the sale of the Notes pursuant to this Notice shall constitute a “competitive sale” as defined in the Regulation. In support thereof: (1) the Issuer shall cause this Notice to be disseminated to potential bidders in a manner reasonably designed to reach potential bidders; (2) all bidders shall have an equal opportunity to submit a bid; (3) the Issuer reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Notes; and (4) the Issuer anticipates awarding the sale of the Notes to the bidder that provides a bid with the lowest TIC in accordance with the section hereof entitled “Basis of Award.”

(c) Any bid submitted pursuant to this Notice shall be considered a firm offer for the purchase of the Notes as specified therein. The Successful Bidder shall constitute an “underwriter” as said term is defined in the Regulation. By submitting its bid, the Successful Bidder confirms that it shall require any agreement among underwriters, a selling group agreement or other agreement to which it is a party relating to the initial sale of the Notes, to include provisions requiring compliance with provisions of the Code and the Regulation regarding the initial sale of the Notes.

(d) If all of the requirements of a “competitive sale” are not satisfied, the Issuer shall advise the Successful Bidder of such fact at the time of award of the sale of the Notes to the Successful Bidder and the following provisions shall apply to the Notes. ***In such event, any bid submitted will not be subject to cancellation or withdrawal.*** Within twenty-four (24) hours of the notice of award of the sale of the Notes, the Successful Bidder shall advise the Issuer if a “substantial amount” (as defined in the Regulation (10%)) of Notes has been sold to the public and the price at which such substantial amount was sold. The Issuer will treat such sale price as the “issue price” for the Notes. The Issuer will ***not*** require the Successful Bidder to comply with that portion of the Regulation commonly described as the “hold-the-offering-price” requirement for the Notes, but the Successful Bidder may elect such option. If the Successful Bidder exercises such option, the Issuer will apply the initial offering price to the public provided in the bid as the issue price for the Notes. If the Successful Bidder does not exercise that option, it shall thereafter promptly provide the Issuer the prices at which a substantial amount of the Notes are sold to the public. ***Any change in the issue price of any of the Notes after the Submittal Hour will not affect the purchase price for the Notes submitted in the bid of the Successful Bidder.***

(e) This agreement by the Successful Bidder to provide such information will continue to apply after the Closing Time if: (a) the Issuer requests the information in connection with an audit or inquiry by the Internal Revenue Service (the “IRS”) or the Securities and Exchange Commission (the “SEC”) or (b) the information is required to be retained by the Issuer pursuant to future regulation or similar guidance from the IRS, the SEC or other federal or state regulatory authority.

Preliminary Official Statement and Official Statement. The Issuer has prepared a Preliminary Official Statement relating to the Notes, “deemed final” by the Issuer except for the omission of certain information as provided in the Rule, copies of which may be obtained from the Financial Advisor. Upon the sale of the Notes, the Issuer will adopt the final Official Statement and will furnish the Successful Bidder, without cost, within seven business days of the acceptance of the Successful Bidder's proposal, with a sufficient number of copies thereof, which may be in electronic format, in order for the Successful Bidder to comply with the requirements of the Rule and Rule G-32. Additional copies may be ordered by the Successful Bidder at its expense.

Continuing Disclosure. In the Note Resolution, the Issuer has covenanted to annually provide certain financial information and operating data and other information necessary to comply with the Rule, and to transmit the same to the Municipal Securities Rulemaking Board. This covenant is for the benefit of and is enforceable by any Registered Owner of the Notes. For further information, reference is made to the caption “CONTINUING DISCLOSURE” in the Preliminary Official Statement.

Assessed Valuation and Indebtedness. The total assessed valuation of the taxable tangible property within the Issuer for the year 2024 is as follows:

Equalized Assessed Valuation of	
Taxable Tangible Property	\$ 91,989,601
Tangible Valuation of Motor Vehicles.....	<u>13,929,129</u>
Equalized Assessed Tangible Valuation	
for Computation of Bonded Debt Limitations	\$105,918,730

The total general obligation indebtedness of the Issuer as of the Dated Date, including the Notes being sold, is \$14,530,000.

Legal Opinion. The Notes will be sold subject to the approving legal opinion of GILMORE & BELL, P.C., WICHITA, KANSAS, Bond Counsel to the Issuer, which opinion will be furnished and paid for by the Issuer, will be printed on the Notes, if the Notes are printed, and will be delivered to the Successful Bidder when the Notes are delivered. Said opinion will also include the opinion of Bond Counsel relating to the interest on the Notes being excludable from gross income for federal income tax purposes and exempt from income taxation by the State of Kansas. Reference is made to the Preliminary Official Statement for further discussion of federal and Kansas income tax matters relating to the interest on the Notes.

Electronic Transactions. The transactions described herein may be conducted and related documents may be sent, received and stored by electronic means or transmissions. All bid documents, closing documents, certificates, ordinances, resolutions and related instruments may be executed by electronic means or transmissions. Copies, telecopies, electronic files and other reproductions of original executed documents (or documents executed by electronic means or transmissions) shall be deemed to be

authentic and valid counterparts of such documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

Additional Information. Additional information regarding the Notes may be obtained from the undersigned, or from the Financial Advisor, at the addresses set forth below:

DATED: MARCH 10, 2025.

CITY OF HAYSVILLE, KANSAS

By: Angela Fulton, Clerk

Issuer:

City Hall
200 W. Grand, P.O. Box 404
Haysville, Kansas 67060-0404
Attn: Angela Millspaugh, Clerk
Phone No.: (316) 529-5900
Fax No.: (316) 529-5925
Email: afulton@haysville-ks.com

Financial Advisor:

Stifel, Nicolaus & Company, Incorporated
301 North Main, Suite 800
Wichita, Kansas 67202
Attn: Bret Shogren
Phone No.: (316) 264-9351
Fax No.: (316) 337-8492
Email: shogrenb@stifel.com

OFFICIAL BID FORM
PROPOSAL FOR THE PURCHASE OF CITY OF HAYSVILLE, KANSAS
GENERAL OBLIGATION TEMPORARY NOTES

TO: Angela Fulton, Clerk
City of Haysville, Kansas

April 14, 2025

For \$2,700,000* principal amount of General Obligation Temporary Notes, Series A, 2025, of the City of Haysville, Kansas (the "Issuer"), to be dated May 1, 2025, as described in your Notice of Note Sale dated March 10, 2025 (the "Notice"), said Notes to bear interest as follows:

<u>Maturity</u> <u>October 1</u>	<u>Principal</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Initial Offering</u> <u>Price</u>
2027	\$2,700,000*	_____ %	_____ %

* Subject to change, see the Notice

the undersigned will pay the purchase price for the Notes set forth below, plus accrued interest to the date of delivery.

Principal Amount	\$2,700,000*
Less Discount (not to exceed \$13,500).....	- _____
Plus Premium (if any)	_____
Total Purchase Price	\$ _____
 Total interest cost to maturity at the rate(s) specified	 \$ _____
Net interest cost	\$ _____
True Interest Cost	_____ %

This proposal is subject to all terms and conditions contained in the Notice, and if the undersigned is the Successful Bidder, the undersigned will comply with all of the provisions contained in the Notice. The acceptance of this proposal by the Issuer by execution below shall constitute a contract between the Issuer and the Successful Bidder for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission and a note purchase agreement for purposes of the laws of the State of Kansas.

Submitted by: _____

(LIST ACCOUNT MEMBERS ON REVERSE)

By: _____
Telephone No. (_____) _____

ACCEPTANCE

Pursuant to action duly taken by the Governing Body of the Issuer the above proposal is hereby accepted on April 14, 2025.

Attest:

Clerk

Mayor

NOTE: No additions or alterations in the above proposal form shall be made, and any erasures may cause rejection of any bid. Facsimile bids may be filed with Stifel, Nicolaus & Company, Incorporated, Fax No. (316) 337-8492, email bids may be sent to Stifel, Nicolaus & Company, Incorporated at shogrenb@stifel.com, and electronic bids may be submitted via **PARITY**®, at or prior to 10:00 A.M. applicable Central Time, on April 14, 2025. Any bid received after such time will not be accepted or shall be returned to the bidder.





Sedgwick County Fire District 1

7750 N. Wyandotte Way, Park City, KS 67147

Phone: 316-660-3473 Fax: 316-660-3474

Haysville City Council Report

Main Incident Type	Count of Incidents	Secondary Incident Type
False Alarm & False Call		
	1	Unintentional system/detector operation (no fire)
False Alarm & False Call Total (1)	1	
Good Intent Call		
	4	Dispatched and canceled en route
	5	HazMat release investigation w/no HazMat
	5	Wrong location, no emergency found
Good Intent Call Total (3)	14	
Hazardous Condition (No Fire)		
	1	Accident, potential accident
	1	Chemical release, reaction, or toxic condition
	1	Combustible/flammable spills & leaks
	1	Electrical wiring/equipment problem
Hazardous Condition (No Fire) Total (4)	4	
Rescue & Emergency Medical Service Incident		
	40	Medical assist
	43	Emergency medical service (EMS) incident
Rescue & Emergency Medical Service Incident Total (2)	83	
Service Call		
	1	Water problem
	26	Public service assistance
Service Call Total (2)	27	
Total (12)	129	



02/26/25

Dear Local Franchising Authority,

As you know, Cox is required to obtain permission from local broadcast stations and cable networks to provide their signals on our channel lineup. We're in discussions to renew agreements with the following programmers and broadcasters:

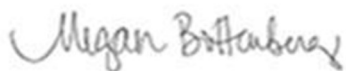
Station/Network	Channel(s)
Univision – KDCU	15
Univision Tlnovelas	330
Galavision	81 / 309
UniMas	83 / 315
FOROtv	299
Zona Futbol	294
De Pelicula	316
De Pelicula Clasico	317
Bandamax	318

If we are unable to reach a new agreement by the expiration dates, these networks can prevent us from including their stations in our lineup.

We know this may be frustrating to our customers, but we're hoping they'll agree that this negotiation is worth the effort to ensure we are delivering quality TV shows and channels at a reasonable price. We continue to actively negotiate with these networks and are working toward renewing our agreements without any disruption of service to our customers.

We will keep you updated with any new information. Please feel free to contact me.

Sincerely,



Megan Bottenberg
Director, Government Affairs
Cox Communications Central Region





insurance
employee benefits
workplace safety

March 7th, 2025

To: City of Haysville

Attn: Will Black & Angie Fulton

Re: City of Haysville 2025 - 2026 Insurance

Dear Will & Angie,

We have received the renewal proposal from EMC and have also obtained a proposal from Midwest Public Risk (MPR) for the upcoming policy period. Midwest Public Risk is a member owned pool started in 1983 for Kansas and Missouri public entities. Attached is a coverage comparison of the two proposals, and below are some of the key points.

Key differences in the EMC renewal from last year:

- Property values adjusted upwards by 6.5% to account for inflation, while the property rate has remained flat.
- EMC is requiring an increase in the Wind/Hail deductible from \$25,000 per occurrence to \$50,000 per occurrence.
- Due to claims history, there have been premium increases for Auto Liability and Law Enforcement Liability.
- The Earthquake limit is now capped at \$25,000,000 for all EMC municipality policies.
- Overall, there is an 8% increase in the total premium for the EMC Program.

Highlighted differences between EMC and MPR Proposals:

- Lower Wind/Hail deductible of \$25,000 per occurrence.
- MPR's policy is not written on a blanket basis. Each building can only exceed its listed value by 15% if the value is low. This is a big EMC advantage.
- MPR provides flood coverage outside of FEMA flood zones up to \$25 million across all members, EMC does not include that coverage.
- MPR includes a crime limit of \$500,000, although it comes with extensive limitations and drawbacks.
- MPR's total liability limits for all lines are \$5 million per occurrence, while EMC's total limit is \$2 million per occurrence.
- EMC offers uninsured/underinsured motorist coverage of \$1 million per accident, compared to MPR's \$100,000 per accident.
- The auto deductible with MPR is \$2,500, whereas EMC's deductible is \$1,000 for all but four vehicles.



insurance
employee benefits
workplace safety

- MPR excludes pollution coverage, whereas EMC includes \$1,000,000 for wastewater treatment plant-related occurrences.
- The total premium with MPR is higher by about \$2,500, and they do not have a dividend plan.
- While MPR's total program limits are \$500,000,000 as a member-owned pool, EMC is an A+ rated company with substantially more financial backing.

EMC's longstanding relationship with the City of Haysville has helped them through multiple disasters. Although MPR's lower wind / hail deductible is appealing, the lack of blanket property coverage, absolute pollution exclusion, and lower uninsured/underinsured motorist limits are significant drawbacks. Additionally, the higher liability limits with MPR are mitigated by the Kansas Tort Claims Act, which caps most claims at \$500,000.

Considering the negligible premium difference and the absence of a dividend program with MPR, combined with EMC's financial strength and track record, our recommendation is to stay with EMC and accept their renewal.

Most importantly, thank you to the City of Haysville for continuing to trust ICI to handle all your insurance needs. I look forward to any questions you and the council may have.

Thank you,

Jeff Engel
Chief Operating Officer
ICI Insurance



City of Haysville 4/1/25 - 4/1/26 Renewal Comparison

	EMC Expiring 24-25	EMC Proposal 25-26	MPR 25-26
Property	\$101,938	\$108,398	Included
Total Insured Value	\$49,024,913	\$52,199,436	\$49,399,867
Blanket Property Insurance	Yes	Yes	No - 115% Max per Building
Wind/Hail Ded (per occurrence)	\$25,000	\$50,000	\$25,000
AOP Ded (per occurrence)	\$5,000	\$5,000	\$5,000
Business Interruption	\$1,000,000	\$1,000,000	
EQ Coverage	\$38,714,365	\$25,000,000 Policy Limit	\$25,000,000 Program Limit
EQ Deductible	10%	10%	\$50,000
Flood (Outside Flood Zones)	None	None	\$25,000,000 Program Limit
Flood Deductible	N/A	N/A	\$50,000
Crime	\$100	\$100	Included
Per Loss Limit	\$5,000	\$5,000	\$500,000
Deductible	\$500	\$500	\$2,500
Inland Marine	\$18,449	\$19,354	Included
Scheduled Property Floater	\$859,210	\$879,230	
Contractors Equipment- Scheduled	\$1,537,702	\$1,537,702	\$2,503,730
Scheduled Signs	\$50,798	\$50,798	
Deductible	\$1,000	\$1,000	\$1,000
Wind/Hail/Flood EQ Deductible	\$1,000	\$1,000	
EDP - Data /Media	\$204,468	\$204,468	
Leased/Rented Limit	\$75,000	\$75,000	
Business Auto	\$56,288	\$62,886	Included
# Units	84	84	
Limit	\$1,000,000	\$1,000,000	\$5M/\$6M
Symbols	1, 8 & 9	1, 8 & 9	1, 8 & 9
Comprehensive Deductible	\$1,000	\$1,000	\$2,500
Collision Deductible	\$1,000	\$1,000	\$2,500
Uninsured Motorists	\$1,000,000	\$1,000,000	\$50,000 / \$100,000
General Liability	\$28,427	\$26,121	Included
Limits	\$1M/\$2M	\$1M/\$2M	\$5M/\$6M
Medical Expense Limit	\$10,000	\$10,000	\$5,000
Deductible	\$0	\$0	\$2,500
Water Treatment Pollution	\$1,000,000	\$1,000,000	Excluded
Employee Benefits Liability	Included	Included	Included
Limits	Occurrence \$1M/\$2M	Occurrence \$1M/\$2M	\$5M/\$6M
Deductible	\$1,000	\$1,000	\$2,500
Employment Practices Liability	Included	Included	Included
Limits	Claims Made \$1M/\$2M	Claims Made \$1M/\$2M	Claims Made \$5M/\$6M
Deductible (per claim)	\$3,000	\$3,000	\$2,500
Retro Date	4/1/1996	4/1/1996	
Public Entity Mgmt Liability	\$19,151	\$21,067	Included
Limits	Claims Made \$1M/\$2M	Claims Made \$1M/\$2M	Claims Made \$5M/\$6M
Deductible	\$3,000	\$3,000	\$2,500
Retro Date	4/1/1996	4/1/1996	
Law Enforcement Liability	\$15,920	\$20,481	Included
Limits	Occurrence \$1M/\$2M	Occurrence \$1M/\$2M	\$5M/\$6M
Deductible	\$2,500	\$2,500	\$5,000
Umbrella	\$17,488	\$21,687	N/A
Occurrence Limit	\$1,000,000	\$1,000,000	
Aggregate Limit	\$1,000,000	\$1,000,000	
Retention	\$10,000	\$10,000	
Total Package	\$257,761	\$280,094	\$282,744
Cyber Liability (Cowbell)	\$12,320	\$12,176	\$12,176
Cyber Aggregate Limit	\$1,000,000	\$1,000,000	\$1,000,000
Deductible	\$25,000	\$25,000	\$25,000
Deception Limit	\$250,000	\$250,000	\$250,000
Deception Deductible	\$25,000	\$25,000	\$25,000
Total Premiums	\$270,081	\$292,270	\$294,920

5 Year Dividend Average

\$30,737

\$27,204

No Dividend Program





CITY OF HAYSVILLE, KANSAS

ADMINISTRATION SERVICES - 200 WEST GRAND/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 - (316) 529-5900 (316) 529-5925 - FAX

TO: The Honorable Russ Kessler
City Council Members

FROM: Georgie Carter, Deputy Administrative Officer

SUBJECT: ADA Accessible Playground Equipment

DATE: March 6, 2025

At the February Park Board meeting, the committee reviewed proposals for installing ADA equipment in both Riggs and Cohlmlia Park. After thorough discussion, the board selected the following:

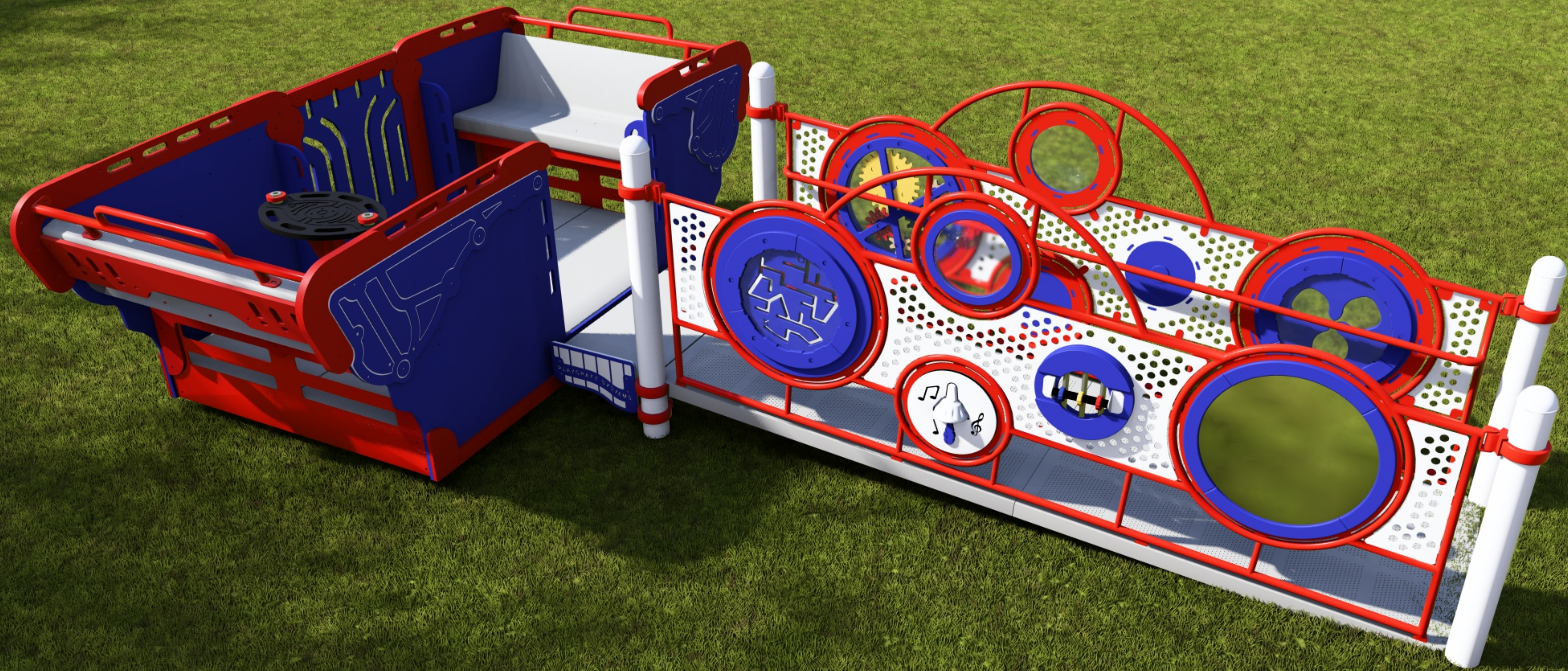
- Riggs Park: ADA Glider Swing from Great Southern Recreation
- Cohlmlia Park: We-Go-Round from Athco

A motion was approved not to exceed \$160,000 for these improvements, contingent upon available funding. The selected vendors - Great Southern Recreation and Athco - previously installed playground equipment at their respective parks, ensuring consistency in maintenance and design. Turf will be used for the safety surfacing at Riggs Park for facilitating easier maintenance and encouraging play. Studies indicate that children tend to sit and play more on turf compared to pour-in-place surfacing.

The ADA Glider Swing for Riggs Park will be supplied and installed by Great Southern Recreation. The project scope includes equipment, installation, safety surfacing, and shipping for \$80,732. Site preparation will be done by Public Works. Given the benefits of maintaining consistency in equipment brands for future maintenance, and in the absence of a competing bid, the Park Board recommends proceeding with Great Southern Recreation.

Great Southern Recreation	\$80,731.14
Aspire	Never submitted quote

The Park Board is requesting authorization to contract with Great Southern Recreation for \$80,732. Attached you will find a layout of the proposed design. This will be paid from the recreation and park sales tax funds. This is before you for your consideration.





MEMORANDUM

TO: The Honorable Russ Kessler, Mayor
Haysville City Council Members

FROM: Angela Fulton, City Treasurer/City Clerk

DATE: March 5, 2025

SUBJECT: Copier Lease – Haysville Senior Center

The lease has expired on the copier located at the Haysville Senior Center. I am requesting approval of the bid from Konica Minolta in the amount of \$177.44/month for 60 months as all costs are known.

The current copier at the Senior Center is a Konica Minolta and we have been happy with the quality and level of service we have received.

<i>Company</i>	<i>Term</i>	<i>Monthly Lease</i>	<i>Monthly Maintenance Fee</i>	<i>Total Known Monthly Costs</i>	<i>Per Page Fees</i>
Konica Minolta	60 mo.	177.04	Included	\$177.04	Unlimited Pages
Galaxie	60 mo.	119.63	48.45	\$168.08	.0089/pp (BW over 2500), .0524 pp (Color over 500)
360 Document Solutions	63 mo.	123.95	Included	\$123.95	.007/pp (BW), .05/pp (Color)

Please let me know if you have any questions.





CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 523 SARAH LANE
HAYSVILLE, KANSAS 67060 - (316) 529-5922 (316) 529-5923 - FAX

AGREEMENT

This Agreement is made and entered into as of this _____ day of **March, 2025** by and between the **City of Haysville, Kansas (City)**, and the **Haysville Swim Club (HVSC)**.

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 and a splash pad;

WHEREAS, **HVSC** 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 **HVSC** agree as follows:

- I. **City** agrees and does hereby allow **HVSC** use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for said swim practices, commencing on **May 30, 2025** and continuing through **July 16, 2025**, as follows: Monday, Tuesday, Thursday and Friday mornings from 7:30-9:30 am; No practices will be held on Wednesday mornings; Monday and Thursday evenings from 8:15-9:45 pm. No pm practices will be held on **July 3 or 4, 2025**. Vacuums will not be removed from the diving well during morning practice time.
- II. A copy of the coaches' certification from USA swimming must be turned in, and a certified lifeguard must be present at each practice; all coaches' and lifeguard certificates must be turned into the Recreation Director prior to the first practice.

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.

- III. **City** agrees and does hereby allow **HVSC** use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for home league meets on **June 10, 24 and July 8, 2025**. As much as scheduling will allow, **HVSC** will try not to schedule meets two weeks in a row or the week of 4th of July to not interrupt swim lessons as much as

possible. City agrees to close the pool to the public at 4:00 pm on said dates to allow HVSC to prepare for and conduct said meets.

- IV. City also agrees and does hereby allow HVSC use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for swim team meets. City agrees to close the pool to the public on said dates to allow HVSC to prepare for and conduct said swim meet.
- V. HVSC agrees to pay one-hundred dollars (\$100.00) per day for use of the Dewey Gunzelman Memorial Swimming Pool for regular season meets. Said total accumulated fee is payable to the City at the conclusion of the HVSC season, but no later than **September 3, 2025**. A late fee of \$5/day will incur after this date.
- VI. HVSC will operate the concession stand during the swim team meets if they want to have concessions open. Requests for food trucks, vendors, signage, electrical, bleachers, parking, Wi-Fi etc... will need to go through the Recreation Director at least two weeks prior to a meet date. Any applicable permits will have to be filled out at City hall.
- VII. Should HVSC opt to operate the concessions at the Dewey Gunzelman Facility during the swim meets, HVSC shall be responsible for cleaning the concession area at the conclusion of the event. Additionally, HVSC 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.
- VIII. Only two sets of keys will be checked out to the HVSC; 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 **September 3, 2025**, HVSC will be responsible for the costs associated to replace/rekey locks and reprint keys.
- IX. HVSC shall be responsible for hiring and paying lifeguards for swim meets. One lifeguard must be on stand, and one lifeguard on the deck, starting at 5pm thru the conclusion of the meet. HVSC is responsible for recruiting and scheduling the guards, lifeguards must be employees of the City of Haysville and will be paid **\$12/hour**.
- X. City agrees to allow HVSC to rent the pool for a season-end swim party if HVSC so desires; HVSC will need to fill out a Pool Rental Application requesting their pool party date/pay fees and return the form to the HAC no later than **April 23, 2025**. City does not guarantee approval of swim party requested date. HVSC agrees to follow all rental rules and to pay pool rental fees and applicable deposits.
- XI. 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. HVSC 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 regular trash service and receptacles for home league meets.

- C. HVSC 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 HVSC meet as described above.
 - E. HVSC will monitor locker rooms during meets. HVSC will restock all toilet paper and paper towels and clean bathrooms at the conclusion of each meet.
 - F. HVSC shall reimburse City for any costs associated with damage to the pool and/or facility that exceed normal or routine maintenance requirements.
 - G. Overflow parking and RV's will be allowed in the field directly north of Sarah Lane. RV's will not be allowed to park in the Pool/HAC parking lot. Parking will not be allowed in the grassy areas directly around the pool.
 - H. HVSC shall set up all benches/tents/timing/equipment that will be utilized for all HVSC meet. HVSC shall move all lounge chairs as needed (lounge chairs are not to be stacked more than 5 high). All lounge chairs/City pool equipment shall be placed back as it was found at the conclusion of the meet.
 - I. HVSC shall provide adequate personnel to supervise all activities, as set forth herein.
- XII. HVSC agrees to such other requirements as may be deemed appropriate by the City to promote the best usage of facilities including:**
- A. HVSC shall make available a copy of their current by-laws.
 - B. HVSC shall provide the City with proof of insurance, \$500,000 minimum. City of Haysville should be named as an Additional Insured on the SUBCONTRACTORS insurance policy using ISO Additional Insured Endorsements, or an endorsement providing equivalent coverage to an additional insured's. The coverage for the additional insureds should provide Primary, Non Contributory coverage.
 - C. All Documentation requested by this Agreement shall be submitted either in person or by certified mail to: Recreation Director, Haysville Recreation Department, 523 Sarah Lane, Haysville, Kansas, 67060.
- XIII. HVSC 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.**
- XIV. HVSC 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.

- XV. 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.
- XVI. This agreement may be modified, changed or amended only as may be mutually agreed in writing between City and HVSC. 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.
- XVII. 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 HVSC or City in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.
- XVIII. It is understood and agreed that HVSC shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of City.
- XIX. The provisions herein shall insure 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

Russ Kessler, Mayor

Haysville Swim Club
Haysville Swim Club (Feb 11, 2025 08:00 CST)

President

ATTEST:

SEAL

Angie Millsbaugh, City Clerk



Haysville Swimming Pool

Pool Season May 24 - August 10 (Open daily from 1:00 - 6:30 pm)

SPLASH PAD OPEN: May 1 - Sept 30
9:00 am - 10:00 pm

Swim Lessons \$40/Student	Session 1 June 2 - 13 (No pm class June 10)	Session 2 June 16 - 27 (No pm class June 24)	Session 3 June 30 - July 11 (No pm class July 4&8)	Session 4 July 21 - 31
Levels 1-6 Ages 5 & Older	10:45-11:30 am 11:45-12:30 pm 7:10-7:55 pm	10:45-11:30 am 11:45-12:30 pm 7:10-7:55 pm	10:45-11:30 am 11:45-12:30 pm 7:10-7:55 pm	10:45-11:30 am 11:45-12:30 pm 7:10-7:55 pm
Level 1 only	6:30-7:00 pm	6:30-7:00 pm	6:30-7:00 pm	6:30-7:00 pm
Tiny Tots Ages 3-5 Yrs Old	11:45-12:15 pm 6:30-7:00 pm 7:10-7:40 pm	11:45-12:15 pm 6:30-7:00 pm 7:10-7:40 pm	11:45-12:15 pm 6:30-7:00 pm 7:10-7:40 pm	11:45-12:15 pm 6:30-7:00 pm 7:10-7:40 pm
Water Babies Ages 6 Months +		6:30-7:00 pm	6:30-7:00 pm	6:30-7:00 pm
Guard Start Ages 5th Grade +	By Request	By Request	By Request	By Request

Pool Sales will begin at the HAC
(523 Sarah Lane) on April 7th.
Call 529-5922 for more details.

Middle School Pool Party:
May 16 & Aug 15
\$5/Student with ID

Family Nights
Everyday from 5:30 - 6:30 pm
\$1.00 for Everyone
(Must be with an Adult/Family Member >18)

SWIM LESSONS ARE MONDAY - THURSDAY UNLESS STATED OTHERWISE!
LESSON DEADLINE: THE SATURDAY BEFORE SESSION BEGINS - FEES DUE AT REGISTRATION!

PRIVATE LESSONS (Appointment Only):
Four - 30 Minute Sessions = \$140 for Experienced Guard or \$160 for Manager

Lap Swimming

\$1 Entry for
18 and Older
Lap Swim only!

Recreation Appreciation Night: HAC Youth Sports/Members and Family FREE Swim on July 20 @ 6:30pm - 9:30pm!!

Pool Rentals

\$200 (1.5 Hours) + Deposit (\$25)
Includes Blue Slide
(All fees due at Registration)

Additional Fees:

Intermediate Pool Add \$25
More than 50 People Add \$50
More than 100 People Add \$100
More than 200 People Add \$150

Admission Prices

Daily Fees

Age	Price
0-1	FREE
2-5	\$2.00
6-54	\$3.00
55+	\$1.00

Ticket Books

20 Tickets \$55

Single Passes

\$65

Family Passes

\$100	2 family members
\$135	3 family members
\$170	4 family members
\$195	5 family members
\$220	6 family members

Early Pool Closings

The pool will close at
4pm on the following
dates for swim meets
(There will be no pm swim
lessons on these days):

***Tuesday, June 10**
***Tuesday, June 24**
***Thurs, July 4th 12-5pm**
***Tuesday, July 8**
***Tues, August 5 - NNO**



MEMORANDUM

TO: The Honorable Russ Kessler, Mayor
Haysville City Council Members

FROM: Angela Fulton, City Treasurer/City Clerk

DATE: March 6, 2025

SUBJECT: Proposed Revisions to Personnel Manual 2025

Attached for your consideration are proposed revisions to the Personnel Manual. Revisions are shown in red; deletions are struck-through and additions are underlined. The following outline summarizes the changes (typographical, grammatical, formatting and lettering/numbering changes are not included).

--- Summary of Revisions

- Revisions to Job Titles approved by the Governing Body in 2024 were incorporated.
- Revisions to Job Descriptions approved by the Governing Body in 2024 were incorporated.
- All references to the Assistant City Clerk were changed to Human Resource Generalist.

ARTICLE A. ADMINISTRATIVE POLICY

- SECTION I. EMPLOYEE INFORMATION
 - P. APPEARANCE/DRESS CODE
 - Increased yearly boot reimbursement from \$100 to \$200.
 - U. NEPOTISM
 - Amended section to allow employees within the same immediate family to work within the same department, but in different divisions as long as they are not within the immediate family member's supervisory chain.
- SECTION III. VACATIONS AND LEAVES
 - E. PAID TIME OFF POLICY
 - Increased PTO cap from 480 hours to 600 hours.
 - Revised PTO Accruals to increase the frequency of receiving an additional 40 hours of leave and changing the final year of increased leave from 20 years to 40 years of employment.
 - F. VACATION LEAVE, SICK LEAVE, AND PERSONAL HOLIDAYS
 - Revised Vacation Accruals to increase the frequency of receiving an additional 40 hours of leave and changing the final year of increased leave from 20 years to 40 years of employment.
 - Increased the sick leave payout from 50% to 100% for employees who end the year in excess of 800 hours.
 - Removed the section pertaining to sick leave donations.

- G. FUNERAL LEAVE
 - Removed the number of hours that can be granted for leave for “equivalent of a family relationship” and replaced with “the number of hours of their regularly scheduled shift on the day they will be absent.”
- S. DONATION OF LEAVE
 - Added this section to allow employees to choose the type of leave they would like to donate to an employee in need of donated time due to a medical emergency. This increases the number of hours an employee may donate and reduces the minimum number of hours they must have in their bank before being allowed to donate leave.
- SECTION IV. DISCIPLINE
 - E. EMPLOYEES COMMITTING CRIMINAL OFFENSES
 - Added a reference to Section IV.C. SUSPENSION for employees charged with a felony.
- SECTION XIV. GENERATIVE ARTIFICIAL INTELLIGENCE POLICY
 - Added this section to outline the acceptable use of AI by employees.

ARTICLE B. COMPENSATION

- SECTION II. COMPENSATION
 - K. ON-CALL PAY
 - Increased on-call pay for persons on-call on weekends and holidays from 6% to 12% of their base pay rate.

JOB DESCRIPTIONS

- CITY CLERKS DEPARTMENT
 - Removed requirement for a valid driver’s license for the following positions:
 - Accounts Payable Technician
 - Accounts Receivable Technician
 - Business License Technician
 - Utility Billing Technician
- PUBLIC WORKS DEPARTMENT
 - Removed requirement for a valid driver’s license for the following positions:
 - Administrative Specialist
 - GIS Administrator
- POLICE DEPARTMENT
 - Removed requirement for a valid driver’s license for the following positions:
 - Court Clerk
 - Police Records Technician

CITY OF HAYSVILLE

PERSONNEL MANUAL

Effective April 15, 2024

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ARTICLE A

ADMINISTRATIVE POLICY

INTRODUCTION

CONGRATULATIONS! You are now a City of Haysville employee. The following information relates to your employment, and you should read the information and be familiar with it. Any questions should be directed to your immediate supervisor.

POLICIES ESTABLISHED

The following policies, regulations and other administrative provisions for personnel administration are established to promote and increase efficiency and economy in city service.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER. The information contained in this manual is not a contract of employment but a general guide for informational purposes only.

THE CITY OF HAYSVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, marital status, disability or age.

THE CITY RESERVES THE RIGHT TO MAKE CHANGES TO THE POLICY AT ITS DISCRETION WITHOUT PRIOR NOTICE.

Any reference to behavior that may result in termination is simply for informational purposes for better understanding by the employee. Employment may be terminated at any time regardless of any examples mentioned in the manual.

SECTION I - EMPLOYMENT INFORMATION

A. AUTHORITY FOR ADMINISTERING THE ADMINISTRATIVE POLICY:

1. The City Department Heads have the authority and responsibility for administering this policy in their respective departments.
2. The ~~Assistant City Clerk~~ Human Resource Generalist is responsible for keeping all personnel records relating to payroll, fringe benefits and insurance.
3. The head of any department, (i.e., City Clerk, Public Works, Police, Administrative Services, and Recreation) may formulate in writing with approval of the Mayor, reasonable administrative regulations for the conduct of his/her respective department. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, regulations approved and adopted by the City Council.
4. The Haysville Governing Body makes policies of the City, and the Department Heads are charged with carrying out those policies.

B. EMPLOYEE INFORMATION:

1. An employee will be notified of an investigation on a complaint being conducted about said employee at the outset of such investigation, except in cases of criminal investigation.
2. Employees may review their personnel files at any reasonable time. Personnel files are the property of the City.
3. All employees shall be furnished a digital copy of this Administrative Policy upon employment or upon administrative change to the manual. A paper/printed manual is available upon request. Copies of the manual will be turned in by employees leaving the City's service through resignation, layoff, or dismissal.
4. After a preliminary offer of employment, job applicants shall successfully complete a physical examination, drug screen, and criminal background check prior to, and within 30 days of, beginning work for the City. Former full-time workers hired for regular positions within 30 days of their last date of employment with the City are not required to complete the physical examination, drug screen, or criminal background check. All part-time pool/recreation employees need only to successfully complete a drug screen and criminal background check. A criminal background check is not required for applicants 17 years of age and younger.

C. EMPLOYMENT CLASSIFICATIONS:

1. All employees are classified as one of the following:

- a. FULL-TIME: Employees who work on a regular and continuing basis and who work forty (40) or more hours per work week for a period of twelve months.
*Employees who work an average of at least 30 hours per week are not considered full-time but will be eligible for medical insurance in compliance with the Patient Protection and Affordable Care Act.
- b. PART-TIME: Employees who work less than a full-time work week on a regular and continuing basis. Students 18 years of age and under working between academic terms shall be considered part-time employees regardless of the number of hours worked.
- c. TEMPORARY/SEASONAL: Employees who work on a temporary or recurring basis for a specific purpose or program and whose employment is not intended or expected to exceed six (6) months in any calendar year. These employees are not eligible for any benefits except those required by law.

All part-time and full-time employees are considered provisional employees until they have completed the training period. Once the training period has been satisfactorily completed the employees are considered Regular Employees.

Members of the Governing Body are not employees of the City, and this Manual does not apply to them.

Volunteers are unpaid individuals performing services for or on behalf of the City and, though not employees of the City, may be dismissed from service for dangerous or unsafe acts or omissions, for failure to perform volunteer duties satisfactorily, or if their services are no longer needed. This Manual does not apply to volunteers.

Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the City.

- 2. In addition, employees are classified in one of two classifications for wage and hour purposes under state and federal law:
- 3. NON-EXEMPT EMPLOYEES: Non-exempt employees are eligible to receive overtime or compensatory time as required by the Fair Labor Standards Act (FLSA). Non-exempt employees are paid on an hourly basis. Overtime pay is 1.5 times the regular rate of pay.

4. EXEMPT EMPLOYEES: Exempt employees are exempt from the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA). Exempt employees are paid a salary and are not eligible to receive overtime compensation for hours worked in excess of 40 hours in a work week. All exempt employees shall be notified at the time of hire or change in status of their exempt classification.

D. OATH:

1. Employees of the City are required by statute (K.S.A. 54-106) to take an oath of office. The taking of such oath shall be a condition of employment, and an employee will not be paid until he/she has taken the oath.
2. Refusal to take the oath of office will eliminate the individual from eligibility for employment. The oath will be administered by the City Clerk or his/her agent and will be kept in the employee's personnel file.
3. Any time an employee changes positions, the employee will take an oath of office for the new position.

E. USE OF OFFICIAL BADGES, UNIFORMS OR CREDENTIALS:

No badge, uniform, or other official insignia, or credentials of authority issued to an employee, shall be used or worn by a person other than the employee. Such badge, uniform, insignia or credentials can be used for personal gain only with approval of the Governing Body at the request of the Department Head. Equipment purchased by the City shall remain the property of the City and shall not be worn off-duty except with prior approval by the appropriate Department Head. If an employee's ID card is lost or stolen, the employee shall immediately report the missing card to his/her Supervisor and Department Head. The employee will be charged a \$20 replacement fee for the missing card(s).

F. LUNCH PERIODS:

Each employee may receive a lunch period in accordance with Department policy.

G. BREAKS/REST PERIODS:

Breaks/rest periods are not mandatory, and if a Department Head chooses to establish formal breaks, they will be scheduled by the Department Head. Individual break/rest periods will not exceed 15 minutes and may be of lesser duration at the discretion of the Department Head.

H. ACCEPTANCE OF GIFTS:

City employees and appointed officers may accept gifts of token value (less than \$30.00) from Haysville residents if the gifts are given in the spirit of friendship and are not expected to influence

the official or employee in his/her service to the City. Gifts given to departments as a whole are encouraged in lieu of gifts to individuals. Gifts to individuals of greater than \$30.00 value shall be returned.

I. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning all City property. City ID badge(s) and key(s) will be returned upon termination. All other City Property will be returned to the Department Head or the Department Head's representative within two (2) business days of termination. The value of all City property not returned will be billed to the employee leaving the City's service. If bill is not paid, legal action may be taken to make the City whole.

J. POLITICAL ACTIVITY:

1. Any employee intending to become a candidate for elective City office shall first take leave of absence without pay or resign.
2. Employees are not permitted to solicit, sell or handle political contributions in City elections. During on-duty hours, employees are not permitted to wear or display political badges, buttons or signs on their person or on City property.

K. OUTSIDE EMPLOYMENT:

1. An employee intending to accept outside employment must notify the Department Head before accepting such employment.
2. If, at any time, outside employment interferes with an employee's ability to perform his/her job effectively, or if such outside employment shall tend to create a conflict of interest for said employee, the employee shall terminate his/her outside employment.
3. Outside employment shall not be an acceptable reason for not responding in a timely manner in case of emergency or when the employee is on call.

L. MONITORING POLICY:

Employee use of internal and external communications systems, such as Internet, e-mail, voice mail, radios, land-line telephones, and cellular telephones, must be aware their use of such systems must be consistent with the City's policies regarding professional conduct, harassment, discrimination, and other work conduct. At no time may City resources be used to convey or communicate obscene, threatening, harassing, or abusive messages to others, either inside or outside the City.

1. Electronic mail and other communications: Electronic mail (e-mail) is produced, transmitted, and received on the City's own communications system. Employees, therefore, are prohibited from using e-mail for personal purposes, and all e-mail is considered property of the City. Accordingly, there is no right or expectation of privacy in anything created, sent, or received on any of the City's information or communications systems. All e-mails are considered to be City records; therefore, the City reserves the right to monitor, review, access, delete, and/or disclose all messages and documents transmitted over its e-mail systems.

Again, use of e-mail is restricted to City business: E-mail signatures should provide business-related information only – no personal messages are allowed. No harassing, indecent, profane, abusive, vulgar, intimidating, or otherwise offensive or inappropriate language or material may be sent on City e-mail, voice, computer, or other communications systems. Any employee who receives or encounters such material shall immediately report it to their supervisor or other management official. Reports involving any of these persons shall not be reported to that person; instead, make the report to another supervisor, management person, or department head.

2. Computer use: Employees should not consider as their own any files stored or maintained on City computers. They are City property. There is no right or expectation of privacy in such files, and they may be accessed, read, downloaded, or deleted in the City's regular course of business. Such events include, but are not limited to, detecting breaches of City policies, procedures, rules, regulations, or any law, and accessing needed files when an employee on whose computer the file is stored or maintained is absent. Accessing data or information on other employees' individual folders without Department Head authorization is prohibited.

Employees shall comply with all software licenses, copyrights, and laws governing intellectual property. Employees found to be in violation shall be subject to immediate discipline, up to and including termination.

Internet access is provided solely for the use of City employees for City business. All traffic on the City network may be monitored, recorded, or disabled at the City's discretion.

Network passwords created by employees will be not less than eight alphanumeric characters and will contain upper- and lower-case letters, numbers, and special characters. Network passwords will be changed at least every twelve (12) months.

3. Personally Identifiable Information (PII): The City of Haysville may need to maintain personal information about an individual, including, but not limited to, social security

number, phone number, financial information, medical information, biometric records, or criminal history. Access to PII is granted on a per user basis, dependent on job duties. It is the responsibility of the individual user to maintain protection of data to which they have access.

Any device that is used to access or store PII must be protected using the features of the device, to prevent unauthorized access. Use of strong passwords, biometrics or other methods of locking the device is required, in addition, the device must be capable of self-locking if left idle for more than 15 minutes. The device's operating system and all apps must be kept up to date with all security updates. Some devices may need additional protections to be in compliance with State and Federal laws.

4. **Personal Device:** The City of Haysville grants its employees the privilege of using personal devices, including, but not limited to; smartphones, tablets, and laptops of their choosing at work for their convenience. The City of Haysville reserves the right to revoke this privilege if users do not abide by city policies and procedures. Limited exceptions to the policy may occur due to variation in devices and platforms.

The Systems Administrator will assist with connectivity and permission issues. Hardware and software issues are the responsibility of the device's owner. Software installed by the City of Haysville belongs to the City and must be removed if the device is no longer being used for work purposes.

Connection of a personal device to the city network may allow the City some access to the device, including viewing or altering information stored on the device. The employee's device may be remotely wiped if the device is lost, or IT detects a data or policy breach, a virus or similar threat to the security of the City's data and technology infrastructure.

While IT will take every reasonable precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc. Lost or stolen devices must be reported to the City within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device. The City reserves the right to disconnect devices or disable services without notification. The employee is personally liable for all costs associated with his or her device.

Employees may not, without City permission, lock or password-protect any document or electronic transmission on the City system; download software from the Internet; or install software or hardware on the City system.

All documents, graphics, correspondence, reports, and information of any kind stored on the City's equipment or filed on City property are considered the property of the City.

M. ATTENDANCE AND PUNCTUALITY:

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Office hours and work hours may be different for different departments, and it is the responsibility of the employee to follow the schedule set out by each Department Head. Absenteeism and tardiness place a burden on other employees and on the City.

Poor attendance and excessive tardiness are disruptive. Either may lead to loss of pay increases since they are part of the evaluation process for step increases. Excessive absenteeism or tardiness can also result in disciplinary action up to and including termination.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

N. HONESTY, ETHICS AND COOPERATION:

Public service requires a high standard of honesty and personal ethics. Dishonest and unethical behavior will not be tolerated and may subject employees to disciplinary action up to and including termination.

For clarification purposes, and to serve as examples only, dishonest behavior includes but is not limited to: taking supplies purchased by the City for personal use; putting time on your time sheet that you did not work and had no appropriate leave to cover; using City equipment for personal benefit; taking money that does not belong to you and with no specific authorization to do so; taking any item that does not belong to you with no specific authorization to do so; or calling in sick when you are not or using sick leave for time off that is not covered by sick leave. Examples of unethical behavior would include, but are not limited to: making false accusations against someone; giving false or misleading information to another in order to cause that person to make inappropriate decisions on the job; deliberately not sharing information another needs to properly carry out their duties; not reporting harassment; not reporting information regarding theft or other inappropriate behavior; giving out confidential information to anyone not authorized to have that information; or not following department or City policy.

Employees are required to seek affirmative ways to cooperate and work with other employees, other public officials, and members of any organizations with whom the member or the City needs to have a good working relationship in order to deliver lawful, effective, efficient and safe services.

The City reaffirms it is an at-will employer and employment may be terminated at any time by either the employer or the employee without prior notice.

O. 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:

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

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

P. APPEARANCE / DRESS CODE:

1. It is the City's policy that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This section is intended to define appropriate "business attire" during normal business operations.

Employees of the City are required to dress appropriately for the jobs they are performing. This policy shall apply when employees are engaging in official City business or are otherwise representing the City. All City employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is dress and appearance. All employees are representatives of the City and therefore dress and appearance should:

- a. Present a professional or identifiable appearance for external and internal customers as well as the public.
- b. Promote a positive working environment.
- c. Limit distractions caused by inappropriate dress.
- d. Ensure and promote safety while at work.

- e. Dress in a manner that is normally accepted in comparable operations.

Police Department sworn personnel should refer to the Haysville Police Department Rules and Procedures Book which outlines proper appearance and uniform wear.

Recreation Department Part Time/Seasonal Employees should refer to their policy manual which details the appropriate attire for the various positions.

2. Appropriate Attire:

- a. Neat and Well-Groomed — during working hours, employees should appear neat and professional at all times. Employees are expected to be suitably attired and well groomed, and ensure that their clothing is clean, ironed and not torn, ripped or stained.
- b. Professional Attire — Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is not appropriate.
- c. Where uniforms are required, they must be worn during work hours. The uniforms should be neat and clean when the employee arrives for work.
- d. Job Specific — this dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements. Employees who regularly lift machinery or heavy materials should not wear dangling clothing or jewelry that may get caught in machinery and should wear comfortable, slip-resistant, safety shoes at all times.
- e. Good personal hygiene is required.
- f. Attire and footwear must be appropriate for work setting, particularly if there is public contact.

Department Heads have discretion to further expand on what is considered appropriate attire within their respective departments.

3. Prohibited Attire: Some attire is unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- a. Any clothing that contains an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way.

- b. Cut-offs or shorts
- c. Gym wear or beachwear
- d. Clothing that reveals the employee's under garments
- e. Spandex, leggings or other form-fitting pants unless covered, at least to the mid-thigh, by a dress or appropriate-length shirt
- f. Tank tops (without over shirt/sweater), tube tops, halter-tops, or shirts with spaghetti straps.
- g. Off the shoulder tops
- h. Lounge wear (i.e. pajama pants)
- i. Sweatpants
- j. Miniskirts
- k. Any clothing that reveals the employee's stomach, full back, cleavage, or chest, or otherwise revealing attire.
- l. If logos are on clothing, these logos should not promote contractors or vendors that may conduct business with the City.

The City recognizes the appropriateness and benefits of permitting casual business attire for certain events, functions, or occasions. As such, the Chief Administrative Officer, in his sole discretion, may from time to time authorize casual business attire for such events, functions, or occasions. The Chief Administrative Officer shall communicate such authorization in advance and in a manner, that enables the broadest degree of participation among employees. He/she may also provide separate guidelines or restrictions specific to each event, function, or occasion.

Exceptions to this policy require the prior approval of the Department Head and the Chief Administrative Officer. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear items inconsistent with this policy.

- 4. Jewelry: Jewelry is acceptable, except where it constitutes a health or safety hazard, interferes with job duties and/or conflicts with the Tattoo and Body Piercing section below.

5. Tattoo and Body Piercing: Some tattoos and body piercing are unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- a. No visible tattoos are allowed above the shoulders (excluding tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners).
- b. Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.
- c. Objects, articles, jewelry (including ear lobe expanders), or ornamentation of any kind shall not be inserted, attached to or through the skin if visible on the tongue, any part of the mouth, or cheek. A single (1) stud or ring may be displayed in one (1) nostril and/or one (1) eyebrow piercing, if it does not exceed ½ inch in size.
- d. Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert.

If an employee has a question about how the tattoo and body piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

Exceptions or exemptions to this policy require the prior approval of the Department Head and the Chief Administrative Officer. Employees who were employed prior to the adoption of this policy by the City Council on April 12, 2021, may request an exemption from his/her Department Head and the Chief Administrative Officer for existing tattoos and/or piercings. Such exemptions shall be granted as long as the employee had the tattoo(s) and/or piercing(s) prior to the adoption date of this policy and they do not interfere with personal or public safety.

6. Special Accommodations: The City will make every effort to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for said employees to comply fully with the dress code policy. Employees should contact their Department Head to request such a reasonable accommodation. Department Heads and the Chief Administrative Officer will work with the employee to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City.

7. Disciplinary Action: If an employee's personal appearance fails to meet policy standards it will be considered as reporting not ready to work and the employee may be sent home. Employees who are sent home to comply with this policy must utilize their own accrued leave time, or time off without pay. Subsequent violations of this policy may lead to progressive discipline, up to and including termination.
8. Reimbursements:
 - a. A yearly reimbursement of \$50 will be given to uniformed public works employees after a receipt is turned in for the purchase of jeans if you choose to not select uniform provided pants. Only full-time employees qualify for this reimbursement.
 - b. A yearly reimbursement of \$~~400~~ 200 will be given to employees required to wear a protective boot after a receipt is turned in for the purchase of boots. Only full-time public works employees and police department sworn personnel qualify for this reimbursement.

Q. **WORKPLACE VIOLENCE:**

Incidents of workplace violence have increased in society. The City believes that all employees should be able to enjoy a workplace free from violence, harassment, and threats. The City, therefore, does not knowingly tolerate such incidents and does report them to the appropriate law enforcement authorities.

Workplace violence includes not only physical attacks, but also threats of violence, stalking, or other verbal or physical conduct of a violent nature which has the purpose or effect of creating a dangerous, unsafe, intimidating, or violent working environment. All employees are prohibited from engaging in any of these acts or any other act that might constitute workplace violence. Any employee who does engage in such activity is subject to discipline, up to and including immediate termination.

Employees who believe they are victims of workplace violence, or who observe workplace violence, shall immediately report such incidents to a supervisor, or other management person. Reports of violence involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

R. DISABILITY ACCOMMODATIONS POLICY:

The City complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and employment practices. The City is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to disabled applicants and employees provided the reasonable accommodation would allow the individual to perform the essential functions of the job unless doing so would create an undue hardship.

If you believe that you need an accommodation because of your disability, please contact your Department Head who will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations.

If your disability or need for accommodation is not obvious, the City may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the City may require that you see a health care professional of the City's choosing, at the City's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

The City expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

S. OPEN DOOR / CHAIN-OF-COMMAND:

The City strives to maintain open communication between employees, supervisors, department heads, and officials. Such communication fosters and promotes swift solutions to problems and concerns while improving the work environment for all concerned.

To facilitate open and frank communication, the City maintains an "Open Door Policy" regarding employee concerns. Employees who have concerns, complaints, or suggestions about their employment should discuss the matter first with their immediate supervisor. If their supervisor is the subject of their complaint or concern, however, employees should discuss the situation with the department head. If their department head is the subject of their complaint or concern, employees should discuss the situation with the department head of another department.

Employees should not discuss operational concerns outside their department; for example, employees of one department should not attempt to resolve intra-departmental concerns by addressing them to members of other departments. Intra-departmental matters are best handled within the department. Accordingly, concerns about your department's operations shall be directed first to your immediate supervisor, who shall determine whether other City personnel need to be

involved. Concerns about your supervisor as they impact departmental operations shall be directed to your department head; if, however, the department head is the object of your concerns, you should discuss the matter with another department head.

Concerns about your City employment, or City operations, are City business, and the City should always be given the first opportunity to hear your concerns, address those concerns, and to try and resolve them to your satisfaction.

Violations of this policy may subject employees to discipline, up to and including termination of employment.

T. 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. 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.

U. NEPOTISM:

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

Except as otherwise provided herein:

- No regular, full-time employee shall be or remain employed in a department if any employee in such person's supervisory chain is a member of such employee's immediate family; and
- No regular, full-time employee shall be or remain employed in any division if a member of such employee's immediate family is employed within such division.

Immediate family members of the Governing Body and Department Heads will not be hired for regular, full-time employment within any department in the city.

Immediate family is defined as an individual with any of the following relationships to the employee:

1. Spouse, and their parents;

2. Sons and daughters, and their spouses;
3. Parents, and their spouses;
4. Brothers and sisters, and their spouses;
5. Grandparents and grandchildren, and their spouses;
6. Domestic partner and their parents, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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 should 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 subjected to termination. All future employment decisions in regard to any such employee shall be in accordance with this policy.

V. TOBACCO AND ELECTRONIC CIGARETTE USE:

In order to provide a safe and healthy environment for both employees and the general public, use of any tobacco product in any City building, shop, vehicle, equipment, indoor, or enclosed area is prohibited. This includes, but is not limited to, smoking, chewing, or dipping of any tobacco product; use of electronic cigarettes (E-Cig); personal vaporizers (PV); or electronic nicotine delivery systems (ENDS). Use of tobacco products is allowed during formal break/rest periods. When using tobacco products, employees are not to foul areas within fifteen feet (15') of entrances to buildings with either smoke, debris, or bodily fluids (spit). Use of tobacco products and electronic cigarettes will not be allowed in front of city buildings. Employees who violate this policy will be subject to disciplinary action.

W. LOCKERS AND VEHICLE:

Employees should remember that any vehicles owned by the City and used by employees, or lockers or storage areas on City property used by employees for storage of items remain the

property of the City. Employees are hereby notified that in these areas on City property there is no right or expectation of privacy in such vehicles/places, and they may be accessed and/or searched at any time. Events prompting such access or search may include, but are not limited to, detecting breaches of City policies, procedures, rules, regulations, or any law. Accessing or searching lockers without Department Head authorization is prohibited.

X. SOCIAL MEDIA POLICY:

1. Definition. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own, or someone else's, blog, personal web site, social networking web site (including Facebook, Twitter, etc.), chat room, as well as any other form of electronic communication, whether or not associated or affiliated with the City of Haysville.
2. Guidelines. The principles and guidelines found in this policy apply to your activities online. The City respects your 1st Amendments rights; ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any conduct adversely affecting your job performance, the performance of fellow employees or that otherwise adversely affects residents, customers, suppliers, or people who work on behalf of the City may result in disciplinary action up to and including termination.
3. Know and follow the rules. Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
4. Be fair and courteous. Even when off duty, employees are expected to be fair and courteous to fellow employees, customers, residents, suppliers and other encountered while working on behalf of the City. When posting content, ensure that you are not posting something you would not want to take credit for in a public meeting.
5. Be honest and accurate. Make sure content is honest and accurate and correct any mistakes quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about the City, employees, customers, or contractors of the City.
6. Express only your personal opinions. Unless it is part of your job duty to post City content, never represent yourself as a spokesperson for the City. If the City is a subject

of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, members, customers, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the City of Haysville.”

7. Using social media at work. Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by your Department Head or consistent with the City's Monitoring Policy. Do not use your City email addresses to register on social networks, blogs or other online tools utilized for personal use.
8. Retaliation is prohibited. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
9. Media contacts. Employees should not speak to the media without approval.

Y. PREGNANT WORKERS FAIRNESS ACT

1. The City is committed to complying with the Pregnant Workers Fairness Act (PWFA) and will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions unless the accommodation will cause undue hardship to the City of Haysville's operations.
2. An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the City Clerk. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a healthcare provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the City Clerk will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- a. Sit while working.
 - b. Drink water during the workday.
 - c. Receive closer parking.
 - d. Have flexible hours.
 - e. Receive appropriately sized uniforms and safety apparel.
 - f. Receive additional break time to use the bathroom, eat, and rest.
 - g. Take time off to recover from childbirth.
 - h. Be excused from strenuous activities and/or activities that involve exposure to chemicals deemed unsafe during pregnancy.
3. An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City of Haysville will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.
4. The City of Haysville prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Z. BREASTFEEDING

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City will designate a private location at each City facility for this purpose. Please check with your Department Head for this information. A small refrigerator reserved for the specific storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the Department Head. Additional rules for use of the room and refrigerator storage

may be posted in the room. Employees who work offsite or in other locations will be accommodated in a private area as necessary. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

SECTION II - PLACEMENT

A. EMPLOYMENT ELIGIBILITY:

1. A job applicant may be disqualified for, among others, the following reasons:
 - a. Determination that the applicant intentionally made false statement(s) on his/her employment application;
 - b. Unsatisfactory reports from previous employers;
 - c. Unfavorable background check;
 - d. The applicant has solicited favors from any City official in connection with his/her search for employment, or another person has done so at his/her request;
or
 - e. The applicant is physically or mentally incapable of performing the duties of the position for which he/she seeks employment.

THE ABOVE LIST IS NOT INTENDED TO BE A COMPLETE LIST OF ANY AND ALL REASONS FOR DISQUALIFICATION OF A JOB APPLICANT, AND THE CITY RESERVES THE RIGHT TO INTERVIEW AND HIRE ANY APPLICANT IT CHOOSES.

2. Standard personnel forms, including applications (except Police Department) and evaluation sheets, are available in the City Clerk's office. Police Department application forms are available in the Police Department.

B. TRAINING PERIOD:

The training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, personal and social capabilities, and overall performance. Either the employee or the City may end the employment relationship at any time during the training period with or without cause or advance notice.

1. Length of Training Period: Each offer of employment, or rehire, shall be provisional on the satisfactory completion of a training period beginning on the first day an employee is required to report for duty. The training period will normally be six months but may be shorter for those with substantial, material, prior experience or longer depending on the length of time needed to receive a certificate and complete training or complete a certification to meet the minimum requirements of the position. These positions include, but are not limited to, those requiring law enforcement certifications or water and wastewater certificates.
2. Extending the Training Period: If the City determines that the designated training period does not allow sufficient time to thoroughly evaluate the employee's performance, or the employee is absent with permission for more than 5 days during this time, the training period may be extended for a clearly specified time period, not to exceed six months, without any negative connotations regarding the employee's performance.
3. Promotion or Transfer: Employees who are promoted or transferred (see following sections) within the City must complete a secondary training period of the same length with each reassignment to a new position, but such training period does not change the employee's status as a regular employee. In cases of promotions or transfers, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary training period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

During the training period, provisional employees are eligible for those benefits that are required by law, such as workers' compensations insurance and Social Security. They may also be eligible for other City fringe benefits subject to the terms and conditions of each benefit program. All provisional employees should read the information for each specific benefit program for the details on eligibility requirements.

Upon satisfactory completion of the provisional period, employees enter the "regular" employment classification.

C. TRANSFERS:

A qualified employee can be transferred from one position to another at the discretion of the Department Head with approval from the Chief Administrative Officer. A transfer is considered to be the reassignment of an employee from one position classification to another, irrespective of whether the classes are in the same promotional line, or whether the position is higher or lower on

the salary scale. Incumbents must demonstrate ability to perform in the new position, either by successful performance of a period of time, a careful screening by Supervisory personnel, or by passing an appropriate examination.

1. If an employee transfers from one position to another, whether within the same department or in a different department, if the position starting salaries (step one) are no more than fifty cents (\$.50) apart, the salary will be adjusted to the same step in the new classification.
2. If the transfer is to a classification with a starting salary (step one) more than fifty cents lower than the employee's current classification, the employee's salary will be adjusted to the same step in the new classification.
3. If the transfer is to a classification with a starting salary (step one) fifty cents (\$.50) or more higher than the employee's current classification, the employee's salary will be raised to at least the starting salary of the new classification. If the employee currently earns more than the starting salary, the employee's new rate will be the step in the new classification that first exceeds the employee's current rate of pay.

D. PROMOTIONS:

A qualified employee may be promoted from one position to another at the discretion of the Department Head. A promotion is the advancement of an employee's rank or position to a job classification that has an increased set of responsibilities and a higher classification on the pay chart.

1. If a Department Head promotes an employee, the employee's salary will be raised to at least the starting salary (step one) for the new classification. If the employee currently earns more than the starting salary (step one) of the new classification, the employee's new rate will be one step above the step in the new classification that first exceeds the employee's current rate of pay.

E. DEMOTIONS:

An employee may be demoted from one position to another at the discretion of the Department Head with approval from the Mayor. Employees may be demoted for inability to satisfactorily perform assigned duties, as a disciplinary action, or during periods when it is necessary to lay off employees. If an employee is demoted from one position to another, whether within the same department or in a different department, the employee's current step will be the step the employee starts on in the new classification.

F. RETREAT:

A qualified employee can retreat from one position to a previously held position at the discretion of the Department Head with approval from the Chief Administrative Officer. Retreats are employee initiated. Retreats are only allowed if the position to retreat to is open.

1. An employee retreating to a previously held position will be returned to the same step the employee last held when in that position.

G. RESIGNATIONS:

Absence without leave that exceeds five (5) days is considered to be a voluntary resignation. (See Article B, Section II, I, for Pay on Termination.) All regular City employees will be offered the opportunity to participate in an exit interview once the letter of resignation has been submitted to their department head. The exit interview will be scheduled and conducted by the ~~Assistant City Clerk~~Human Resource Generalist.

H. RETIREMENT:

An employee wishing to retire shall give the Department Head and the ~~Assistant City Clerk~~Human Resource Generalist no less than three (3) months' notice, and at the time of such notice, the employee should complete all required paperwork. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. The employee shall also provide a schedule listing all leave the employee plans to take prior to expected retirement date. (See Article B, Section II, I, for Pay on Termination.)

SECTION III - VACATION AND LEAVES

A. LEAVES OF ABSENCE WITH PAY:

Includes PTO, sick, vacation, military reserve, and other (as defined in the following sections). Administrative leave with pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate.

B. PROMOTION, DEMOTION OR TRANSFER:

When an employee is promoted, demoted or transferred, all PTO, sick leave, vacation leave, and wellness leave remains to his/her credit and is transferred with the employee. When an employee changes departments or has a status change from non-exempt to exempt, all compensatory time will be paid out to employee.

C. REQUESTS FOR LEAVE OF ABSENCE:

All requests for leave of absence shall be made according to the procedures designated on the following pages for that particular leave.

D. REPORTING LEAVE FOR PAYROLL:

Leave, with or without pay, is to be reported to the ~~Assistant City Clerk~~ Human Resource Generalist through a Leave Request or through the time entry submittal.

E. PAID TIME OFF POLICY:

Paid Time Off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off. PTO combines personal holiday, vacation, and sick leave into one flexible, PTO policy.

You will accumulate specified amount of PTO each pay period worked and it is up to you to allocate how you will use it for vacation, illness, caring for children, school activities, personal business or emergencies. The amount of PTO earned will depend on your length of service with the city.

Employees must work or use authorized PTO or other paid leave for at least 50% of their regularly scheduled hours in a pay period to accrue PTO credit for such pay period.

PTO must be approved in advance, except in circumstances where the employee is unable to anticipate the absence. PTO may be used in 15-minute increments or higher.

1. Eligibility: You are eligible to receive PTO if you are a regular status employee that works an average of 40 hours per week.
2. Deposits Into Your Leave Account: The amount of PTO you accrue each year is based on your length of service and accrues according to the Accrual Schedule for Full-Time Employees chart below. PTO is accrued as you work. You will not accrue PTO time while you are on unpaid leave of absence or suspension. PTO is capped at ~~480-600~~ hours. Employees will lose any PTO over the ~~480-600 hours~~ cap.
3. Accrual Schedule for Full-Time Employees:

Years of Service	Per Pay Period Accrual
0-2 Years	5.85

3-6 <u>5</u> Years	7.38
7-12 <u>6-10</u> Years	8.92
13-20 <u>11-15</u> Years	10.46
More than 20 <u>16-20</u> Years	12.00
<u>21 – 25 Years</u>	<u>13.54</u>
<u>26 – 30 Years</u>	<u>15.08</u>
<u>31 – 35 Years</u>	<u>16.62</u>
<u>36 – 40 Years</u>	<u>18.16</u>

4. Payout of PTO Hours Upon Termination and/or Retirement: Employees whose employment with the City is terminated voluntarily with 2 weeks' notice are entitled to payment of their PTO balance as of the termination/retirement date up to the maximum permitted carry amount.

Employees separating from service prior to six months of employment will not be eligible for payment of leave of any kind.

Employees who were hired before January 9, 2023, will have the option of remaining on the Vacation Leave, Sick Leave and Personal Holiday system. All employees hired on or after January 9, 2023, are not eligible for the Vacation Leave, Sick Leave and Personal Holiday system.

F. VACATION LEAVE, SICK LEAVE, AND PERSONAL HOLIDAYS:

Employees who were hired before January 9, 2023, will have the option to remain on the Vacation Leave, Sick Leave and Personal Holiday system.

1. Vacation Leave:

- a. Employees in full-time positions with the City are granted vacation leave credited annually on the employee's anniversary (hire-in) date. The following list shows the correlation between year of employment and hours available:

Year (start-of)	Hours		Year (start-of)	Hours
First	Zero		Eleventh	120
Second	40		Twelfth	120
Third	80		Thirteenth	160
Fourth	80		Fourteenth	160
Fifth	80		Fifteenth	160
Sixth	80		Sixteenth	160
Seventh	120		Seventeenth	160
Eighth	120		Eighteenth	160
Ninth	120		Nineteenth	160
Tenth	120		Twentieth	160

After the twentieth year of employment, 200 hours are granted.

Year (Start of)	Hours
1 st	0
2 nd	40
3 rd – 5 th	80
6 th – 10 th	120
11 th – 15 th	160

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<u>16th – 20th</u>	<u>200</u>
<u>21st – 25th</u>	<u>240</u>
<u>26th – 30th</u>	<u>280</u>
<u>31st – 35th</u>	<u>320</u>
<u>36th – 40th</u>	<u>360</u>

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- b. Vacations are scheduled through the Department Heads or their designees and can be taken in 15-minute increments.
- c. Department Heads may take their vacations at any time subject to the approval of the Chief Administrative Officer.
- d. An employee leaving the employment of the City shall receive pay for vacation credited and unused to the date of his/her separation or resignation, provided he/she has been in service of the City for at least one year. (See Article B, Section II, I., for Pay on Termination.)
- e. At times, circumstances may prevent an employee from taking all of his/her vacation that is accumulated within the year. Any request for carryover must be submitted, in writing, and be approved by the Department Head. The carryover request must be accompanied by a Leave Request that schedules the usage of all requested carryover days. Department Heads must have carryover vacation approved by the Chief Administrative Officer. Employees reporting directly to the Mayor must have carryover vacation approved by the Mayor.
- f. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
- g. Holidays Occurring During Vacation Period: Any official holiday, as set forth in this article, which shall occur during an employee's scheduled vacation period, shall not be counted as a day of vacation.

- h. Employees must work or use authorized paid leave for at least 50% of their regularly scheduled workdays in a month to accrue vacation credit for such month.

2. Sick Leave:

- a. For purposes of sick leave, immediate family is defined as an individual with any of the following relationships to the employee:
 - i. Spouse, and their parents;
 - ii. Sons and daughters, and their spouses;
 - iii. Parents, and their spouses;
 - iv. Brothers and sisters, and their spouses;
 - v. Grandparents and grandchildren, and their spouses;
 - vi. Domestic partner and their parents, including domestic partners of any individual in 2 through 5 of this definition; and
 - vii. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- b. Accumulations: Sick leave benefits are granted on the basis of eight (8) hours per month. Sick leave may be accumulated to a maximum of eight hundred (800) hours. Any employee accumulating more than eight hundred (800) hours may, by November 15, request to receive ~~50%~~ 100% sick leave pay for hours in excess of eight hundred (800) or take ~~50%~~ 100% vacation for the hours in excess of eight hundred (800). If the ~~50%~~ 100% vacation is elected, the time must be taken within the next calendar year.

Sick leave is not earned but is a benefit granted to full-time employees to accommodate the occasional need to remain at home due to illness. Employees must work or use authorized paid leave for at least 50% of their regularly scheduled work days in a month to accrue sick leave for such month. Regarding the granting of sick leave in the first month of employment: if the hire date falls in the first half of the month (1st through the 15th with the exception of February which is 1st through the 14th), eight (8) hours will be granted. If the hire date falls in the last half of the month, zero (0) hours will be granted.

- c. Uses of Sick Leave: Sick leave is available to an employee when:
- i. The employee or an immediate family member is ill or has a medical appointment;
 - ~~ii. An employee who has used all accrued leave but must be off work for any of the reasons listed under "Uses of Sick Leave" may request that other employees be given the option of donating some of their accrued sick leave to the employee who is without accrued leave. A request for donated sick leave will be sent twice by the Assistant City Clerk Human Resource Generalist. Employees who have accumulated 240 hours of sick leave may donate at least one full day (8 hours) but not more than two days (16 hours) to another employee who has depleted all paid leave but has an illness or medical condition, or whose immediate family member has an illness or medical condition, that prevents that employee from working. Forms are available from the Assistant City Clerk Human Resource Generalist; or~~
 - ~~iii.~~ ii. Department Heads may make exceptions, with approval from the Chief Administrative Officer. If an employee has no available leave other than sick leave, the Department Head has the discretion to grant, eight (8) hours at a time, up to sixteen (16) hours of special personal time to be deducted from accrued sick leave.
- d. Sick leave will be rounded up to the nearest quarter-hour.
- e. Reporting of Sick Leave: If a personal or immediate family member illness prevents any employee from performing assigned duties, said employee shall notify his/her supervisor of the problem. The call should be placed prior to scheduled beginning of the employee's workday. If an employee is absent from work and has not notified the supervisor, sick leave will be granted only by specific Department Head approval. Leave will not be recorded as sick leave unless it has been approved. A doctor's note may be required at the discretion of the Department Head for any sick leave. The doctor's note shall be turned in with the associated time sheet.
- f. Return-to-Work Release Form: Before an employee can be permitted to perform duties after having sustained an injury or undergone any surgery that prevents the employee from satisfactorily performing the essential functions of his/her job or having been ill beyond thirty (30) consecutive calendar days, said employee must present the Department Head with a City-issued Return-to-

Work release form, stating that the employee is fit for work. If restrictions are included on the Return-to-Work release form, a note will be needed to clear the restrictions. If a leave other than sick leave is used to cover this type of absence, the requirement of a Return-to-Work release form, stating that the employee is fit for work, still applies.

- g. Sick Leave on Termination: Upon voluntary termination of employment, if two (2) weeks' notice has been given, an employee may receive pay for one-half of credited sick leave. If an employee resigns without giving two weeks' notice, no payment for sick leave will be made. If the employer terminates employment, no payment for sick leave will be made. An employee retiring from City service shall receive pay for all accrued, credited, sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination.)
- h. Abuse: An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal. The City reserves the right to discipline employees who abuse this policy, for example, by: falsifying documents submitted to support leave; being untruthful about the reasons for requested leave; or repeatedly using paid sick leave immediately before or after weekends, City holidays, or vacations. The City reserves the right to request a signed statement from a licensed health care practitioner verifying the employee's inability to perform their duties because of illness or injury if the Supervisor or Department Head suspects abuse of sick leave.

3. Personal Holidays:

- a. All employees in regular full-time positions shall receive two (2) personal holidays each year.
- b. Personal holidays in year of hire: Employees hired before July 1 are allowed two personal holidays a year; employees hired July 1 or after, but before October 1 are allowed one personal holiday; employees hired October 1 or after do not receive personal holidays until the following year.
- c. Personal holidays shall be scheduled through the Department Heads and/or Supervisors, are credited on a calendar year basis, and cannot be carried over from one year to the next. Personal holidays can be taken in 15-minute increments.

G. FUNERAL LEAVE:

1. Eligibility: In the event of the death of an employee's spouse, spouse's parent, son, daughter, parent, brother, sister, grandparent, grandchild, or domestic partner, the employee shall be allowed funeral leave with pay up to a maximum of forty (40) hours. In the event of the death of the spouse or domestic partner of any of the above-listed relations or the death of any individual related to the employee by blood or affinity whose close association with the employee is the equivalent of a family relationship, the employee shall be allowed funeral leave with pay up to a maximum of ~~nine (9) hours~~the number of hours of their regularly scheduled shift on the day they will be absent. This leave must be approved by the Department Head and is not charged against any other leave accumulations. The Department Head may extend up to an additional eighteen (18) hours of funeral leave for out-of-state travel. Any additional leave granted must have Department Head approval and may be taken from any accrued leave. Only full-time employees are eligible for Funeral Leave.
2. Reporting Funeral Leave: An employee who is unable to work because of a death in the immediate family must, prior to the employee's scheduled time to report, notify his/her office or immediate supervisor, who will then notify the Department Head.

H. WORKPLACE INJURY LEAVE:

1. Eligibility: Full-time employees who are eligible to receive workers' compensation are entitled to work-related injury leave with full pay for up to five scheduled workdays (40 hours or the normal number of hours scheduled in a week). Leave for a covered workers' compensation illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.
2. Reporting Injury Leave and Explanation of Benefits: In order for an employee to be eligible for paid injury leave, the nature of the injury must be reported to the employee's supervisor and Department Head within twenty-four (24) hours (1 working day); the location where the injury took place; the materials the employee was using at the time of the injury; the extent of damage, if any, to City equipment; the work procedure the employee was following at the time of the injury; the extent of supervision at time of injury; and a statement as to how the injury could have been avoided. This report, exclusive of any workers' compensation form, must be completed and filed with the ~~Assistant City Clerk~~Human Resource Generalist within twenty-four (24) hours of the injury, if at all possible, before an employee is eligible for injury leave. Further, an employee must notify his/her supervisor at the beginning of the shift that the employee will be absent due to an injury on the job. Injury leave shall not be granted without written verification that the employer's workers'

compensation doctor recommended the time off work. In the event an employee is injured and receives injury leave pursuant to this section, the employee shall be compensated at his/her full rate of pay for a maximum of twelve weeks. If workers' compensation benefits are discontinued, the employee on injury leave shall no longer receive a regular paycheck from the City. During the time an employee on injury leave receives a full paycheck from the City, the weekly payments authorized by the Kansas Workers' Compensation (two thirds [2/3] of gross average weekly wage) will be returned to the City Clerk no later than forty-eight (48) hours after their receipt. If an employee continues on injury leave after the twelfth week, the employee will then receive only the workers' compensation payments and not a City paycheck. Any payroll deductions for health insurance must be paid by the employee to the City in a timely manner to continue insurance coverage, and any other optional deductions can be continued or terminated at the request of the employee.

3. Return to work/light duty program: If an employee is injured and is placed on restrictions by a physician that impede or prevent the employee from resuming regular job duties, the City may offer the individual a limited term job assignment or light duty assignment which will comply with the statement from the physician regarding job duty restrictions. The return to work/light duty program is not available to Part-Time Employees. The differing job assignment or light duty assignment will be 1) actual open positions with the City, and 2) limited to a specific length of time based upon the availability of such assignment and the specific injuries of the employee. Permanent restrictions shall not qualify for this short-term accommodation. Return to work/light duty jobs are temporary employment and may be limited in time and/or eliminated at the City's discretion at any time. The City expects the same standards, performance, and attendance from an employee who is performing a return to work/light duty job as it does from a regular or full-time employee.
4. ADA Accommodations: The City will actively seek to return disabled, but qualified employees covered by workers' compensation to productive work as quickly as possible in cooperation with the City's physician or health care provider. Any accommodations will be handled in accordance with ADA requirements. In recognition of the need to maintain that level of staffing necessary to carry out the business of the City, an employee in a non-critical job position who has been unable to work for six continuous months for any reason, even if the employee is continuing to draw workers' compensation benefits, may be terminated. Employees holding critical positions as defined by the City may be terminated prior to the conclusion of six continuous months of leave if the City deems it necessary to fill the position in order to continue to operate safely. All department head positions are considered critical

positions, as well as higher level supervisors within the various departments. The City reaffirms that it is an at-will employer and reserves the right to terminate employment at its discretion.

5. Medical Appointments: An employee who is receiving treatment during regularly scheduled work hours as a direct result of an injury on the job, shall coordinate with their supervisor any time spent receiving treatment as “Workers’ Compensation doctor’s appointment” to ensure that personal accruals are not diminished. An employee will be eligible for compensation only if the treatment has been authorized by the designated medical provider and only for the time the employee is actually receiving the medical treatment. An employee shall not receive any compensation for time spent receiving medical treatment that falls outside the employee’s regularly scheduled work hours.

Employees will receive straight time pay for appointments that fall on an observed holiday.

I. MILITARY LEAVE:

1. Leaves of absence shall be granted to employees whose United States Uniformed Services (military) obligations necessitate their absence from work. These leaves are applicable to all such obligations, including Reserve and National Guard assignments, and are governed pursuant to the *Uniformed Services Employment and Reemployment Rights Act* (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
2. Employees who are subject to multiple military duty assignments may, at their option, present leave requests covering all such obligations or individual leave notices.
3. Any employee who receives orders for military duty shall be placed on military leave without pay. The employee may choose to substitute paid leave during military leave. If not accepted for such duty, the employee shall be reinstated in his present position without loss of status or reduction in pay.
4. Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.
5. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as

though they were continuously employed for purposes of determining benefits based on length of service. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If the period of service was more than 31 days, but less than 181 days, the employee must submit an application to the City no later than 14 days following completion of service. For service in the military for over 180 days, the employee must submit an application to the City not later than 90 days after completion of service.

J. OTHER LEAVES WITH PAY:

1. Other leaves with pay may be granted for employees to attend professional conferences and meetings, or to visit other cities in the interest of the home City.
2. Requests for such leave must be made to the Department Head stating the date of absence, purpose of the leave, and the function to be attended.
3. The travel expense and authorization form should be used in requesting this leave with pay.
4. Upon returning from an approved other leave with pay, the employee must complete and forward to the City Clerk a travel expense report in accordance with the rules set forth for same.

K. CIVIL LEAVE:

1. Jury Duty or Witness For the City Under Subpoena: Upon receipt of the order requiring the employee to report for jury duty or placing the employee under subpoena, the order will be shown to the immediate supervisor who shall receive the required permission from the Department Head. Upon receipt of pay for jury duty or witness fee, the employee shall endorse or cash the check and deliver the funds to the ~~assistant city clerk~~ Human Resource Generalist. The employee may retain reimbursement for personal travel expenses or meals. The employee shall receive full pay for the time spent on jury duty. Employees not regularly working a full-time schedule shall receive pay for upcoming scheduled work. If jury duty extends beyond the current work schedule, employee shall receive pay based on regularly scheduled hours. If the employee is serving or appearing for jury duty on their own time, the employee may retain any payments received.
2. Court Appearance: Upon receipt of the order requiring the employee to make a court appearance, arrangements shall be made by the employee with the employee's supervisor to receive permission from the Department Head to comply with the order.

An employee who is required to make a court appearance in an official capacity in connection with the City of Haysville or as expert witness either because of the employee's profession or observed knowledge will be considered on duty and no charge is made against civil leave. The employee shall file for fees where a fee is paid. The employee shall turn such fees over to the City when testimony arises out of employment with the City of Haysville when testimony is given during duty hours. If the employee uses his/her own transportation the employee may keep travel expenses.

3. Employees Involved In A Personal Case: If an employee is involved in court in a personal case, either as plaintiff or defendant, the employee shall be granted leave but the time off must be charged to an available, accrued leave. The use of sick leave must be approved by the Department Head and can only be used if all other accrued leave is exhausted. If all available leave has been exhausted, the time off may be charged to leave of absence without pay.

L. SELECTIVE SERVICE INFORMATION:

1. Employees ordered by their Selective Service Board to appear for a physical examination shall be given the required time off with pay, not to exceed forty-eight working hours.
2. Immediately upon receipt of the Selective Service Board's orders, the employee will present the order to his/her supervisor so approval may be granted by the Department Head.

M. LEAVES OF ABSENCE WITHOUT PAY:

Occasionally, for medical, personal or other reasons, employees may need to be temporarily released from the duties of their job with the City. Leaves of absence without pay not specifically covered by this manual or federal, state or local law will be considered only when no paid leave is available. A Department Head may grant leaves of absence without pay.

1. Leaves of absence without pay will not be granted for more than 2 hours of absence until all available leave has been exhausted.
2. Requests for leave for personal reasons shall be submitted in writing to the Department Head stating reasons for the request, the date the leave shall begin and the probable date of return.

3. If an employee is no longer able to meet the requirements of his/her position, the employee may be placed on leave without pay until again qualified, for up to six (6) months, or employment may be terminated immediately.
4. Employees on an approved extended leave of absence without pay pursuant to this policy will not accrue vacation, sick leave or other benefits during the leave of absence.
5. Generally, the City will continue its contribution toward dental and health insurance during the leave of absence without pay; provided that in cases of extended leaves of absence, continuation of benefits will be evaluated on a case-by-case basis.
6. Failure to return to work as scheduled from an approved leave of absence or to inform the supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

N. FMLA (Family and Medical Leave Act) LEAVE:

1. Purpose: The City of Haysville (the “City”) has adopted this Family & Medical Leave Policy (the “Policy”) because the City is a covered employer under the Family and Medical Leave Act (the “FMLA”). This Policy provides an employee with important information when he/she requests leave under FMLA (“FMLA Leave”).
2. Compliance with FMLA and Other Family Leave Laws: It is the intent of this Policy to comply with the FMLA and the U.S. Department of Labor’s FMLA regulations. In the case of a conflict with this Policy, the FMLA and the FMLA regulations control. Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply. This Policy is not to be construed to offer more benefits to employees than the FMLA and state or local family and medical leave laws require. Additional information regarding the FMLA is found on the Department of Labor’s FMLA poster. A copy of the poster is included as an Appendix to this Personnel Manual. The poster can also be found in the areas of the City premises where employment law posters are posted.
3. Definitions: Most of the defined words and phrases used in this Policy are set forth later in this Policy, in a separate section.
4. Eligible Employees: An employee is eligible to take FMLA Leave and to be restored to the same position or to an equivalent position upon returning from FMLA Leave if the employee satisfies the following conditions:
 - a. The employee has worked for the City for at least twelve (12) months, measured as of the date the requested FMLA Leave is to begin;

- b. The employee has worked for the City for at least one thousand two-hundred fifty (1,250) hours in the last twelve (12) months, measured as of the date the requested FMLA Leave is to begin; and
- c. The employee is employed at a City worksite that has fifty (50) or more employees within seventy-five (75) miles, measured as of the date FMLA Leave is requested.

Such an employee is referred to in this Policy as an “Eligible Employee.”

For purposes of determining whether the employee has worked for the City for at least twelve (12) months, employment periods prior to a break in service of at least seven (7) years are not counted, unless an exception in the FMLA regulations (such as for USERRA-covered service) requires some or all of that prior employment to be counted.

5. Notifications to Employees by City.

- a. Notification of Eligibility: When an employee files a request for FMLA Leave, the City will notify the employee as to whether he/she is an Eligible Employee within five (5) business days of the date of such request. If the requesting employee is an Eligible Employee, the notice from the City will notify him/her of any additional information that the FMLA requires to be provided to Eligible Employees, including written information regarding his/her rights and responsibilities under the FMLA. If the employee is not an Eligible Employee, the notice from the City will notify the employee of the reason(s) for ineligibility.
- b. Status of Requested Leave: The City will inform an Eligible Employee as to whether the requested leave is FMLA Leave and, if so, the amount of FMLA Leave that will be counted against the FMLA Leave entitlement. If the City determines that the requested leave is not FMLA Leave, it will notify the Eligible Employee that the request does not qualify as FMLA Leave.

6. Entitlement for 12-Week FMLA Leave: An Eligible Employee may take up to 12 weeks of unpaid FMLA Leave within any 12-month period (as that period is described in Section 9) and is entitled to be restored to the same position or to an equivalent position upon returning from FMLA Leave for any of the following reasons:

- a. Birth. For the birth of the Eligible Employee’s Son or Daughter and in order to care for such newborn Son or Daughter;

- b. Adoption or Foster Care Placement. For the placement of a Son or Daughter with the Eligible Employee for adoption or foster care;
 - c. Serious Health Condition of Family Member. To care for the Eligible Employee's Spouse, Son, Daughter, or Parent with a Serious Health Condition;
 - d. Employee's Own Serious Health Condition. Because of the Eligible Employee's own Serious Health Condition which makes the Eligible Employee unable to perform the essential functions of the job; or
 - e. Qualifying Exigency. Because of "any qualifying exigency" arising out of the fact that an Eligible Employee's Spouse, Son, Daughter, or Parent is a Covered Servicemember on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty). Qualifying exigencies include attending military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
7. Expiration of Entitlement for Birth, Adoption, or Foster Care Placement: Entitlement to FMLA Leave because of the reasons set forth in Section 6(a) or Section 6(b) (i.e., birth, adoption, or foster care placement) expires twelve (12) months after the date of birth, adoption, or foster care placement.
8. Rule for Spouses who are Co-Workers: Spouses employed by the City who request FMLA Leave because of the reasons set forth in Section 6(a) or Section 6(b) (i.e., birth, adoption, or foster care placement) or to care for a Parent due to the Parent's Serious Health Condition (see Section 6(c)) may only take a combined total of 12 weeks of FMLA Leave during any 12-month period.
9. 12-Month Period Measured Forward for 12-Week FMLA Leave: The 12-month period during which an Eligible Employee's 12 weeks of FMLA Leave may be taken begins on the first day the Eligible Employee takes FMLA Leave and ends twelve (12) months after that date. After that 12-month period, the Eligible Employee has a new 12-month period that begins the first time FMLA Leave is taken after completion of the prior 12-month period. For example, if an employee's first FMLA Leave begins on June 1, 2019, then the employee is eligible to take 12 weeks of FMLA Leave between June 1, 2019, and May 31, 2020. If the same employee takes additional FMLA Leave beginning on August 1, 2020, then the employee is eligible to take 12 weeks of FMLA Leave between August 1, 2020, and July 31, 2021.

10. Entitlement for 26-Week Military Family Leave: An Eligible Employee who is the Spouse, Son, Daughter, Parent, or Next of Kin of a Covered Servicemember with a Serious Illness or Injury may take up to twenty-six (26) weeks of FMLA Leave during a single 12-month period (as that period is described below) to care for the Covered Servicemember. This type of FMLA Leave is referred to in this Policy as “Military Family Leave.”
11. 12-Month Period for 26-Week Military Family Leave: The 12-month period during which the twenty-six (26) weeks of Military Family Leave may be taken begins on the first day the Eligible Employee takes Military Family Leave and ends twelve (12) months after that date.
12. Maximum Combined FMLA Leave: The maximum combined amount of FMLA Leave (including FMLA Leave subject to the 12-week limitation) that may be taken during a single 12-month period is twenty-six (26) weeks.
13. Notice of Leave to the City:
 - a. Notice for Foreseeable Need (but not Qualifying Exigency): If an Eligible Employee’s need for FMLA Leave (for reasons other than a qualifying exigency) is foreseeable, the Eligible Employee must give the City at least thirty (30) days’ prior written notice.
 - b. Notice for Foreseeable Need (Qualifying Exigency): For foreseeable FMLA Leave due to any qualifying exigency, the Eligible Employee must give the City written notice as soon as practicable, regardless of how far in advance such FMLA Leave is foreseeable.
 - c. Effect of Failure to Provide Notice: Failure to provide the required notice for foreseeable FMLA Leave may be grounds for delay of FMLA Leave.
 - d. Notice for Unforeseeable Need: Where the need for FMLA Leave is not foreseeable, the Eligible Employee is expected to notify the City as soon as practicable after learning of the need for the FMLA Leave.
 - e. FMLA Forms Required: All requests for FMLA Leave must be made on forms approved by the City. Employees should contact the ~~Assistant City Clerk~~Human Resource Generalist to obtain the forms.
 - f. Sufficiency of the Notice: As part of the notice, Eligible Employees must provide sufficient information for the City to determine if the requested leave

qualifies as FMLA Leave and as to the anticipated timing and duration of the FMLA Leave. Sufficient information may include that the Eligible Employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or Continuing Treatment by a Health Care Provider, or circumstances supporting the need for Military Family Leave. Employees must also inform the City if the requested leave is for a reason for which FMLA Leave was previously taken or certified.

14. Medical Certification.

- a. When Medical Certification Required: If an Eligible Employee is requesting FMLA Leave because of the Eligible Employee's own Serious Health Condition, because of a Serious Health Condition of the Eligible Employee's Spouse, Son, Daughter, or Parent, or because of Military Family Leave, the Eligible Employee and the relevant Health Care Provider must supply appropriate medical certification. If Military Family Leave is requested, the Health Care Provider must be provided through the U.S. Department of Defense or the U.S. Department of Veteran Affairs or must be authorized through TRICARE.
- b. Notice from the City of Need for Medical Certification: Within five (5) business days after a request for FMLA Leave is made by an Eligible Employee, the City will notify him/her of (i) the requirement for medical certification and (ii) the date when the certification is due (which must be at least fifteen (15) days after the Eligible Employee receives the notice of the medical certification requirement).
- c. Effect of Failure to Provide Medical Certification: An employee's failure to provide requested medical certification in a timely manner may result in delay or denial of FMLA Leave or of a continuation of FMLA Leave until it is provided. It is an employee's responsibility to ensure that his/her Health Care Provider accurately, completely, and timely completes and returns to the City any medical certification requested by the City.
- d. Second and Third Opinions: For non-Military Family Leave, the City, at its expense, may require an examination by a second Health Care Provider designated by the City, if it has reason to doubt the medical certification initially provided by the Eligible Employee. If the second Health Care Provider's opinion conflicts with the original medical certification, the City, at its expense, may require a third, mutually agreeable, Health Care Provider to

conduct an examination and provide a final and binding opinion. If the City decides not to require a third certification, the Eligible Employee is entitled to FMLA benefits. Pending receipt of the second or third medical certification, the Eligible Employee is provisionally entitled to FMLA benefits.

- e. Recertification: For non-Military Family Leave, the City may require subsequent medical recertification at the Eligible Employee's expense, but not more often than the FMLA allows.
 - f. Use City-approved Forms: All medical certifications and re-certifications required by this Policy must be submitted to the City by the Eligible Employee using the forms approved by the City. Employees should contact the ~~Assistant City Clerk~~Human Resource Generalist to obtain the forms.
- 15. Certification for FMLA Leave Due to a Qualifying Exigency: An Eligible Employee requesting FMLA Leave due to a qualifying exigency must provide certification using the form available from the ~~Assistant City Clerk~~Human Resource Generalist.
 - 16. Reporting While on FMLA Leave: If an Eligible Employee takes FMLA Leave because of the Eligible Employee's own Serious Health Condition or because of the Serious Health Condition of the Eligible Employee's Spouse, Son, Daughter, or Parent, the Eligible Employee must contact the City on Monday of each week regarding the status of the condition and the Eligible Employee's intention to return to work, unless he/she is notified by the City of a different reporting schedule.
 - 17. Need for More or Less FMLA Leave: If the Eligible Employee needs to take more or less FMLA Leave than previously anticipated, he/she must notify the City within two (2) business days after learning of the need for the change in the amount of FMLA Leave.
 - 18. Paid and Unpaid Leave.
 - a. General Rule – Unpaid Leave: FMLA Leave is unpaid, although an Eligible Employee may be eligible for disability payments and/or workers' compensation benefits under those insurance plans.
 - b. Exception if Unused Accrued Paid Leave: If an Eligible Employee is on FMLA Leave and has any unused accrued vacation leave and/or sick leave, the Eligible Employee has option to use vacation leave and sick leave (but only to the extent that the purpose of the FMLA Leave falls within the purposes for which sick leave may be taken). Notwithstanding the previous sentence, paid vacation

and/or paid sick leave cannot be used at the same time that an Eligible Employee is receiving benefits from a disability insurance plan sponsored by the City, except that the City and Eligible Employee can agree (if permitted by state law) that paid vacation and/or sick leave will be used to supplement the disability insurance payments, such as in the case where a plan provides replacement income for only two-thirds of an Eligible Employee's salary. The use of paid leave during FMLA Leave does not extend the 12-week (or 26-week, if applicable) FMLA Leave period.

19. Medical and Other Benefits: During an approved FMLA Leave, the City will maintain the Eligible Employee's group health plan benefits, as if the Eligible Employee continued to work during the entire FMLA Leave period.
 - a. Payment for Group Health Plan Premiums While on Paid Leave: To the extent that paid leave is used during FMLA Leave, the City will deduct the Eligible Employee's portion of the group health plan premiums as a regular payroll deduction.
 - b. Payment for Group Health Plan Premiums While on Unpaid Leave: To the extent that paid leave is not used during FMLA Leave, the Eligible Employee must make arrangements with the City for the Eligible Employee to pay the employee's portion of the group health plan premiums when the premiums are due. The City may cancel an Eligible Employee's coverage under a group health plan if the Eligible Employee's premium payment is more than 30 days late, subject to the terms and conditions of the group health plan.
 - c. Reimbursement if No Return to Work: If an Eligible Employee elects not to return to work at the end of the FMLA Leave period, the Eligible Employee will be required to reimburse the City for the cost of the group health insurance premiums paid by the City for maintaining coverage during the FMLA Leave, unless the reason the Eligible Employee does not return to work is one of the following:
 - i. The continuation, recurrence, or onset of a Serious Health Condition of his/her own or of a Spouse, Son, Daughter, or Parent or the Serious Illness or Injury of a Covered Servicemember that would otherwise entitle the Eligible Employee to FMLA Leave; or
 - ii. Other circumstances beyond his/her control.

In the event that the failure to return to work is due to a Serious Health Condition or the Serious Illness or Injury of a Covered Servicemember, the City may request medical certification of the Serious Health Condition. The Eligible Employee is required to provide medical certification to the ~~Assistant City Clerk~~ Human Resource Generalist within thirty (30) days from the date of the City's request. If the requested medical certification is not timely provided or does not establish a Serious Health Condition or a Serious Illness or Injury of a Covered Servicemember, the City may recover 100% of its portion of the group health plan premiums it paid during the period of unpaid FMLA Leave.

- d. Payment of Premiums for Other Benefits: If the Eligible Employee participates in any benefit program (other than a group health plan) that requires the Eligible Employee to make all or some contribution to the premium, the Eligible Employee must arrange with the City to make all payments from the Eligible Employee when due.
20. Intermittent and Reduced Schedule Leave: FMLA Leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday), as follows:
- a. By Agreement: When FMLA Leave is taken because of the birth of a Son or Daughter or placement of a Son or Daughter for adoption or foster care, an Eligible Employee may take FMLA Leave intermittently or on a reduced leave schedule only if the City agrees.
 - b. Mandatory if Requested by Employee: Military Family Leave and FMLA Leave because of a Serious Health Condition or a qualifying exigency may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) in the following circumstances:
 - i. When medically necessary for planned and/or unanticipated medical treatment of a Serious Health Condition or a Serious Injury or Illness of a Covered Servicemember;
 - ii. When medically necessary for recovery from treatment or recovery from a Serious Health Condition or Serious Illness or Injury of a Covered Servicemember; or

- iii. To provide care or psychological comfort to a Spouse, Son, Daughter, or Parent with a Serious Health Condition or to a Covered Servicemember with a Serious Illness or Injury.
 - c. Reduction of Salary for Exempt Employees: If unpaid intermittent or reduced schedule FMLA is taken by an exempt employee, the City is entitled to reduce the Eligible Employee's salary based on the amount of time actually worked.
 - d. Alternative Position: During intermittent or reduced schedule FMLA Leave, the City may temporarily transfer an Eligible Employee from his/her normal position to an alternative position for which he/she is qualified. However, as compared to the normal position, the alternative position must better accommodate the recurring FMLA Leave and have equivalent pay and benefits.
 - e. Usage: When intermittent or reduced schedule FMLA Leave is used, the City will not require an Eligible Employee to take more FMLA Leave than necessary to address the circumstances that precipitated the need for the leave, nor will the City count any time actually worked by an Eligible Employee against his/her FMLA Leave allotment.
21. Fitness-for-Duty Certification Required: Before an Eligible Employee on FMLA Leave because of his/her own Serious Health Condition may return to work, a fitness-for-duty certification from his/her Health Care Provider is required, subject to the following:
- a. The City requires that such certification be made in writing, on a form available from the ~~Assistant City Clerk~~ Human Resource Generalist.
 - b. The certification must certify that the employee is able to resume work.
 - c. The City may require that the certification specifically address the Eligible Employee's ability to perform the essential functions of his/her job.
 - d. Employees on intermittent FMLA leave due to their own Serious Health Conditions will not be required to submit a fitness-for-duty certification in order to return to work.
22. Definitions: In addition to the words and phrases defined earlier in the Policy, where the following words and phrases appear in the Policy, they shall have the respective meanings as set forth in this Section, unless the context clearly indicates otherwise.

Where the defined meaning is intended, the term is capitalized. These definitions come from the Department of Labor's FMLA regulations. In the event that the definitions in those regulations are amended, these definitions shall automatically be amended.

- a. "Chronic Serious Health Condition" means a Serious Health Condition which (i) requires periodic visits (at least twice a year) for treatment by a Health Care Provider, or by a nurse under direct supervision of a Health Care Provider; (ii) continues over an extended period of time (including recurring episodes of a single underlying condition); and (iii) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- b. "Continuing Treatment by a Health Care Provider" means any one or more of the following: (i) a period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (a) treatment two (2) or more times, within thirty (30) days of the first day of incapacity (unless extenuating circumstances exist) by a Health Care Provider, a nurse under direct supervision of a Health Care Provider, or a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a Health Care Provider or (b) treatment by a Health Care Provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the Health Care Provider; (ii) any period of incapacity due to pregnancy or for prenatal care; (iii) any period of incapacity or treatment for such incapacity due to a Chronic Serious Health Condition; (iv) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective and for which the Eligible Employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a Health Care Provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease); or (v) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a Health Care Provider or by a provider of health care services under orders of, or on referral by, a Health Care Provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- c. "Covered Active Duty" means (i) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country and (ii) in the case of a member of

a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

- d. “Covered Servicemember” means (i) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in Outpatient Status, or is otherwise on the temporary disability retired list, for a Serious Injury or Illness or (ii) a Veteran who is undergoing medical treatment, recuperation, or therapy, for a Serious Illness or Injury and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the Veteran undergoes that medical treatment, recuperation, or therapy.
- e. “Health Care Provider” means one of the following: (i) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; (ii) a podiatrist, dentist, clinical psychologist, optometrist, or chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) who is authorized to practice in the state and performing within the scope of their practice as defined under state law; (iii) a nurse practitioner, nurse-midwife, clinical social worker, or physician assistant who is authorized to practice under state law and who is performing within the scope of their practice as defined under state law; (iv) a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts; (v) a health care provider from whom the City or its group health plan’s benefits manager will accept certification of the existence of a Serious Health Condition to substantiate a claim for benefits; or (vi) a Health Care Provider as defined above in (i) through (v) who practices in a country other than the United States and is licensed to practice in accordance with the laws and regulations of that country.
- f. “Next of Kin” means, with respect to a Covered Servicemember, the nearest blood relative of that individual, other than the Covered Servicemember’s Spouse, Parent, Son, or Daughter, in the order of priority established by the FMLA regulations.
- g. “Outpatient Status” means, with respect to a Covered Servicemember, the status of a member of the Armed Forces assigned to a military medical

treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

- h. “Parent” means the biological, adoptive, step, or foster father or mother of an Eligible Employee or any other individual who stands or stood in loco parentis to an Eligible Employee when the Eligible Employee was a Son or Daughter.
- i. “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves: (i) any incapacity or treatment in connection with inpatient care or (ii) Continuing Treatment by a Health Care Provider.
- j. “Serious Illness or Injury” means (i) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness incurred by a Covered Servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render him/her medically unfit to perform the duties of his/her office, grade, rank, or rating and (ii) in the case of a Veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the 5-year period described in Subsection (c)(ii), a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a Veteran.
- k. “Son” or “Daughter” means the biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is either under age 18 or is age 18 or older but incapable of self-care because of a mental or physical disability at the time that FMLA Leave is to commence. However, for purposes of determining whether a person is a Son or Daughter of a Covered Servicemember or is a Covered Servicemember, the age of the person is irrelevant.
- l. “Spouse” means the Eligible Employee’s spouse, as determined under the Department of Labor’s FMLA regulations.
- m. “Unable to Perform the Functions of the Job” means an Eligible Employee is: (i) unable to work at all; or (ii) unable to perform any of the essential functions of his/her position. The term “essential functions” is borrowed from the

Americans with Disabilities Act to mean “the fundamental job duties of the employment position” and does not include the marginal functions of the position.

- n. “Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

O. HOLIDAYS:

1. Legal Holidays:

- a. Full-time employees shall be paid holiday leave for the number of hours they are regularly scheduled to work on the day of the week the holiday is observed. To be eligible to receive pay for an observed holiday, an employee must not have been on “leave without pay” status on any part of the workday prior to or following the holiday.
- b. Police Department personnel are paid for holidays according to department procedures, and the Department Head should be consulted for details.
- c. Shift workers will be paid overtime holiday pay for the time worked on the actual legal holiday at a rate of one and one-half (1 ½) times their regular pay in addition to their regular rate of pay.
- d. If a legal holiday observed by the City falls on Saturday, administrative offices will be closed on the Friday before; if the holiday falls on Sunday, the administrative offices will be closed on the Monday after.
- e. Legal holidays observed by the City are:

New Year’s Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Juneteenth	Christmas Eve
Independence Day	Christmas Day

Labor Day

P. WELLNESS LEAVE:

1. Wellness leave hours are earned by attending Wellness Committee Training Sessions, completing wellness programs, and winning wellness challenges. Wellness leave may be earned by all full-time and part-time employee types. Wellness leave may be accumulated to a maximum of eighty (80) hours.
2. Wellness leave is scheduled through the Department Heads and can be taken no less than one quarter hour at a time.
3. Wellness leave upon voluntary termination of employment: if two (2) weeks' notice has been given, an employee may receive pay for one half of credited wellness leave. An employee retiring from City service shall receive pay for all credited wellness leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination.)

Q. DOMESTIC VIOLENCE AND SEXUAL ASSAULT LEAVE:

The City will not discharge, or in any manner discriminate against, an employee who is a victim of domestic violence or sexual assault and who takes time off from work to obtain relief, including restraining orders and other injunctive relief. The employee must be permitted time off to seek medical attention, obtain services from domestic violence programs, or make court appearances related to domestic violence. The employee must give advance notice when feasible. Employee must also provide to the City certain documentation such as a copy of the police report or restraining order within 48 hours of returning from requested time off. The employee may use accrued paid leave or, if paid leave is unavailable to the employee, up to 8 days per calendar year of unpaid leave for these purposes.

R. EXTENDED ABSENCE:

When a full-time or part-time employee takes six (6) months or more of any individual leave or combined types of leave, the employee will be required to pass all pre-employment testing prior to returning to work. If employee is in a position that requires psychological evaluation during the hiring process, employee will also be required to pass a psychological evaluation by the City's psychological doctor prior to returning to work.

When Temporary/seasonal employees do not return to work in any temporary or seasonal position within one (1) year of their last day worked; the employee will be required to pass pre-employment testing prior to returning to work.

S. DONATION OF LEAVE:

1. Guidelines: Employees who would like to make a request to receive donated leave must have a situation that meets the following criteria:

i. Medical Emergency: defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

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2. Request for Donated Leave: Employees who would like to request donated leave are required to complete a Donation of Leave Time Request Form and submit it to the Human Resource Generalist.

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3. Donation of Leave: Employees who have accumulated a combined total of forty (40) hours of leave may donate at least four (4) hours but not more than forty (40) hours or no more than fifty percent (50%) of the employee's current combined leave balance to another employee who has depleted all paid leave but has a medical emergency.

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SECTION IV - DISCIPLINE

A. AUTHORITY TO DISCIPLINE:

The Mayor, Department Heads, and immediate supervisors shall have the authority to discipline personnel. Each disciplinary action will be based upon the facts and circumstances surrounding the particular case.

B. REPRIMAND:

1. Verbal/Written
2. A copy of all official reprimands will be placed in the employee's personnel file.

C. SUSPENSION:

1. The Department Head (or Mayor if the employee reports directly to the Mayor) shall notify the employee in writing of the reasons for the suspension, number of hours or days of the suspension, the date and time the employee may return to work, if suspension is paid or not paid, and other terms the employee must meet before returning to work.

2. An employee charged with a felony shall be suspended without pay and benefits pending final disposition of the matter or may be terminated from employment if such suspension is likely to last longer than two weeks. If such an employee is found not guilty of the charges or such charges are dismissed, the employee may petition the Mayor in writing for reinstatement of employment and any benefits and pay that may have been lost as a result of a suspension.

D. DEMOTIONS:

1. Employees may be demoted for inability to satisfactorily perform assigned duties, or during periods when it is necessary to lay off employees.
2. All demotions shall require recommendations by the employee's Department Head (or Mayor if the employee reports directly to the Mayor) and approval by the Mayor. Any employee who is demoted will be notified of this fact.
3. See Section II. C. Transfers for clarification on downward transfers not resulting from disciplinary action.

E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:

Any employee arrested and charged with a criminal offense other than a felony is required to report the offense to his/her Department Head within 24 hours and may be suspended without pay pending final disposition of the case. The employee is not entitled to receive any benefits during the suspension period. If the employee is found not guilty of the charges, the charges are dropped, or the case is not taken to trial; said employee may petition the Mayor in writing for reinstatement of any benefits and pay that may have been lost as a result of the suspension. The Mayor shall respond to any such request on a case-by-case basis. See Section IV. C. SUSPENSION regarding any employee charged with a felony.

F. DISMISSALS:

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER, AND EMPLOYMENT MAY BE TERMINATED AT THE DISCRETION OF MANAGEMENT OR THE EMPLOYEE WITHOUT PRIOR NOTICE. (See Page B-5 for Pay On Termination.)

G. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff, dismissal, or retirement is responsible for returning all City property. (See Section 1, Article H, Return of City Property)

SECTION V - BENEFITS

A. EMPLOYEE BENEFITS:

1. Purpose: This section generally describes and summarizes various benefits the City makes available to eligible employees. The City continually reviews its benefits programs. These summaries are not exhaustive or all-inclusive, and further information is available in the form of plan descriptions or insurance subscription agreements maintained by the City, which may be reviewed upon request. In the event the information included in this Manual is inconsistent with, or conflicts with, benefit plan documents, the latter documents are deemed controlling.
2. Medical Insurance Coverage: Full-time employees will receive group medical insurance on the 1st of the month following a 30-day waiting period. Part-time employees who average at least 30 hours per week, after a one-year measurement period, are eligible for medical insurance. A Section 125 Plan is in effect and allows the employee the option to deduct the employee's contribution to insurance from before-tax income. The amount of any such employee contribution may change from time to time as established by the Department Heads.
3. Term Life Insurance: Full-time employees will become eligible to participate in the City's group life insurance plan immediately upon hiring. Effective dates of coverage will depend upon the time required to generate the necessary paperwork and for the insurance carrier to process the application. Certain insurance requirements may disqualify an employee from coverage.
4. Workers' Compensation: The City carries workers' compensation for all employees. All injuries must be reported immediately to the employee's immediate supervisor.
5. Voluntary Retirement Plan: A payroll deduction program is an option for the employee to contribute to a personal retirement fund. Employees may select KPERS 457, a deferred compensation program where the employee's contribution is taken from the gross pay before taxes, or KPERS 457 ROTH, a program where the employee's contribution is taken after taxes.
6. Dental Insurance: Dental Insurance coverage is available through payroll deduction.
7. Employee Assistance Program (EAP): The City contracts with Employee Assistance Consultants (EMPAC) to provide counseling to employees of the City and their families in dealing with any type of personal problem, including but not limited to, alcoholism, drug abuse, financial or legal difficulties, family problems, and other

similar difficulties. The program offers confidential services and is designed to encourage early intervention and awareness of such problems and offer help at the earliest opportunities. EMPAC contact information is available on department bulletin boards and from Department Heads, Supervisors, and the ~~Assistant City Clerk~~[Human Resource Generalist](#).

8. HAC: Each employee receives a free single membership to the Haysville Activity Center. The value of a single membership shall be considered part of the employee's wages for tax purposes. Payroll deduction is available for family memberships. Part Time and Temporary employees are eligible for the HAC benefit. Contract employees do not qualify. Part Time employees must work an average of 5 hours per week to qualify.

9. Vision Insurance: Vision Insurance coverage is available through payroll deduction.

B. RETIREMENT PLAN:

1. Kansas Public Employee Retirement System (KPERS) Benefits: Membership in KPERS is mandatory and begins on the first day of employment for all employees in covered positions. A covered position is one that is not seasonal or temporary and requires at least 1,000 hours of work per year. KPERS members receive benefits in accordance with state laws and regulations. Employee's required KPERS contributions will be made through a payroll deduction plan. KPERS periodically determines the rates to be paid by both employees and the City. The KPERS plan, in addition to retirement benefits, also provides disability and life insurance benefits.

2. Kansas Police & Fire Retirement System (KP&F) Benefits: All certified full-time police officers regardless of rank, and full-time police officers in training are members of KP&F. KP&F members receive the benefits thereof in accordance with state laws and regulations. Employee's required KP&F contributions will be made through a payroll deduction plan. KP&F periodically determines the rates to be paid by both employees and the City.

SECTION VI - CITY OWNED AND PRIVATE VEHICLES AND EQUIPMENT

A. USE OF CITY OWNED VEHICLES AND EQUIPMENT:

City owned vehicles or City equipment are to be used for City business and use only. No one except employees or elected or appointed officials is permitted to drive City owned vehicles.

Unauthorized use of a City vehicle can result in the suspension or dismissal of any employee with authority or control over such vehicle.

In the event of any accident or damage to equipment, employees are required to take the following action:

1. If a City owned vehicle is involved in any accident, whatsoever, the appropriate police department shall be notified so an investigation can be made before the vehicle is moved;
2. All injuries, equipment damage, or damage to any real or personal property must be reported to an employee's immediate supervisor and Department Head as soon as possible;
3. A City approved incident form must be filled out and submitted to the employee's Department Head and immediate supervisor within 24 hours of the injury, accident, or damage, if circumstances permit. Medical disability may justify waiver of this time deadline by the employee's supervisor or Department Head.
4. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, may be subject to a drug and alcohol test as soon as possible after the accident. (See Article A, Section IX, C, 3 – Post-Motor Vehicle Accident Testing.)

Before an employee is permitted to operate a City vehicle, he/she must have a valid driver's license appropriate for operation of such vehicle. Equipment is to be used for City use only; however, work may be exchanged with another governmental unit. This must meet current IRS guidelines.

Use of any tobacco product is prohibited in or on any City vehicle or City equipment regardless of whether or not the vehicle has an enclosed cab. Electronic cigarettes (E-Cig), personal vaporizers (PV), and electronic nicotine delivery systems (ENDS) are also prohibited in or on any City vehicle or City equipment.

Use of mobile electronic devices must not cause driver to be distracted.

B. USE OF PRIVATE VEHICLES AND SUBSISTENCE:

When authorized, officers and employees of the City shall be reimbursed for mileage at a rate equal to that allowed by the State and other expenses incurred while on official City business.

In case of an accident occurring to a personal vehicle while an employee is on City business, the vehicle owner's insurance policy will be required to cover any repairs, but the City will cover the

owner's deductible unless the employee is determined to be at fault. If the employee is determined to be at fault, the City assumes no responsibility for any expenses except as required by law.

SECTION VII - DEPARTMENT HEADS

The City Department Heads have the authority and responsibility for administering this policy in their respective departments.

Department Heads are exempt employees and schedule their time to accomplish the requirements of the position.

Department Heads are required to live within thirty miles of City Hall and are appointed by the Mayor.

SECTION VIII - EMPLOYEE SAFETY

It is the operational policy of the City of Haysville that it is possible to effectively combine two goals:

SAFE OPERATION AND HIGH PRODUCTIVITY ON THE JOB.

The requirement of on-the-job safety is as important as the services we render to the public.

The City has a fully integrated safety program covering all its operations, including motor vehicles, that is administered by an employee safety committee. The employee safety committee members work with employees and supervisors to continuously examine operations and activities within each department to ensure the establishment of safe practices, and to eliminate hazardous conditions. Safety is everyone's responsibility, and your cooperation is necessary to help the City and the employee safety committee maintain and improve the City's current safety record. The safety committee shall conduct a safety audit of all City facilities on an annual basis. Such audit shall include soliciting input from employees regarding safety issues and concerns as well as forming recommendations to changes in policies or practices to increase workplace safety.

One member of each City department will serve on the committee, which will meet at least once every two (2) months. The committee shall be chaired by a Department Head. Members of the committee are appointed by the Department Heads and shall serve until replacements are appointed.

SECTION IX - SUBSTANCE ABUSE POLICY

All City of Haysville employees are expected and required to report to work on time and in appropriate mental and physical condition, free from the effects of drugs and alcohol.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, other than a controlled substance dispensed as a prescription by a physician for such City employee, on City premises or while conducting City business off City premises is absolutely prohibited. Violations of this policy will result in disciplinary action including the possibility of termination and may result in criminal prosecution.

Employees needing help in dealing with substance abuse problems are encouraged to seek assistance and use health insurance plans as may be appropriate.

The City of Haysville employees must, as a condition of employment, abide by the terms of the policies and procedures concerning drug and alcohol abuse and promptly report any conviction under a criminal drug statute for violations occurring on or off City premises. Such report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by The Drug Free Workplace Act of 1988.)

A. PURPOSE:

1. The City has a reasonable right to expect its employees to report for work fit for duty, free from the effects of drug and/or alcohol use.
2. The City recognizes that an employee's physical condition affects job performance and that drug abuse ranks as one of the major health problems in our society. It is the intent of this policy to express the City's viewpoint on drug use exhibited by behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders and to provide guidelines for consistent handling of situations arising from such disorders.

B. DEFINITIONS:

1. Alcohol: Alcohol is a drug. It is a central nervous system depressant. Alcohol is the major intoxicating ingredient in wine, beer, and distilled liquor. It is the product of distillation of any fermented liquid, whether rectified or diluted whatever the original, and includes synthetic ethyl alcohol.
2. City Business: Any work related function of an employee performed in accordance with such employee's job duties while such employee is being compensated by the City in any manner, or will request reimbursement from the City for undertaking/participating in the act. Unlawful acts or acts in violation of this policy are not City Business.
3. Controlled Substance: Any substance included under the Uniform Controlled Substances Act of the State of Kansas or so defined by Federal law.

4. Designated Employer Representative (DER): is the point of contact for the City's Designated Testing Facility. This representative will make appointments for the testing, and will receive the test results and other communications for the employer (Consistent with the requirements of 49 CFR part 40). The Designated Employer Representative for the City of Haysville shall be the City Clerk.
5. Drug: Any chemical substance, which produces physical, mental, emotional or behavioral changes in the user.
6. Drug and Alcohol Testing: Procedures utilized to detect the presence in an employee's system of alcohol, drugs, controlled substances, illegal drugs, or intoxicating substances. Such testing may include, but is not limited to, urinalysis, breath analysis, hair analysis or blood testing.
7. Illegal Drugs: Means drugs or controlled substances that are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful or prescribed manner, including but not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP); prescription drugs that are not lawfully obtained or not properly utilized; and mind-altering or addictive substances such as glue and peyote that are not sold as drugs or medicines but are used for the mind- or behavior-altering effect.
8. Intoxicating Substance: Any substance which produces physical, mental, emotional or behavioral changes. Examples of intoxicating substances include, but are not limited to, controlled substances, legal and illegal drugs, alcohol, and legal substances used for their intoxicating effects such as glue and paint thinner.
9. Legal Drugs: Legally prescribed drugs and non-prescription medications are not generally prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor prior to undertaking any task indicated by the warning label. The misuse or abuse of legal drugs, including prescription drugs, while performing job functions is prohibited.
10. Possession: Having in one's possession or exerting control over a controlled substance which is not obtained either directly from a doctor or pharmacist using a valid prescription, or having controlled substances, the possession or use of which is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation. Possession also includes having or exerting control over, on City premises and without proper authority, drugs, illegal drugs, alcohol and intoxicating substances when such intoxicating substances are intended for use as intoxicants.

11. Prescription Drugs: A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. In addition, all law enforcement officers and any employee who operates any vehicle as part of their job duties must obtain a written release from a licensed medical practitioner authorizing the person to perform their job duties while taking any prescription that carries a warning indicating that it may potentially impact such employee's ability to perform job duties. Other employees may be required to obtain such a release at the discretion of the employee's supervisor.
12. Reportable Incidents: A reportable incident is:
 - a. Any event in which an on-duty employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle involved,
 - b. Any event in which an employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle while operating a city-owned vehicle,
 - c. Any event in which another individual suffers physical injury as the result of an employee, and
 - d. Any event involving physical injury to an employee.
13. Test Refusal: Any of the following may be construed as a test refusal:
 - a. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - b. Tampering with, adulterating, or substituting a specimen.
 - c. Failure to appear for testing upon notification.
 - d. Leaving the scene of an accident without just cause prior to submitting to a test.
 - e. Leaving collection facility prior to test completion.
 - f. Failing to permit an observed or monitored collection when required.
 - g. Failing to take a second test when required.
 - h. Failing to undergo a medical examination when required.

- i. Failing to cooperate with any part of the testing process.
 - j. Failing to sign a consent or drug/alcohol test form.
 - k. Once test is underway, failing to remain at site and provide a specimen.
14. Under the Influence of Alcohol: As a result of the consumption of alcohol an employee's ability to perform the job is impaired to any degree. For the purpose of this definition, a blood alcohol level of .08% by weight (0.02% if under 21, and .04% if operating a CMV) shall be considered to be sufficient to establish that an employee is under the influence to a degree that law enforcement shall be notified to determine if any unlawful act was carried out by such employee.
15. Under the Influence of Prescribed Drugs, Illegal Drugs, Controlled Substances, Over the Counter Substances or Other Intoxicating Substances: As a result of the consumption, inhalation, injection or other use of any substance, or the use of any substance in combination with alcohol, an employee's job performance is impaired to any degree.

C. TESTING PROTOCOL AND PROCEDURES:

To promote a drug and alcohol free workplace, the City will utilize drug and alcohol testing to promote the goals of the substance abuse policy. Prior to testing, the person tested will be asked to sign a Chemical Screen Consent and Release Form. An applicant who refuses to sign such a form shall not be further considered for employment. An employee who refuses to sign such form shall not be tested, but shall be immediately subject to discipline up to and including termination of employment.

- 1. Testing will occur as follows:
 - a. Applicant Testing. Each applicant shall read the substance abuse policy and complete, sign and date a chemical screening consent and release form. All applicants for employment with the City who receive a conditional offer of employment will be required, as a condition of employment, to successfully complete a drug detection test. Any conditional offer of employment will be withdrawn unless the applicant signs the form and submits to the testing procedure. Each applicant tested shall be notified of the time and location of the test. Applicants who refuse to participate in a screening at the scheduled time will be denied employment. Any such applicant tested who fails to successfully complete this testing shall not be eligible to reapply to work at the City for a period of 1 year.

b. Reasonable Cause Testing For Employees. Employees may be asked to submit to a test if reasonable cause exists to indicate their health or ability to perform work is impaired. Factors which may establish such reasonable cause to believe that an employee's work performance is impaired include, but are certainly not limited to:

- i. Sudden changes in work performance;
- ii. Repeated failure to follow instructions or operating procedures;
- iii. Violation of city safety policies;
- iv. Involvement in an accident or near accident;
- v. Discovery or presence of illegal drugs or controlled substances, drug paraphernalia or alcohol in an employee's possession or near the employee's workplace;
- vi. Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
- vii. Unexplained and/or frequent absenteeism or tardiness;
- viii. Personality changes or disorientation;
- ix. Arrest or conviction for violation of a criminal drug or alcohol law, or for driving under the influence of an intoxicating substance whether on or off duty;
- x. Any serious worker's compensation injury; OR
- xi. Any other circumstances, which, in the City's sole discretion, merit reasonable cause testing.

If a Supervisor, Department Head, or the Chief Administrative Officer believes reasonable cause exists for drug/alcohol testing, or has a reasonable cause that an employee may be impaired or using substances, the supervisory individual shall direct the employee to submit to drug/alcohol testing at the City's designated time and expense. The employee shall sign a Physical/Drug Screen Request Form. The employee will not return to work until the test results have been reviewed by the Department Head or Chief Administrative Officer.

- c. **Post-Motor Vehicle Accident Testing.** An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, may be subject to a drug and alcohol test as soon as practicable after the accident. Accidents determined by the scene supervisor to be no fault of the employee will not require the employee to be tested. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital or treatment records and other documents that would indicate whether there were any substances in the employee's system that could have impaired the employee's ability to safely operate a vehicle.
- d. **Return to Service Testing.** Employees who return to service after an extended time (six months or longer) away from employment with the City will be required to submit to drug testing.
- e. **CDL additional requirements.** Employees already employed by the City who seek to transfer into a job position that requires them to have a Commercial Driver's License must complete a drug/alcohol test prior to such job transfer taking effect. Upon receipt of a negative test, the employee may perform those functions that require the CDL. Details of pre-employment testing and exemptions can be found in 49 CFR, part 382.301.

The City must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR, parts 40, 382.413 and CFR 391.23 (e). Applicants offered a position requiring a CDL and employees seeking transfer to a position requiring a CDL must sign release of information forms allowing the City to receive alcohol and controlled substances information from previous employers.

- f. **Random Testing**
 - i. All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.
 - ii. Random testing will be unannounced and unpredictable; spread reasonably throughout the calendar year. Testing will be conducted at all times of the day when CDL functions are performed.

- iii. Employees are required to proceed immediately to the collection site once notified of testing.
- iv. Drug and/or alcohol tests will be conducted while the employee is on duty.
- v. The list of employees selected will be retained by the DER in a secure location.
- vi. Details of the random testing process can be found in 49 CFR, part 382.305.
- g. Other Testing Programs. Employees may be required to submit to drug and alcohol testing when required by federal or state law or regulation. If an employee is charged with or convicted of a drug-related crime, or a crime in which drugs/alcohol were a contributing factor, the City may investigate the circumstances and require a drug test.

REFUSAL TO TAKE ANY DRUG OR ALCOHOL TEST IN CONFORMANCE WITH THIS POLICY IS GROUNDS FOR IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

D. TESTING OF EMPLOYEES:

Test and Post-Test Procedures and Appeals. This section describes testing and post-test procedures regarding the City's drug/alcohol testing program.

1. Types of Tests. Generally, drug or alcohol screening of applicants or employees will include a urinalysis and may also include breath analysis, hair analysis and/or blood testing. The City's drug testing program is designed to identify, through chemical testing (but is not limited to), the presence/use of the following drug groups: alcohol; amphetamines; barbiturates; cocaine/metabolite; methaqualone; phencyclidine (PCP); opiates; benzodiazepines; and cannabinoids (THC, the active ingredient of marijuana). These groups were selected based on known abuse in the community and the ability of each substance to adversely affect physical/mental performance. As new or existing drugs develop into abuse problems, they shall be included in the testing when technically and financially feasible.
2. All drug/alcohol testing shall be done at a city designated facility.
3. An employee shall be informed of the testing result by a designated representative of the City. All testing results will be kept confidential in conformance with the City's

personnel policies, applicable provisions of State and Federal law. The release of such results shall be allowed when necessary for administrative or judicial action or review. Testing results may have a reduced expectation of privacy as part of request for review of a disciplinary action by the employee, as such request necessitates providing the information to additional individuals to utilize in the review of the evidence.

4. Employees with negative test results following a random test, return to work test, or CDL test are expected to return to their place of employment. Applicants and employees tested based on some level of cause will be contacted by a representative of the City.
5. All positive test samples shall be retained by the testing laboratory for one (1) year, or such longer period as is necessitated by administrative or legal action. A confirmed positive test shall result in rescission of any conditional offers of employment for applicants, and disciplinary action up to and including termination for employees. An employee will be provided an opportunity to explain any positive results. In addition, an employee with a confirmed positive test result may, at their own option and expense, have a second confirmation test made on the same specimen at a laboratory of the employee's choice that has been approved by the City. An employee or applicant shall request such retest within thirty days of being notified of the original test results. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and proper exchange with the return of the samples of the original medical group or laboratory. The employee may be placed on unpaid leave during the pendency of such retest. Following review of the appeal process, a final determination will be made by the appropriate authority. Due to the transient nature of most substances within the human body, and to avoid fraud, an employee will not be allowed to submit another specimen for testing.
6. Employees who seek treatment of an impairment issue, may be placed on suspension without pay awaiting pending testing results *following an initial confirmed positive result*, may be placed on suspension without pay if necessary during the time required for such specimen to be evaluated.

E. EXCEPTION FOR PRESCRIBED MEDICAL USAGE:

The legal use of drugs or controlled substances shall not subject an employee to disciplinary action, or an applicant to denial of employment, if that usage is pursuant to prescribed medical treatment by a licensed medical professional, and it will not/does not adversely affect job performance. Medications specifically warning against operation of vehicles/machinery while under the influence of such medication shall be deemed detrimental to job performance, and may subject an employee to disciplinary action if such employee operates City vehicles/machinery while taking a

prescription for such medication unless and until the City is provided with notification from a licensed physician that such medication is safe for such employee to use while operating such vehicle/machinery. An employee or applicant whose drug test is positive shall be given the opportunity to provide a physician's report or statement substantiating the prescribed and lawful use of the drug indicated or detected.

If the use of prescribed drugs adversely affects the employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, the employee shall be reassigned to an alternative position or placed on a leave of absence. Leaves of absence may be paid or unpaid, and will be used only in accordance with current policies and applicable law.

F. INVESTIGATION:

To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to take the following actions:

1. City management may at any time, in support of upholding the requirements of this policy, conduct an administrative search, review or inspection of any City property assigned to any employee, including City vehicles, desks, cellular telephones and computers, including all electronic mail, internet usage logs and electronic documents. If any evidence of criminal activity is discovered during an administrative search, such search will be immediately terminated and law enforcement will be notified.
2. City management may request an investigation by law enforcement of any set of facts that suggest a crime may have occurred upon or involving city property.

G. DISCIPLINARY ACTION:

1. Any employee engaging in the use of alcohol while on city business or who reports for duty under the effects of alcohol will be removed from the workplace, required to undergo testing and may be disciplined up to and including termination. This provision, however, shall not apply to law enforcement officers whose use of alcohol is necessitated by current undercover assignment. However, this exception shall not apply to a law enforcement officer who reports for duty under the influence of alcohol, regardless of assignment.
2. Any employee engaged in the use, possession, purchase, sale, or transfer of any illegal drug while on city property or while on city business will be removed from the work place, required to undergo testing, and may be disciplined up to and including termination and may be subject to criminal investigation and/or prosecution. This includes prescription drugs, unless the individual has been given a valid prescription by a medical professional for such drug.

3. If an employee is arrested or convicted for driving under the influence of alcohol and/or drugs, or for violation of a drug statute (while on or off duty/city business), the city may utilize the drug and alcohol testing procedure and conduct an investigation. If evidence supports a finding that such employee violated a City policy or a federal, state or local law, City administrative personnel will determine the appropriate course of action. The employee may be disciplined, up to and including termination.
4. As a condition of employment, an employee agrees that at any time while employed by the City, the employee shall notify the City's Designated Employee Representative (DER) of any DUI arrest, drug-related conviction or for any plea of guilty, *nolo contendere*, diversion or suspended imposition of sentence that has been entered on a drug or alcohol related charge. The employee must give notice in writing to the City within five (5) days after such arrest, conviction, AND disposition of charge. If a sentence is imposed for such act that makes it impossible for an employee to carry out their job duties, such employee shall be terminated from employment.
5. The City will not hire any applicant who tests positive for illegal drugs or alcohol. Such persons shall be prohibited from employment with the City for one (1) year. Applicants who have reapplied shall be subjected to a new drug screening prior to being reconsidered for employment.
6. Any city employee who is involved in a reportable incident shall be subject to an investigation. Any city employee who is involved in an incident involving drugs and/or alcohol, whether on or off duty, is subject to investigation to determine whether job related issues are associated with such incident. Employees may be directed to undergo drug or alcohol detection tests. An employee who refuses to participate in a required drug or alcohol detection test will be subject to discipline, up to and including termination.
7. The City reserves the right, in lieu of discipline, to refer an employee who tests positive for drugs and/or alcohol to an appropriate rehabilitation program. Such referral will require the employee, as a condition of continued employment with the city, to participate in such rehabilitation program. Participation in such a program may require leave from employment, which must meet the requirements of one of the City's existing leave policies. Participation in such program shall not alter or amend the employee's status as an employee at will. The City and the employee can still terminate the employment relationship at any time, with or without cause, and with or without advance notice. Following completion of such rehabilitation program, the employee shall be subject to periodic drug and/or alcohol testing for as long as necessary depending upon job duties.

8. All illegal substances discovered during an investigation of possible improper drug and/or alcohol use by city employee will be given to the appropriate law enforcement agency. Criminal prosecution may result.
9. The verified use, sale, possession, transfer, or distribution of a narcotic, intoxicating substance, any illegal drug, or alcohol while an employee is on duty, in a city vehicle, or in city uniform will subject said employee to disciplinary action, up to and including termination. Any such activity shall also be reported to the appropriate law enforcement agency. Criminal prosecution may result.
10. If an employee believes a Supervisor is under the influence of drugs and/or alcohol, the employee shall report the incident to the Supervisor's immediate superior, or to the Chief Administrative Officer. If the employee feels that reporting such an incident in this manner would adversely affect their working relationships or conditions, the report may be made to the Chief Administrative Officer. The Reporting Employee shall identify themselves to the Chief Administrative Officer or immediate Supervisor. The identity of the Reporting Employee shall be kept confidential to the extent possible, however, a Reporting Employee's name may be disclosed if a grievance or litigation proceeding results. Any allegations of retaliation against a Reporting Employee shall be handled under the City of Haysville's Non-Harassment Policy

This substance abuse policy is intended to be, and is, a unilateral expression by the City of the general policies, procedures and guidelines concerning substance abuse. It is not intended to, and does not, create any contractual rights of employment, either express or implied, between the City and its employees. The policy does not change the employment at will relationship between the City and its employees. Either the City or an employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

As with all its policies and procedures, the City reserves the right to change the provisions of the substance abuse policy at any time, with or without notice.

H. CDL SPECIFIC PROCEDURES:

Where this section conflicts with other sections of the Substance Abuse Policy, the more stringent of the two sections shall govern.

1. General

The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires the City of Haysville (hereinafter "the City" to establish a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers

of commercial motor vehicles (CMV). The purpose of this policy is to comply with all regulations which require affirmative action by the City to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.

- a. This policy applies to any employee of the City who holds a Commercial Driver's License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR, part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - i. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - ii. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - iii. Is designed to transport 16 or more passengers, including the driver; or
 - iv. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR Part 172, Subpart F)
- b. Testing Procedures. All testing conducted under this policy will follow the procedures as set forth in 49 CFR, parts 40 and 382.

2. Test Refusal

For the purposes of testing and refusals, the following guidelines shall be followed:

- a. Behavior that Constitutes a Refusal to Test.
 - i. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - ii. Tampering with, adulterating, or substituting a specimen.
 - iii. Failure to appear for testing upon notification.
 - iv. Leaving the scene of an accident without just cause prior to submitting to a test.

- v. Leaving collection facility prior to test completion.
 - vi. Failing to permit an observed or monitored collection when required.
 - vii. Failing to take a second test when required.
 - viii. Failing to undergo a medical examination when required.
 - ix. Failing to cooperate with any part of the testing process.
 - x. Failing to sign Step 2 of the alcohol test form.
 - xi. Once test is underway, failing to remain at site and provide a specimen
- b. No driver shall refuse to submit to an alcohol or controlled substance test required by 49 CFR, parts 40 and 382.

3. Tests Required

- a. Post-Accident testing for CMV operators.
 - i. As soon as practicable following an accident, the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.
 - 1. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - 2. Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
 - ii. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows where the driver is) or may be deemed by the City to have refused to submit to testing.
 - iii. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

- iv. Details of post-accident testing and exemptions can be found in 49 CFR, part 382.303. The following chart defines when an accident has occurred and when testing must take place.

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must be Performed by Employer
Human Fatality	Yes	Yes
Human Fatality	No	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	Yes	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	No	No
Disabling Damage to Any Motor Vehicle Requiring Tow Away	Yes	Yes
Disabling Damage to Any Motor Vehicle Requiring Tow Away	No	No

4. Handling of Test Results, Confidentiality

a. Access to records.

- i. Except as required by law or expressly authorized by release by an employee, the City will not release driver information that is contained in records required to be maintained under 49 CFR, parts 40 and 382.
- ii. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
- iii. A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.
- iv. The City may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual (including, but not limited to, a worker's compensation, unemployment

compensation, or other proceeding relating to a benefit sought by the driver), and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result).

5. Consequences for Operating a Vehicle in a Prohibited Manner

- a. Operators who refuse an alcohol test following a driving related event will be subject to termination under the insubordination provisions of this personnel manual.
- b. Operators who test positive for alcohol following a driving related event will be subject to termination if the amount of alcohol within such employee's system is prima facie grounds for criminal action, under the prohibition against criminal conduct on duty provisions of this personnel manual.
- c. Operators who test positive for any amount of alcohol within their system following a driving related event in which any person, including the operator, suffered an identified injury will be subject to discipline up to and including termination for unsafe operation of a vehicle.
- d. Operators who test positive for any amount of alcohol within their systems following a driving related event will be subject to termination if the event was a second or subsequent act of violation of the prohibition against use of alcohol within the scope of employment as set forth within this policy.
- e. Operators who test positive for any amount of alcohol within their systems who have been involved for the first time in a minor traffic event resulting in damage of \$500 or less with no harm to themselves or another individual may be given an opportunity to retain his or her employment, provided they:
 - i. Participate in an evaluation by EMPAC, and
 - ii. Actively participate in and successfully complete any EMPAC recommended evaluation/rehabilitation program, and
 - iii. Receive a verified negative test result on a return-to-duty test, and
 - iv. Retain all of the licenses and qualifications necessary for the job position.

- f. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.
- g. Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.
- h. A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.
- i. The City may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or without pay), or termination.

SECTION X - NON-HARASSMENT POLICY

1. The City supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, national origin, veteran status, age, disability or any other protected category. Harassment of any kind will not be tolerated; employees have the obligation to report all incidents of harassment, and those reports will be promptly and thoroughly investigated. Any employee who has engaged in harassing conduct will be subject to immediate discipline, up to and including immediate termination.

Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others and which creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Examples of workplace harassment can include group harassment, peer to peer harassment, supervisor to subordinate harassment, and situations where a subordinate employee subjects a supervisory-level employee to harassment. These can include, but are not necessarily limited to:

- a. Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using the person as a butt of jokes; abusive and offensive remarks.
- b. Nonverbal threatening gestures; glances conveying threatening messages.
- c. Socially or physically excluding or disregarding a person in work-related activities.

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- d. Persistent or constant criticism in front of other persons (including co-workers, vendors, contractors or members of the public) for the purpose of humiliating another employee.
 - e. Pushing, shoving, kicking, poking, tripping, assaulting or the threatening of physical assault, damage to a person's work area or property.
 - f. Tampering with an employee's personal belongings or work equipment.
 - g. Invasion of privacy, such as spying, stalking, rummaging through personal belongings (including unauthorized access of personal email and contents of personal cell phones and employee-owned personal digital assistants). NOTE: an employee has no expectation of privacy in any items of personal equipment attached to the City's network devices.
 - h. Making up arbitrary rules applying only to the targeted employee.
 - i. Assigning undesirable work as punishment.
 - j. Managing by threat and intimidation.
 - k. Giving tasks with unreasonable, impossible or constantly changing objectives and or deadlines.
 - l. Removing key areas of responsibility and / or replacing them with more trivial or unpleasant tasks for no business-related reason.
 - m. Taking credit for another employee's work.
 - n. Falsely accusing an employee of making errors.
 - o. Undermining or deliberately impeding an employee's work.
2. Reporting Incidents of Harassment. Again, the City prohibits harassment of any kind. Immediately report any incidents of harassment to one of the individuals listed below.
- a. Employee's immediate supervisor;
 - b. Employee's Department Head;
 - c. Other supervisory personnel regardless of the department.

In departments that operate 24 hours per day / 7 days a week or outside of the 8 a.m. to 5 p.m., Monday through Friday work week, employees can report any incidents of harassment to one of the above individuals 24 hours per day / 7 days per week.

Reports of harassment involving any of the above listed persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations. Complaints must include detailed information concerning the harassing conduct; the names of all persons involved; the names of any witnesses; and any other information deemed helpful to an investigation.

All reports will be treated, to the extent possible, confidentially and will be promptly investigated. Employees are required to cooperate in these investigations and shall be subject to discipline, including termination of employment, for failing to cooperate. If the result of the investigation indicates that corrective action is called for, such action will be taken in accordance with the seriousness of the event and may include disciplinary measures up to and including immediate termination of the offender. When an investigation is complete, involved employees will be informed of the results. Failing to report harassment will subject employees to discipline, up to and including termination from employment.

3. Sexual Harassment. Sexual harassment is expressly prohibited. The City defines sexual harassment as:
 - a. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical or written conduct of a sexual nature. Sexual harassment also includes, but is not limited to, the following acts, whether committed by City officials, employees, or other persons on City premises but not employed by the City, including citizens and visitors:
 - b. Unwelcome flirtations;
 - c. Unwelcome sexual advances or propositions;
 - d. Verbal abuse of a sexual nature;
 - e. Subtle pressure or requests for sexual activities;
 - f. Unnecessary touching of an individual;

- g. Graphic or vulgar commentaries about a person's physical appearance, body, or clothing;
- h. Sexually degrading words used to describe a person;
- i. Physical assault or battery;
- j. Verbal harassment or abuse;
- k. Accusations of sexual preference;
- l. Demands for sexual favors, including demands accompanied by express or implied promises or threats concerning an individual's employment status;
- m. Conditioning any term or benefit of employment upon sexual favors;
- n. Sexual slurs or innuendoes;
- o. Suggestive or insulting sounds;
- p. Touching, leering, whistling, and obscene gestures;
- q. Displaying derogatory or offensive posters, cartoons or drawings; and,
- r. Any other conduct that unreasonably interferes with an employee's performance of his or her job that creates an intimidating, hostile or offensive working environment, or otherwise adversely affects an individual's employment opportunities.
- s. Generally speaking, there are two types of sexual harassment: (1) quid-pro-quo harassment, which involves an express or implied suggestion that a term/condition of employment is, or may be, contingent upon sexual activities or favors, and (2) hostile environment, which involves sexually-harassing conduct that is so severe or pervasive that it creates a hostile working environment. Sexual harassment occurs when the conduct described above may:
 - i. Be construed as being a term or condition of an individual's employment, i.e., when supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the

employee's or applicant's agreement to submit to sexual advances or demands will positively affect that person's employment in any way;

- ii. Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper conduct; and
- iii. In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.

Employees are reminded to report all instances of harassment by non-employees. These reports are to be made in the same way as all other reports of harassment.

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Again, the City prohibits, and will not tolerate, harassment. Any City official or employee who engages in harassment shall be subject to immediate discipline, up to and including immediate termination of employment. All incidents of harassment shall be reported immediately to one of the following individuals: 1.) employee's immediate supervisor; 2.) employee's department head; or 3.) Other supervisory personnel regardless of the department. Reports of harassment involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations.

SECTION XI - GRIEVANCE PROCEDURE

A. PURPOSE:

The purpose of the Grievance Procedure is to allow employees the opportunity to discuss and appeal certain employment disciplinary actions.

B. ELIGIBILITY:

Only those employees in regular full-time positions and who have successfully completed any and all training periods are eligible to file a grievance under the Grievance Procedure.

C. BASIS FOR GRIEVANCE:

- 1. Eligible employees may file grievances for the following reasons:
- 2. Disciplinary Action
- 3. Demotion

4. Disciplinary Probation
5. Suspension of More Than Three Days
6. Complaints alleging harassment due to an employee's race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristic shall be filed in accordance with the City's Non-Harassment Policy. Further, employees shall not utilize this procedure to file grievances relating to:
7. Federal and state statutes not associated with the above listed basis for grievance;
8. Policies and ordinances enacted by the Governing Body; or
9. Matters where the employee has no direct employment interest.

D. GENERAL PROVISIONS:

1. Any hearing pursuant to this grievance procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Only those persons specifically called by the grievance board will be allowed to attend any portion of the hearing.
2. Grievances arising from the action of an elected official or supervisory employee other than the immediate supervisor of the employee can be initiated with the employee's Department Head at Step 2 of the Grievance Procedure below.
3. Appeals of involuntary demotions, disciplinary probations, or suspensions of three or more days shall be initiated directly at Step 3 of the grievance procedure by submitting the written grievance directly to the City Clerk.
4. Details of grievances and grievance proceedings shall be accorded the same level of confidentiality afforded to other personnel records.
5. An employee shall not be retrained, discriminated against or subject to any retaliation as the result of the filing of a grievance or testifying in a grievance hearing.
6. At no time shall an employee take a grievance of any kind directly to a member of the Governing Body; to do so, shall be a separate violation of personnel policy and will subject the employee to disciplinary action up to and including termination.

E. GRIEVANCE PROCEDURE:

1. Step 1

Within five working days of the time that the employee knew or reasonably should have known of the grounds for grievance, the employee shall orally present the grievance to his/her immediate supervisor. The supervisor shall orally respond to the aggrieved party within five working days after the presentation of the grievance. The supervisor shall document, in writing, both the grievance and response. This documentation shall contain the signature of both the supervisor and the employee presenting the grievance.

2. Step 2

If the grievance is not resolved at Step 1, the employee may file the grievance, in writing, with the Department Head. Such filing shall be within five working days after receiving an oral response from the immediate supervisor.

The written grievance shall contain the following information:

- a. Name of the employee or group of employees involved;
- b. Facts giving rise to the grievance;
- c. Identification of administrative regulations or policies at issue;
- d. The contention of the employee (grievant) with respect to the grievance;
- e. Decision of the grievant's Supervisor;
- f. Specific relief requested.

The Department Head shall present a written response to the grievant within five working days of the receipt of the grievance.

3. Step 3

If the grievance is not resolved at Step 2, within five working days of the receipt of the decision from the Department Head the grievant shall notify the City Clerk of the grievant's decision to file an appeal. Notification shall include all documents set forth in Step 2 above, the Department Head's written response to the grievance, as well as any other information relevant to determining the outcome of the grievance including a complete list of all witnesses to the grieved action. The City shall initiate the process to convene a grievance board hearing, including notification to the Department Head to submit all relevant evidence and a witness list in support of his/her decision that is under appeal.

The grievance board shall be established by the Mayor and shall consist of three members as follows: One member shall be chosen by the grievant; one member shall be a non-supervisory employee chosen by the Mayor; and one member shall be a supervisory employee chosen by the Mayor. No board member shall be: 1.) from the same department as the grievant filing the grievance; 2.) a witness to, or party to the grievance; 3.) an immediate family member to any of the parties involved; or 4.) A Department Head. All board members shall be active, regular full-time city employees.

All members of the grievance board shall be notified by the City Clerk of their appointment to the board and the time, date, and location of the initial meeting. At the initial meeting, board members shall be given an orientation and outline of duties by the City Clerk and City Attorney and shall be informed of the confidentiality of the proceedings. Also during the initial meeting the following items shall be addressed:

- a. Establish date/location of the hearing;
- b. Review the written record;
- c. Develop a witness list of individuals requested by the parties;
- d. Notify the City Clerk to issue notices to appear to all witnesses.

The hearing shall be quasi-judicial, and neither party shall be bound to strictly follow the rules of evidence, other than limiting the evidence presented to information relevant to determining the outcome of the grievance. Examination of any witnesses shall be limited to the members of the grievance board, although both parties may be present. This shall not be a hearing of record.

Within five working days of the close of the hearing the grievance board shall prepare a written finding of facts and a recommendation that will be forwarded to the Chief Administrative Officer for consideration. All evidence presented to the hearing board shall be maintained with the finding of facts until the matter is finally resolved.

The Chief Administrative Officer shall make a decision within five working days of the receipt of the recommendation whether to a) accept the recommendation of the grievance board, b) reject the recommendation of the grievance board, or c) modify the recommendation of the grievance board. A written response shall be provided to the grievant.

If the grievance is not resolved to the satisfaction of the grievant, the grievant may make a written appeal of the decision of the Chief Administrative Officer to the Mayor

within five days of the receipt of the decision of the Chief Administrative Officer. Such appeal shall be filed through the City Clerk. Based on the written testimony, reports, file documents, etc., the Mayor shall make a decision within five working days of the receipt of the appeal and provide a written response to the grievant. This response shall serve as the final administrative decision of the City.

If the grievance is decided in favor of the grievant, any loss-of-pay or pay adjustment attributed to the grieved action shall be paid retroactive to the grievant.

All records of the grievance board and hearing shall be maintained by the City Clerk. Within five days, either party may request in writing a return of the original of any evidence that such party provided to the hearing board after the matter is finally resolved, although where possible a copy shall be maintained.

SECTION XII - WEAPONS IN THE WORKPLACE

1. The City prohibits employees from possessing, using, or displaying a weapon within the workplace or while engaged in official duties on behalf of the City except as specifically provided in this policy. This prohibition applies regardless of the location of said duties. This applies to all employees who drive or ride in City vehicles or equipment, and applies whether the weapon is concealed or unconcealed, loaded or unloaded. The above prohibition does not apply to law enforcement officers who are authorized by statute to carry a weapon in the scope of their employment with the City.
2. Notwithstanding the foregoing and pursuant to the Kansas Personal and Family Protection Act (75-7c17) and the restrictions found herein. Employees may carry a concealed handgun into city facilities, in city vehicles and while engaged in, or conducting the business of the City provided the employee is legally qualified to carry a concealed handgun under federal and state law, and the carrying of a concealed handgun is lawfully allowed and not otherwise prohibited under the 17 provisions of federal or state law. This exception does not permit the open carry of a handgun or other weapon. Employees choosing to carry a concealed handgun pursuant to this subsection must keep their handgun concealed at all times, in a proper holster with all safety features in place, and the handgun must always be within the immediate control of the employee. Employees may not leave their handgun unattended at any time. In rare circumstances when an employee cannot keep the handgun within his or her immediate control, the employee is permitted to temporarily place the handgun in a secure container such as a locked portable gun safe or lockbox designed for the temporary storage of firearms, a locked desk drawer or locked locker. Any such secure container shall be accessible only to the employee and must be controlled with a key,

code, or biometric lock. Temporary placement of a handgun within a secure container within a City vehicle is permitted so long as the secure container is not in plain view from the exterior of the vehicle and the vehicle remains locked at all times when the employee is not in the vehicle. Temporary placement of a handgun in a secure container on City property is permitted only during hours when the employee is on duty and does not permit the routine storage or placement of a handgun within secure container during times when the employee is not on duty (for example: overnight, during periods of vacation or sick leave). Secure containers may not be left on an employee's desk, workstation, area of gathering, purse/bag or any unsecure container or area, or left in an employee's office area, City vehicle, or area of work unless specifically provided herein. Secure containers must remain locked at all times while the handgun is not in the immediate control of the employee. It is the sole responsibility of the employee to provide the secure container which meets the requirements of this policy. Employees are permitted to store a handgun in their private vehicle while on City owned property provided that such storage is outside of plain view from the exterior of the vehicle and the vehicle remains locked at all times when the employee is not in the vehicle.

3. It is outside the scope of employment for any non-authorized City employee to possess, use, handle, brandish, or display a weapon or to threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties under any circumstances.
4. The City in no way encourages the carrying of a concealed handgun by employees unless it is required pursuant to the employee's job duties, and, as such, it is up to the employee to act responsibly in accordance with this policy and the provisions of federal and state law. It is an employee's sole responsibility for proper concealment and carrying of the handgun, and the carrying of the handgun may not interfere with proper safety equipment, execution of approved safety protocols, or an employee's performance of all assigned duties. The City is not liable for incidents involving the discharge or misuse of a firearm, whether accidental or intentional. Any liability or costs associated with the employee's decision to conceal carry, including any resulting injuries or damages, will be considered the responsibility of the employee and will not be defended by the City. The City is not liable for any loss including damage to or theft of a personal firearm or any other personal property.
5. Nothing in this policy relieves the employee from performing his or her job duties in an efficient, safe and timely manner, including the wearing of proper safety equipment and/or the following of proper safety protocols. Such failure may result in discipline up to and including termination.

6. Any employee violating this policy, including the inadvertent display of a handgun, may be subject to discipline up to and including termination.
7. Subject to other policies and procedures of the City of Haysville and Kansas law, law enforcement, within the scope of their employment are the only individuals authorized to use deadly force while acting for or on behalf of the City of Haysville. Under no circumstances will any other employee use deadly force as a function of their job. Employees who are not authorized to use deadly force, do not have the immunities and are not entitled to the same indemnity generally afforded law enforcement. The City will not provide for, reimburse, or pay attorney fees or other costs in defense of any employee who uses deadly force if the use of deadly force is not a function of said employee's job.
8. Nothing in this policy shall be construed to create any duty or obligation on the part of the City to take any actions beyond those required of an employer by existing law. Nothing in this policy shall be construed to waive any immunity to which the City is entitled including but in no way limited to immunities under the Kansas Tort Claims Act.

SECTION XIII – TEMPORARY TELECOMMUNICATIONS POLICY

In the event of an emergency such as a weather disaster or pandemic, the City of Haysville may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

1. In the event of an emergency, the City may require certain employees to work remotely. These employees will be advised of such requirements by the department head. Preparations should be made by employees and supervisors or department heads well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.
2. For voluntary telework arrangements, either the employee or department head can initiate a temporary telecommuting agreement during emergency circumstances. The department head will review the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

3. A telecommuting agreement will be prepared by the department head and signed by the employee and his or her supervisor or department head.
4. The employee will establish an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
5. The City will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the City is to be used for business purposes only.
6. Consistent with the city's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of information accessible from their home office.
7. Employees should not assume any specified period of time for emergency telework arrangements, and the City may require employees to return to regular, in-office work at any time.

SECTION XIV – GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

The purpose of this policy is to outline the acceptable use of generative artificial intelligence (AI) by employees. The policy is designed to ensure that AI is used in a responsible and productive manner that does not compromise the security or integrity of city data, networks, or systems.

A. POLICY:

1. This policy applies to all business use cases involving the City of Haysville, including but not limited to:

- i. Written documentation (i.e., policy, ordinances, or regulations) and correspondence (such as memorandums, letters, text messages, and emails),
- ii. Research,
- iii. Summarizing and proofreading documents,
- iv. Making business decisions that impact short-term or long-term activities or policies and procedures.

B. RESPONSIBILITIES:

1. Responses generated from generative AI outputs shall be reviewed by knowledgeable human operators for accuracy, appropriateness, privacy and security before being acted upon or disseminated.

2. Responses generated from generative AI shall not:

- i. Be used verbatim,
- ii. Be assumed to be truthful, credible, or accurate,
- iii. Be treated as the sole source of reference,
- iv. Be used to issue official statements (i.e. policy, ordinances, or regulations),
- v. Be solely relied upon for making final decisions,
- iv. Be used to impersonate individuals or organizations.

3. Personally identifiable information, confidential information, or other restricted information shall not be provided when interacting with generative AI.

4. Material that is inappropriate for public release shall not be entered as input to generative AI.

5. Material that is copyrighted or the property of another, shall not be entered as input to generative AI.

6. Generative AI shall not be used for any activities that are harmful, illegal, or in violation of city policies.

C. SECURITY:

1. Employees must take reasonable measures to ensure the security of any data or information accessed, created, or transmitted using AI.

2. Employees must comply with all related policies related to data security, including password policies, encryption policies, and data backup policies.

3. Employees must report any suspected security breaches or incidents related to the use of AI to the appropriate IT personnel.

ARTICLE B

COMPENSATION

This manual relates to policies and procedures regarding positions, job classifications and pay ranges.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER AND EMPLOYMENT MAY BE TERMINATED BY EITHER THE CITY OR THE EMPLOYEE WITHOUT PRIOR NOTICE.

THIS MANUAL SHALL NOT BE CONSTRUED TO BE A CONTRACT, BUT A GUIDE.

THE CITY OF HAYSVILLE RESERVES THE RIGHT TO MAKE CHANGES TO THIS MANUAL AT ITS DISCRETION WITHOUT PRIOR NOTICE.

SECTION I - POSITION CLASSIFICATION PLAN

A. POSITIONS:

Each position in the City government is established or abolished with Governing Body approval.

B. CLASSIFICATIONS:

Each position shall be assigned, with Governing Body approval, to a classification based on job requirements and responsibilities.

C. PAY RANGES:

Each job classification shall be assigned an appropriate range of pay, approved by the City Governing Body.

D. ABOLITION OF A POSITION:

Whenever the Department Head or Mayor determines that a particular position is no longer necessary, the Mayor may, with the approval of the Governing Body, declare the position abolished. Any employee in a regular position that has been abolished may be transferred in accordance with procedures agreed upon by Department Heads and the Governing Body.

E. CLASSIFICATION OF NEW POSITIONS:

The Mayor may, with City Council approval, establish new positions and negotiate salary and benefits for those positions.

Such new positions are subject to a training period of six (6) months unless waived by the appropriate Department Head (or Mayor if the employee reports to the Mayor). If the new position requires a certification that takes longer than six (6) months to complete, the training period will be extended to match the length of time needed to receive the certification.

F. CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS:

The reclassification of a position shall effect no change in the salary of any employee in that position if the employee's salary falls within the range of the new classification. For information on Transfers, see Article A, Section II, Letter D.

Any employee may request in writing a classification review of his/her own position at any time, if a similar request had not been made within the previous twelve (12) months. Such a request must first be filed with the appropriate Department Head. Within ten (10) days of receiving this request, the Department Head shall forward it to the Personnel Manual Committee (consisting of all Department Heads) together with the Department Head's own written recommendation as to whether the position should be reclassified. Any request for reclassification will be reviewed and acted upon within ninety (90) days of its receipt.

G. EFFECTS OF RECLASSIFICATION:

When a position is reclassified, the employee in that position shall remain in it if the Department Head determines that the employee is qualified to perform the essential functions of the reclassified position. The employee in the reclassified position is subject to the six (6) month training period unless waived by the Department Head (or Mayor if the employee reports to the Mayor). If the new position requires a certification that takes longer than six (6) months to complete, the training period will be extended to match the length of time needed to receive the certification.

If the Department Head determines that the employee in the reclassified position lacks the qualifications necessary for that position, the Department Head shall prepare a written summary of this finding and submit it to the Mayor. If the Mayor agrees with that finding, the employee shall be reassigned as follows:

1. If a vacancy exists in a position with a pay range the employee's present salary falls within, he/she may be transferred to the vacant position if the employee meets the minimum qualifications of the position.

2. If no vacancies exist with pay ranges within which the employee's current salary falls, the displaced employee may be transferred to the position of the person with least seniority in the same department if that displaced employee has the minimum qualifications required of the position. Any person of lesser seniority who is replaced under this provision shall be laid off.

H. NOTICE OF RECLASSIFICATION:

Written notice of any reclassification shall be given by the Department Head to the affected employee thirty (30) days before the action shall become effective.

SECTION II - COMPENSATION

A. ESTABLISHMENT OF WAGE SCHEDULE:

The Department Heads, with Governing Body approval, shall establish a wage schedule. Each classified position will be covered by this schedule.

B. SALARY INCREASE:

Employee performance evaluations, budget authority and funds availability will be considered in determining salary increases and decreases, and as a factor in promotions and demotions.

C. BLANKET RAISES:

The Governing Body may grant blanket raises for all employees when funds are available.

D. COST OF LIVING:

Subject to budgetary considerations, all employees in regular positions on the pay chart shall be covered by a cost-of-living allowance, which will be determined at the time of budget preparation and shall become effective for the first full pay period in January of each year.

The cost-of-living allowance will be based on the average Consumer Price Index during the most recently available previous twelve-month period, calculated on the average of the salary of the lowest paid City employee and the highest paid City employee, not including Department Heads, part-time or temporary positions.

E. LONGEVITY PAY:

Each year longevity pay shall be given to each regular full-time employee who will complete five (5) years of full-time employment by December 31 of that year. Longevity will be paid at a rate of \$50 per year for each year of employment, years five (5) through nine (9); \$75 per year for years ten (10) through nineteen (19); \$100 per year for years twenty (20) through twenty-nine (29); and

\$125 per year thirty (30) years and over. All applicable taxes will be deducted from this pay and the check will be given on the first Friday in December that is not a regular payday. Employee must be active at this time to receive Longevity Pay. This payment may be combined with any holiday or sick leave pay for which the employee might be eligible.

F. STEP INCREASES:

Annually, prior to the end of June, each Department Head shall evaluate the job performance of his/her employees. Excessive absences resulting in an insufficient body of work to evaluate will delay the annual performance evaluation until a sufficient body of work is established. Subject to budgetary considerations, employees who have demonstrated satisfactory job performance shall be eligible for a step increase effective the first full pay period in July. No step increase will be given to an employee who is in training. Only one step increase will be given in any six (6) month period.

Step Increases, whether due to annual review, end of training, promotion, transfer, etc., shall be effective the first pay period following the effective date of the review, end of training, promotion, transfer, etc. If, however, the effective date falls on the first business day of a pay period then the increase will be effective for the current pay period.

G. PROMOTION TRAINING PERIOD:

An employee receiving a promotion will be subject to a training period of six (6) months unless waived by the Department Head (or Mayor if the employee reports to the Mayor). If the new position requires a certification that takes longer than six (6) months to complete, the training period will be extended to match the length of time needed to receive the certification and complete training.

H. PAY PERIODS:

Employees are paid every two weeks. Paychecks shall be distributed every other Friday unless such Friday is a holiday. In that case, paychecks shall be distributed the last workday prior to the holiday.

It is crucial that the ~~Assistant City Clerk~~ Human Resource Generalist receive all time sheets no later than 12:00 p.m. (noon) on the Monday following the close of a pay period. Failure to receive the timecard or time sheet by the 12:00 p.m. deadline will cause the affected employee to not receive any overtime pay until the next pay period, i.e. the paycheck will be figured at 40 hours of straight time.

If an employee wants to allow someone else to pick up his/her paycheck, the employee must submit in writing a request to their Department Head prior to payday. Such request shall be valid until changed by the employee.

If the employee wants his/her paycheck deposited directly via ACH, the employee must fill out the appropriate form and return it to the ~~Assistant City Clerk~~Human Resource Generalist.

I. PAY ON TERMINATION:

An employee whose employment with the City ceases will receive his/her final paycheck on the first regularly scheduled payday following the date employment ends.

1. Resignation (Voluntary Termination)

a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay provided the employee has been in service of the City for at least one year.

b. Sick Leave

i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive one-half of credited sick leave.

ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for sick leave will be made.

c. PTO Leave

i. With proper notice – If two (2) weeks’ notice has been given, an employee is entitled to payment of their PTO balance as of the termination date up to the maximum permitted carry amount.

ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for PTO will be made.

d. Wellness Leave

i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive pay for one half of credited wellness leave.

ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for wellness leave will be made.

e. Compensatory Time – Unused, earned compensatory time will be paid.

2. Retirement – An employee wishing to retire shall give the Department Head and the ~~Assistant City Clerk~~Human Resource Generalist no less than three (3) months’ notice,

and at the time of such notice, the employee should complete all required paperwork. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City.

- a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay.
- b. Sick Leave – Unused, accrued sick leave will be paid at the employee’s regular rate of pay.
- c. PTO Leave – Unused, accrued PTO will be paid at the employee’s regular rate of pay up to the maximum permitted carry amount.
- d. Wellness Leave – Unused, earned wellness leave will be paid at the employee’s regular rate of pay.
- e. Compensatory Time – Unused, earned compensatory time will be paid.

3. Termination (Employer Initiated)

- a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay.
- b. Sick Leave – No payment for sick leave will be made.
- c. PTO Leave – No payment for PTO leave will be made.
- d. Wellness Leave – No payment for wellness leave will be made.
- e. Compensatory Time – Unused, earned compensatory time will be paid.
- f. Death – All unused, accrued benefits will be paid to the named beneficiary at the next regular payday. No limit is placed on unused, accrued sick leave benefits in the case of death of the employee.

4. All Terminations

- a. No payment for unused personal holidays will be made.

J. OVERTIME HOURS AND COMPENSATORY TIME OFF:

Overtime compensation and compensatory time off is scheduled with the Department Head and shall be administered in accordance with City policy and the Fair Labor Standards Act.

For employees other than exempt employees, overtime is computed at one and one-half times the employee's salary for hours accumulated over forty hours per week and compensatory time is computed at one and one-half times the number of overtime hours accumulated over forty hours per week. Sick leave shall be excluded for the purposes of figuring the initial forty hours.

K. ON-CALL PAY:

When an employee is required to remain on call for emergency duty, the employee shall be compensated as follows:

1. at rate of Monday – Friday: 6% of their base rate of pay per hour based on the number of hours the employee remains on-call, except on holidays.

2. Saturday – Sunday: 12% of their base rate of pay per hour based on the number of hours the employee remains on call.

3. Holidays: 12% of their base rate of pay per hour based on the number of hours the employee remains on call.

The number of on-call hours shall be figured on those above the regularly scheduled work week. If the ~~on-call~~ on-call employee is called-out, the employee will receive compensation for actual time worked, unless time is under 2 hours then compensation will be according to the Call-Out Pay section below, but will not receive both on-call and regular compensation for the same hour/time worked.

Example: Employee A's base rate of pay is \$15.00 per hour. Employee A's on-call rate of pay would be \$0.90 per hour. The employee's regularly scheduled work week is 8 am to 5 pm Monday through Friday. The employee would be compensated for 16 hours at \$0.90 per hour each day they are on call Monday through Friday and for 24 hours at ~~\$0.90~~ \$1.80 per hour on Saturday and Sunday. If the employee is called out for one hour other than the regular ~~work day~~ workday, the employee would receive \$15.00 (or \$22.50 if the time was overtime) not \$15.90 (nor \$23.85 if the time was overtime).

L. CALL-OUT PAY:

Any employee who is "called-out" is awarded 2 hours minimum compensation plus time worked beyond those two hours on that same day. The "call-out" must be approved by a supervisor. This call-out policy applies to all City departments.

M. HOLIDAY OVERTIME:

Except for the police department, if an employee is required to work during a holiday recognized by the City of Haysville, the employee shall report to work and will be compensated for such time

at work on the actual date of the legal holiday, at a rate one and one-half (1 ½) times his/her regular rate of pay in addition to their regular rate of pay.

A Department Head may grant compensatory time off in lieu of holiday overtime pay if taken within the same week.

Police Department personnel will be paid their normal rate of pay plus one and one-half times their normal pay for the hours worked on the legal holiday and will not receive an additional day off for the holiday. When the legal holiday falls on a scheduled day off, the employee will be compensated for an extra day of pay.

Police Department personnel who work on holidays will receive a holiday paycheck the first week of December which is not a normal payroll week for the holidays worked during the year. Calculations should be completed and given to the ~~Assistant City Clerk~~ Human Resource Generalist by November 15th in order to accommodate accounting procedures.

If a police department employee has accumulated holidays not paid for, he/she may use the holidays as time off in an emergency, at the discretion of the Department Head.

N. HAZARD PAY:

The Governing Body may authorize hazard pay for employees.

O. SHIFT DIFFERENTIAL

Shift differential pay is extra compensation intended for certain police employees who regularly work a less desirable shift, such as evenings or midnight shifts. Certain police employees assigned to those shifts shall receive the differential amount in addition to their normal rate of pay. In certain situations the differential may also be paid due to special assignment (such as a training officer assignment). The number of hours worked that the differential is applied to shall be reported on the employee's time sheet, and shall be paid on the regular pay check.

P. PAYROLL DISCREPENCIES

Employees who believe they have been subject to improper salary deductions or who have not been fully paid for any payroll period, should notify the ~~Assistant City Clerk~~ Human Resource Generalist immediately upon discovering such discrepancy. If it is determined that a salary deduction was improper or that the employee did not receive full compensation for any payroll period, the employee will be reimbursed for any improper deduction or paid for any previously unpaid wages on the next payroll period following the determination.





HAYSVILLE POLICE DEPARTMENT

February 2025

TOTAL CALLS	724	DOGS IMPOUNDED	14
CASE NUMBERS ISSUED	126	DOGS IMPOUNDED (OTHER)	0
SUMMONS ISSUED	106	OWNER CITED	08
CITY CODE	10	RETURNED TO OWNER	11
CRIMINAL MISD	04	RELEASED TO COUNTY	02
TRAFFIC MISD	38	DECEASED ANIMALS	00
TRAFFIC INF	50	ANIMALS HELD	01
VOIDED	00	CONTACTS FOR NO	
WARNINGS	04	CITY LICENSE	00
ARRESTS	41	LICENSES PURCHASED	
ADULT	36	15 th TO 15 th OF MONTH	12
JUVENILE	05		
CINC	00		
CITE/RELEASE	26		
HPD WARRANTS	06		
OUTSIDE ARRESTS	05		
MV ACCIDENTS	05	WARRANTS ISSUED	11
INJURY	01		
NON-INJURY	04		
VACATION HOMES	00		
COMMUNITY POLICING	04	K9 DEPLOYMENTS	02
SPECIAL WATCH	01	MILES DRIVEN	11,308
CRS WALK -INS	35		
INCOMING CALLS	548		
OUTGOING CALLS BY CRS	34		

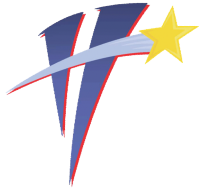




Open/Court Cases

Month	No Trash Service	Materials Storage	Nuisance	Nuisance Auto	Unsafe Structure	Grass Residential	Grass Commercial	Lighting	Diseased Tree	Other	Nuisance Auto on Grass	Total Violations	Total Cases
January	3	0	14	1	0	0	0	0	0	0	4	22	20
February	1	0	20	4	0	0	0	0	0	1	14	40	29
March	0	0	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	4	0	34	5	0	0	0	0	0	1	18	62	49





City of Haysville, KS

AP Summary of Expenditures

By Vendor Name

Payment Dates 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ROLA2007 - 060 TECHNOLOGY SOLUTIONS, LLC.					
060 TECHNOLOGY SOLUTIONS	02 25 2025 DEP	02/25/2025	2025 PIT060 CONCERT - DEPOSIT	001-10-2054	1,000.00
Vendor ROLA2007 - 060 TECHNOLOGY SOLUTIONS, LLC. Total:					1,000.00
Vendor: 18001587 - 1-800-JUNKPRO					
1-800-JUNKPRO	74963	02/25/2025	JUNK REMOVAL: 209 W. GROVER 02/14/2025	001-28-2012	477.00
1-800-JUNKPRO	75078	02/25/2025	JUNK REMOVAL: 401 SARAH LN. 02/19/2025	001-28-2012	322.00
Vendor 18001587 - 1-800-JUNKPRO Total:					799.00
Vendor: AAAP0014 - AAA PORTABLE SERVICES LLC					
AAA PORTABLE SERVICES LLC	I223908	02/25/2025	PORTABLE RESTROOM 2EA. - 900 W. GRAND	030-50-2092	241.50
AAA PORTABLE SERVICES LLC	I223909	02/25/2025	PORTABLE RESTROOM 1EA. - 608 CHATTA ST.	030-50-2092	120.75
AAA PORTABLE SERVICES LLC	I223910	02/25/2025	PORTABLE RESTROOM 1EA. - 1956 W. GRAND	030-50-2092	120.75
Vendor AAAP0014 - AAA PORTABLE SERVICES LLC Total:					483.00
Vendor: ABBI0624 - ABBI LEE CORTEZ					
ABBI LEE CORTEZ	02 25 2025	02/25/2025	DJ SERVICES - 03/0/2025 DADDY DAUGHTER DANCE	030-50-2092	600.00
Vendor ABBI0624 - ABBI LEE CORTEZ Total:					600.00
Vendor: ACME0033 - ACME WASTE SYSTEMS, LLC.					
ACME WASTE SYSTEMS, LLC.	I41746	02/11/2025	C & D DISPOSAL - PW RECYCLE CNTR.	036-56-3017	735.30
ACME WASTE SYSTEMS, LLC.	I41766	02/11/2025	C & D DISPOSAL - PW RECYCLE CNTR.	036-56-3017	1,134.11
Vendor ACME0033 - ACME WASTE SYSTEMS, LLC. Total:					1,869.41
Vendor: AFLA0056 - AFLAC					
AFLAC	INV0002608	02/21/2025	PAYROLL DEDUCTION AFLAC	001-00-2014	56.81
AFLAC	INV0002609	02/21/2025	PAYROLL DEDUCTION AFLAC	001-00-2052	176.47
AFLAC	02 24 2025	02/24/2025	PAYROLL DEDUCTION AFLAC - J. FREDRICK PYMNT.	001-00-2052	128.31
Vendor AFLA0056 - AFLAC Total:					361.59
Vendor: A-FO0011 - A-FORD-ABLE-LOCKSMITHING INC					
A-FORD-ABLE-LOCKSMITHING	550334	02/11/2025	S/C 01/21/2025 PD SQUAD ROOM DOOR CLOSER	001-09-2025	109.00
Vendor A-FO0011 - A-FORD-ABLE-LOCKSMITHING INC Total:					109.00
Vendor: AJRA1000 - AJ RAMIREZ					
AJ RAMIREZ	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	030-50-2002	35.00
Vendor AJRA1000 - AJ RAMIREZ Total:					35.00
Vendor: ALLE1943 - ALLEN HANTON					
ALLEN HANTON	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	001-22-2002	35.00
Vendor ALLE1943 - ALLEN HANTON Total:					35.00
Vendor: ALTE0100 - ALTERNATIVE PEST MGMNT.					
ALTERNATIVE PEST MGMNT.	9148	02/11/2025	PEST CONTROL - VICKER'S BLDG.	001-09-2040	35.00
ALTERNATIVE PEST MGMNT.	9148	02/11/2025	PEST CONTROL - CITY HALL	001-09-2040	50.00
ALTERNATIVE PEST MGMNT.	9148	02/11/2025	PEST CONTROL - SR. CNTR.	001-12-2040	35.00
Vendor ALTE0100 - ALTERNATIVE PEST MGMNT. Total:					120.00
Vendor: AMSO0130 - AMSOIL INC					
AMSOIL INC	23262170 RI	02/11/2025	SYNTHETIC 15W40 HVY DUTY OIL	001-03-2009	332.95

AP Summary of Expenditures

Payment Dates: 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMSOIL INC	23262170 RI	02/11/2025	SYNTHETIC 15W40 HVY DUTY OIL	010-30-2009	332.94
AMSOIL INC	23262170 RI	02/11/2025	SYNTHETIC 15W40 HVY DUTY OIL	011-31-2009	332.95
AMSOIL INC	23262170 RI	02/11/2025	SYNTHETIC 15W40 HVY DUTY OIL	021-41-2009	332.95
Vendor AMSO0130 - AMSOIL INC Total:					1,331.79
Vendor: ANGE1030 - ANGEL GAYNOR					
ANGEL GAYNOR	02 25 2025	02/25/2025	PROFESSIONAL PHOTOGRAPHY SERVICES - 03	030-50-2092	87.50
Vendor ANGE1030 - ANGEL GAYNOR Total:					87.50
Vendor: ATCO00199 - ATCO INTERNATIONAL					
ATCO INTERNATIONAL	I0640251	02/25/2025	QUICKIES HAND CLEANER 1 C	010-30-2009	180.05
Vendor ATCO00199 - ATCO INTERNATIONAL Total:					180.05
Vendor: BEAL0281 - BEALL & MITCHELL LLC					
BEALL & MITCHELL LLC	FEB 2025	02/03/2025	PROFESSIONAL SERVICES - JUDGE	001-06-1100	1,775.53
Vendor BEAL0281 - BEALL & MITCHELL LLC Total:					1,775.53
Vendor: BENJ1439 - BENJAMIN PEITZ					
BENJAMIN PEITZ	02 25 2025	02/25/2025	REFEREE TT FLAG FOOTBALL 1 HR. 02/10/2025	030-50-1250	15.00
BENJAMIN PEITZ	02 25 2025	02/25/2025	REFEREE TT FLAG FOOTBALL 1 HR. 02/17/2025	030-50-1250	15.00
Vendor BENJ1439 - BENJAMIN PEITZ Total:					30.00
Vendor: BIGT0314 - BIG TOOL STORE					
BIG TOOL STORE	762499	02/25/2025	MILWAUKEE M12 ELECTRIC STICK TRANSFER PUMP 1EA.	011-31-2006	199.99
Vendor BIGT0314 - BIG TOOL STORE Total:					199.99
Vendor: BODY1721 - BODY ART BY SARAH					
BODY ART BY SARAH	02 25 2025 DEP	02/25/2025	2025 PIT060 - FACE PAINTING - 50% DEPOSIT	030-50-2092	200.00
Vendor BODY1721 - BODY ART BY SARAH Total:					200.00
Vendor: BORD0351 - BORDER STATES ELECTRIC SUPPLY					
BORDER STATES ELECTRIC SUP	929741894	02/11/2025	F032/841/ECO FL T8 32W BULBS 30EA. - HAC	030-50-2025	97.80
BORDER STATES ELECTRIC SUP	929801638	02/25/2025	F32T8 4 LAMP ELECTRICAL BALLAST 2EA. (SR. CNTR.)	001-12-2025	34.30
BORDER STATES ELECTRIC SUP	929801638	02/25/2025	F32T8 2 LAMP ELECTRICAL BALLAST 4EA. (SR. CNTR.)	001-12-2025	53.76
BORDER STATES ELECTRIC SUP	929801648	02/25/2025	GFWT2-T 20AMP SLIM GCFI RECEPTACLES 10EA.	001-03-2009	51.22
BORDER STATES ELECTRIC SUP	929801648	02/25/2025	GFWT2-T 20AMP SLIM GCFI RECEPTACLES 10EA.	010-30-2009	51.24
BORDER STATES ELECTRIC SUP	929801648	02/25/2025	GFWT2-T 20AMP SLIM GCFI RECEPTACLES 10EA.	011-31-2009	51.22
BORDER STATES ELECTRIC SUP	929801648	02/25/2025	GFWT2-T 20AMP SLIM GCFI RECEPTACLES 10EA.	021-41-2009	51.22
Vendor BORD0351 - BORDER STATES ELECTRIC SUPPLY Total:					390.76
Vendor: BRIT2996 - BRITTANY WESTMORELAND					
BRITTANY WESTMORELAND	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 5 HRS. 01/25/2025	030-50-1250	135.00
Vendor BRIT2996 - BRITTANY WESTMORELAND Total:					135.00
Vendor: CALE2796 - CALE TOPINKA					
CALE TOPINKA	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	010-30-2002	11.67
CALE TOPINKA	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	011-31-2002	11.67
CALE TOPINKA	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	021-41-2002	11.66
Vendor CALE2796 - CALE TOPINKA Total:					35.00

AP Summary of Expenditures

Payment Dates: 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: CAPI0431 - CAPITAL ONE					
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	ADOBE - ACROBAT PRO DC SUBSCRIPTION (CC)	001-01-2004	21.69
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	USPS - POSTAGE (PD - LEGAL DOCUMENTS)	001-02-2004	14.65
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	NASRO - MEMBERSHIP DUES (A. WATKINS)	001-02-2012	50.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	NASRO - MEMBERSHIP DUES (C. BOOR)	001-02-2012	50.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	NASRO - MEMBERSHIP DUES (S. KITZENBERGER)	001-02-2012	50.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	TRAINING FORCE USA - SPRVSR TRNG. (MULLIN/RONI	001-02-2015	465.20
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	GOTO TECH - PW CELLPHONE SOFTWARE LICENSE 1EA.	001-03-2002	0.82
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	CHEWY.COM - POOP BAGS 10PK. 2000CT. 3EA.	001-03-2009	162.72
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	APA - MEMBERSHIP FEES 04/01/25 - 03/31/26	001-04-2015	112.35
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	UNIV. OF KS - TRANSPORT. SAFETY CONF. (K. HOGAN)	001-04-2015	50.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	IDRIVE.COM - ONLINE BACKUP OVRCHRG	001-10-2040	99.50
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DOLLAR TREE - WALL MOUNT SUPPLIES (SR CNTR)	001-12-2009	15.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DOLLAR TREE - CHILI COOKOFF/VALENTINES SUPPLIES	001-12-2012	68.75
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - MISC. SUPPLIES (SR CNTR)	001-12-2012	19.98
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	WALMART - CHILI COOK OFF SUPPLIES (SR CNTR)	001-12-2012	71.11
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - 10 PC. LADEL SET (SR CNTR)	001-12-2012	24.99
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	WALMART - ROASTER (SR CNTR)	001-12-2012	60.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - BINGO SUPPLIES (SR CNTR)	001-12-2012	85.52
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - 8 PC. LADLE SET (SR. CNTR.)	001-12-2012	17.99
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	WALMART - VALENTINES SUPPLIES (SR CNTR)	001-12-2012	195.75
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - CHILI COOKOFF/VALENTINES SUPPLIES	001-12-2012	183.19
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DOLLAR TREE - PRIZES FOR BINGO (SR CNTR)	001-12-2012	87.50
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DOLLAR TREE - PRIZES FOR BINGO (SR CNTR)	001-12-2012	60.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	UNIV. OF KS - TRANSPORT. SAFETY CONF. (MCDANIELS)	001-13-2015	50.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	UNIV. OF KS - TRANSPORT. SAFETY CONF. (MCKINLEY)	001-13-2015	50.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	SIMPLE IN/OUT - MONTHLY SUBSCRIPTION FEE	001-18-2004	9.99
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	ZOOM - MONTHLY SUBSCRIPTION FEE	001-18-2004	17.35
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - 2X3 FT. BULLETIN BOARD (INSP.)	001-20-2004	53.98
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	HEART OF AM - 2025 MEMBERSHIP DUES (C. BETTLES)	001-20-2015	35.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	GOTO TECH - PW CELLPHONE SOFTWARE LICENSE 1EA.	010-30-2002	0.83

AP Summary of Expenditures

Payment Dates: 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	GOTO TECH - PW CELLPHONE SOFTWARE LICENSE 1EA.	011-31-2002	0.83
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMERICAN BACKFLOW - BACKFLOW REPAIR PARTS	011-31-2006	439.50
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	LONGHORN - STAFF LUNCHEO	011-31-2015	213.43
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	GOTO TECH - PW CELLPHONE SOFTWARE LICENSE 1EA.	021-41-2002	0.82
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - PORTABLE CHARGER	030-50-2004	44.86
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FITNESS EQUIPMENT - REPAIRS 01/20/2025 (TRM10	030-50-2006	769.99
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FAIRFIELD INN - KRPA CONF. (C. LEACH)	030-50-2015	391.95
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FAIRFIELD INN - KRPA CONF. (R. ARNESON)	030-50-2015	361.20
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FAIRFIELD INN - KRPA CONF. (N. NORRIS)	030-50-2015	361.20
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FAIRFIELD INN - KRPA CONF. (F. CORTEZ)	030-50-2015	361.20
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	ALL BRAND APPLIANCE REPAIR - COMM. FREEZER (HA	030-50-2025	81.38
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - MOM PROM SUPPLIES (HAC)	030-50-2092	206.23
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - SOCCER BALLS	030-50-2092	207.57
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	PANDESSA PHOTOGRAPHY - 360 PHOTO BOOTH (DDDN)	030-50-2092	175.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FACEBOOK - MOM PROM/SHAMROCK SHUFFLE/TRIVIA NIGHT	030-50-2092	175.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FACEBOOK - MOM PROM/SHAMROCK SHUFFLE/TRIVIA NIGHT	030-50-2092	175.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - SOFTBALL TRNG. PK.	030-50-2092	94.97
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - FOOTBALL FAN T-SHIRT (DDDN)	030-50-2092	18.99
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FACEBOOK - MOM PROM/SHAMROCK SHUFFLE/TRIVIA NIGHT	030-50-2092	25.49
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	HOBBY LOBBY - MOM PROM DECOR.	030-50-2092	38.94
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	LITTLE CAESARS - PIZZA (PNO)	030-50-2092	45.43
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FACEBOOK - MOM PROM/SHAMROCK SHUFFLE/TRIVIA NIGHT	030-50-2092	12.39
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - FRINGE CURTAINS/BACKDROPS	030-50-2092	49.95
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	PARTY CITY - MOM PROM DECOR.	030-50-2092	56.83
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - ATHLETIC JACKET & SHIRT/CAP	030-50-2092	67.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	JIFFYSHIRTS.COM - T-SHIRTS (DDDN)	030-50-2092	85.43
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	WALMART - SOS DAY SUPPLIES (LK)	030-50-2094	34.16
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	FUN CITY - FIELD TRIP DEPOSIT (LK)	030-50-2094	250.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	EXPLORATION PLACE - GENERAL ADMISSION 70EA.	030-50-2094	232.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	WICHITA WIND SURGE - FIELD TRIP DEPOSIT (LK)	030-50-2094	132.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	EXPLORATION PLACE - LIVE SCIENCE SHOW 70EA.	030-50-2094	116.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	BOURBON & BAKER - KRPA CONF. (MEALS)	037-57-2012	115.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	HY-VEE - FUEL (KRPA CONF. - C. LEACH)	037-57-2012	20.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DISNEY PLUS - MONTHLY SUBSCRIPTION FEE	037-57-2012	23.87
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	BOURBON & BAKER - KRPA CONF. (MEALS)	037-57-2012	132.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	CHEF CAFE - KRPA CONF. (MEALS)	037-57-2012	28.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - BT WIRELESS ADAPTER	037-57-2012	29.99
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	CASEY'S - KRPA CONF. (FUEL)	037-57-2012	16.91
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - JERSEY DISPLAY CASE 3EA. (HAC)	037-57-2012	136.74
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AJ'S NY PIZZERIA - KRPA CONF. (MEALS)	037-57-2012	42.70
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DYNAMITE AUCTION - FITNESS EQUIPMENT	037-57-2012	6,357.38
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	KRPA - SILENT AUCTION	037-57-2012	695.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	BOURBON & BAKER - KRPA CONF. (MEALS)	037-57-2012	227.57
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	PANDESSA PHOTOGRAPHY - 360 PHOTO BOOTH (DDDN)	037-57-2012	402.50
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DICK'S - MEN'S FLEECE SHIRTS (HAC DIRECTOR)	037-57-2012	481.66
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	TACO LUCHA - KRPA CONF. (MEALS)	037-57-2012	107.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - PARTY SUPPLIES	037-57-2012	462.74
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	DELANO BBQ - STAFF LUNCHEON	037-57-2012	131.07
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	PROMO DEPOT - SHIRT EMBROIDERY 17EA. (HAC)	037-57-2012	106.25
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	CHEF CAFE - KRPA CONF. (MEALS)	037-57-2012	97.50
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	TALLGRASS TAP HOUSE - KRPA CONF. (MEALS)	037-57-2012	96.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - PARTY SUPPLIES (HAC)	037-57-2012	250.91
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	HULU - SUBSCRIPTION FEE	037-57-2012	82.46
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	MAILCHIMP - MONTHLY SUBSCRIPTION FEE	092-66-3001	13.00
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	WALMART - TOOTSIE ROLLS (WABA HOME SHOW 2025)	092-66-3001	48.20
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	AMAZON - BUS. CARD HOLDER/BROCHURE STAND	092-66-3001	65.96
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	SW AIRLINES - ICSC CONF. (D. GABOR)	092-66-3001	523.96
CAPITAL ONE	FEB 2025 STMNT.	02/24/2025	CENTURY II - LUNCH (WABA HOME SHOW 2025)	092-66-3001	67.72
Vendor CAPI0431 - CAPITAL ONE Total:					18,170.69
Vendor: CARL0713 - CARL B. DAVIS, TRUSTEE					
CARL B. DAVIS, TRUSTEE	02 06 2025	02/06/2025	BI-WEEKLY PAYROLL DEDUCTION - CASE NO. 23-10360	001-00-2057	246.00
CARL B. DAVIS, TRUSTEE	INV0002641	02/21/2025	BI-WEEKLY PAYROLL DEDUCTION - CASE NO. 23-10360	001-00-2057	246.00
Vendor CARL0713 - CARL B. DAVIS, TRUSTEE Total:					492.00
Vendor: CARR1919 - CARRIE ANN GOLEMON					
CARRIE ANN GOLEMON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 2.5 HRS. 01/08/2025	030-50-1250	50.00
CARRIE ANN GOLEMON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 2.5 HRS. 01/15/2025	030-50-1250	50.00

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CARRIE ANN GOLEMON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 1.5 HRS. 01/22/2025	030-50-1250	30.00
CARRIE ANN GOLEMON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 1.5 HRS. 01/29/2025	030-50-1250	30.00
Vendor CARR1919 - CARRIE ANN GOLEMON Total:					160.00
Vendor: CHAD0458 - CHAD CASE					
CHAD CASE	FEB 2025	02/25/2025	CELL PHONE REIMBURSEMEN	001-02-2040	35.00
Vendor CHAD0458 - CHAD CASE Total:					35.00
Vendor: CHEA1188 - CHEAPER BY THE DOZEN					
CHEAPER BY THE DOZEN	2043	02/11/2025	SENIOR CENTER - VALENTINE'S DINNER 02/14/2	001-12-2012	1,068.00
CHEAPER BY THE DOZEN	2043	02/11/2025	DELIVERY CHARGE	001-12-2012	20.00
Vendor CHEA1188 - CHEAPER BY THE DOZEN Total:					1,088.00
Vendor: CONN0513 - CHRISTOPHER CONNER					
CHRISTOPHER CONNER	07007	02/25/2025	BIG TWISTED BALLOON & MAGIC SHOW 10/18/2025	058-50-3073	350.00
Vendor CONN0513 - CHRISTOPHER CONNER Total:					350.00
Vendor: CHRI1039 - CHRISTOPHER GERMAN					
CHRISTOPHER GERMAN	02 03 2025 A	02/03/2025	GYMNASTICS INSTRUCTOR 3 HRS. 01/21/2025	030-50-1250	30.00
CHRISTOPHER GERMAN	02 03 2025 A	02/03/2025	GYMNASTICS INSTRUCTOR 2 HRS. 01/28/2025	030-50-1250	20.00
CHRISTOPHER GERMAN	02 25 2025 A	02/25/2025	GYMNASTICS INSTRUCTOR 2 HRS. 02/11/2025	030-50-1250	20.00
CHRISTOPHER GERMAN	02 25 2025 A	02/25/2025	GYMNASTICS INSTRUCTOR 2 HRS. 02/04/2025	030-50-1250	20.00
Vendor CHRI1039 - CHRISTOPHER GERMAN Total:					90.00
Vendor: CHRI2602 - CHRISTOPHER M DAVIS, CSO					
CHRISTOPHER M DAVIS, CSO	DEC 2024 / JAN 2025	02/11/2025	CASE #24-2146 COURT DATE: 01/28/2025	001-06-2012	150.00
CHRISTOPHER M DAVIS, CSO	DEC 2024 / JAN 2025	02/11/2025	CASE #23-1027 COURT DATE: 01/14/2025	001-06-2012	150.00
CHRISTOPHER M DAVIS, CSO	DEC 2024 / JAN 2025	02/11/2025	CASE #23-7534 & 7535 COURT DATE: 12/10/2024	001-06-2012	150.00
Vendor CHRI2602 - CHRISTOPHER M DAVIS, CSO Total:					450.00
Vendor: CIAR1720 - CIARA LEACH					
CIARA LEACH	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	030-50-2002	35.00
Vendor CIAR1720 - CIARA LEACH Total:					35.00
Vendor: CINT0521 - CINTAS CORPORATION #451					
CINTAS CORPORATION #451	4216261123	02/11/2025	SANIS SOAP DISPENSER - CITY HALL	001-09-2009	35.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	001-03-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	001-03-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - PUBLIC WORK	001-03-2009	10.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	001-03-2009	24.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	001-03-2009	30.00
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - PUBLIC WORKS	001-03-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	001-03-2009	1.25
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	001-03-2009	2.38
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	001-03-2009	1.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - PUBLIC WORKS	001-03-2009	8.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	001-03-2009	2.03

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - PUBLIC WORKS	001-03-2009	1.50
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	001-03-2009	0.83
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	001-03-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	001-03-2009	13.50
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	001-03-2009	0.63
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	001-03-2009	0.57
CINTAS CORPORATION #451	4216893097	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	001-03-2009	0.19
CINTAS CORPORATION #451	4216893097	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	001-03-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	001-03-2009	3.36
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	001-03-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	001-03-2009	3.60
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - CITY HALL	001-09-2009	42.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - POLICE DEPT.	001-09-2009	11.70
CINTAS CORPORATION #451	4216893097	02/11/2025	1000 HD CHERRY SVC - POLICE DEPT.	001-09-2009	3.78
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - POLICE DEPT.	001-09-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	1000 HD CHERRY SVC - CITY HALL	001-09-2009	3.78
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - CITY HALL	001-09-2009	2.70
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - POLICE DEPT.	001-09-2009	2.70
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - POLICE DEPT.	001-09-2009	24.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - POLICE DEPT.	001-09-2009	90.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - CITY HALL	001-09-2009	3.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - CITY HALL	001-09-2009	11.70
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' GRAY MAT - POLICE DEP	001-09-2009	2.24
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - CITY HALL	001-09-2009	2.25
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - POLICE DEPT.	001-09-2009	40.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - POLICE DEPT.	001-09-2009	42.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - CITY HALL	001-09-2009	60.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - POLICE DEPT.	001-09-2009	3.00
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - CITY HALL	001-09-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - POLICE DEPT.	001-09-2009	7.50
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' GRAY MAT - CITY HALL	001-09-2009	6.72
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - POLICE DEPT.	001-09-2009	6.75
CINTAS CORPORATION #451	4216893097	02/11/2025	55 GAL BLK TRASH BAGS - POLICE DEPT.	001-09-2009	7.00

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CINTAS CORPORATION #451	4216893097	02/11/2025	55 GAL BLK TRASH BAGS - CITY HALL	001-09-2009	7.00
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4216893097	02/11/2025	X 5' ACTIVE SCRAPER - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - CITY HALL	001-09-2009	6.00
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - CITY HALL	001-09-2009	8.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - CITY HALL	001-09-2009	8.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - CITY HAL	001-09-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	MICROFIBER HIGH DUSTER - POLICE DEPT.	001-09-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - POLICE DEPT.	001-09-2009	9.50
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - CITY HALL	001-09-2009	9.50
CINTAS CORPORATION #451	4216893097	02/11/2025	MICROFIBER HIGH DUSTER - CITY HALL	001-09-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - CITY HALL	001-09-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' ACTIVE SCRAPER - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	20" MICROFIBER MOP - CITY HALL	001-09-2009	10.00
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - POLICE DEPT.	001-09-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - CITY HALL	001-09-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - SR. CNTR.	001-12-2009	3.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - SR. CNTR.	001-12-2009	2.70
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - SR. CNTR.	001-12-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - SR. CNTR.	001-12-2009	2.25
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - SR. CNTR.	001-12-2009	42.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - SR. CNTR.	001-12-2009	12.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - SR. CNTR.	001-12-2009	60.00
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FACIAL TISSUE - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4216893097	02/11/2025	55 GAL BLK TRASH BAGS - SR. CNTR.	001-12-2009	7.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FIBER HIGH DUSTER - SR. CNTR.	001-12-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - SR. CNTR.	001-12-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - SR. CNTR.	001-12-2009	9.50
CINTAS CORPORATION #451	4216893097	02/11/2025	20" MICROFIBER MOP - SR. CNTR.	001-12-2009	10.00

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CINTAS CORPORATION #451	4216893097	02/11/2025	000 HD CHERRY SVC - SR. CNTR.	001-12-2009	3.78
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - SR. CNTR.	001-12-2009	20.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - SR. CNTR.	001-12-2009	11.70
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	010-30-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	010-30-2009	0.56
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - PUBLIC WORKS	010-30-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - PUBLIC WORK	010-30-2009	10.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	010-30-2009	0.18
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	010-30-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - PUBLIC WORKS	010-30-2009	1.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - PUBLIC WORKS	010-30-2009	8.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	010-30-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	010-30-2009	2.02
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	010-30-2009	1.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	010-30-2009	3.60
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	010-30-2009	0.62
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	010-30-2009	3.36
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	010-30-2009	2.37
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	010-30-2009	0.82
CINTAS CORPORATION #451	4216893097	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	010-30-2009	1.25
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	010-30-2009	30.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	010-30-2009	24.50
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	010-30-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	010-30-2009	13.50
CINTAS CORPORATION #451	4216893097	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	010-30-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	011-31-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	011-31-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	011-31-2009	0.56
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	011-31-2009	0.82
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	011-31-2009	1.00
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - PUBLIC WORKS	011-31-2009	1.50
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	011-31-2009	0.62
CINTAS CORPORATION #451	4216893097	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	011-31-2009	1.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4216893097	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	011-31-2009	0.19
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	011-31-2009	24.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - PUBLIC WORK	011-31-2009	10.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - PUBLIC WORKS	011-31-2009	8.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	011-31-2009	30.00
CINTAS CORPORATION #451	4216893097	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	011-31-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	011-31-2009	3.60
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	011-31-2009	2.37
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	011-31-2009	3.36
CINTAS CORPORATION #451	4216893097	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	011-31-2009	13.50
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - PUBLIC WORKS	011-31-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	011-31-2009	2.02
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	011-31-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	011-31-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	021-41-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG SOAP SVC - PUBLIC WORK	021-41-2009	10.00
CINTAS CORPORATION #451	4216893097	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	021-41-2009	0.56
CINTAS CORPORATION #451	4216893097	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	021-41-2009	0.63
CINTAS CORPORATION #451	4216893097	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	021-41-2009	3.60
CINTAS CORPORATION #451	4216893097	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	021-41-2009	4.00
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG AIR SVC - PUBLIC WORKS	021-41-2009	8.00
CINTAS CORPORATION #451	4216893097	02/11/2025	LRG WET MOP - PUBLIC WORKS	021-41-2009	2.50
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	021-41-2009	3.36
CINTAS CORPORATION #451	4216893097	02/11/2025	48" DUST MOP - PUBLIC WORKS	021-41-2009	1.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	021-41-2009	24.50
CINTAS CORPORATION #451	4216893097	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	021-41-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	021-41-2009	0.75
CINTAS CORPORATION #451	4216893097	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	021-41-2009	30.00
CINTAS CORPORATION #451	4216893097	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	021-41-2009	0.19
CINTAS CORPORATION #451	4216893097	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	021-41-2009	0.82
CINTAS CORPORATION #451	4216893097	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	021-41-2009	2.38
CINTAS CORPORATION #451	4216893097	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	021-41-2009	2.00
CINTAS CORPORATION #451	4216893097	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	021-41-2009	13.50
CINTAS CORPORATION #451	4216893097	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	021-41-2009	1.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4216893097	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	021-41-2009	1.00
CINTAS CORPORATION #451	4216893097	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	021-41-2009	2.03
CINTAS CORPORATION #451	4218365598	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	001-03-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	001-03-2009	3.36
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	001-03-2009	30.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - PUBLIC WORKS	001-03-2009	8.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	001-03-2009	14.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - PUBLIC WORK	001-03-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	001-03-2009	13.50
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	001-03-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	1000 HD CHERRY SVC. - PUBLIC WORKS	001-03-2009	2.84
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	001-03-2009	0.57
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	001-03-2009	2.92
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	001-03-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	001-03-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	001-03-2009	0.38
CINTAS CORPORATION #451	4218365598	02/11/2025	FACIAL TISSUE - PUBLIC WORK	001-03-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	001-03-2009	0.83
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	001-03-2009	0.63
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	001-03-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	001-03-2009	1.25
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	001-03-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - PUBLIC WORKS	001-03-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	001-03-2009	2.03
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	001-03-2009	2.38
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - PUBLIC WORKS	001-03-2009	2.50
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - PUBLIC WORKS	001-03-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - POLICE DEPT.	001-09-2009	10.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - POLICE DEPT.	001-09-2009	56.00
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - POLICE DEPT.	001-09-2009	11.70
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - CITY HALL	001-09-2009	12.60
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - POLICE DEPT.	001-09-2009	24.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SANI SOAP DISPENSER - CITY HALL	001-09-2009	34.20
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - CITY HALL	001-09-2009	56.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - POLICE DEPT.	001-09-2009	56.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG DUAL TP CVR - CITY HALL	001-09-2009	414.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - POLICE DEPT.	001-09-2009	90.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR CVR - CITY HALL	001-09-2009	252.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR DISPENSER - CITY HAL	001-09-2009	252.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD CVR - CITY HALL	001-09-2009	342.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD TWL DISPENSER - CITY HALL	001-09-2009	427.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AUTOSOAP CVR - CITY HA	001-09-2009	468.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG DUAL TP DISPENSER - CITY HALL	001-09-2009	724.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AUTOPAPER TWL DISPENSER - CITY HALL	001-09-2009	787.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG CHEM DISPENSER - CITY HALL	001-09-2009	1,350.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AUTOSOAP DISPENSER - CITY HALL	001-09-2009	1,989.00
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - CITY HALL	001-09-2009	10.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - CITY HALL	001-09-2009	60.00
CINTAS CORPORATION #451	4218365598	02/11/2025	20" MICROFIBER MOP - CITY HALL	001-09-2009	10.00
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - CITY HALL	001-09-2009	9.50
CINTAS CORPORATION #451	4218365598	02/11/2025	55 GAL BLK TRASH BAGS - CITY HALL	001-09-2009	7.00
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - POLICE DEPT.	001-09-2009	6.75
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' GRAY MAT - CITY HALL	001-09-2009	6.72
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - POLICE DEPT.	001-09-2009	3.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - CITY HAL	001-09-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - CITY HALL	001-09-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	55 GAL BLK TRASH BAGS - POLICE DEPT.	001-09-2009	7.00
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - CITY HALL	001-09-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - CITY HALL	001-09-2009	2.00
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' GRAY MAT - POLICE DEP	001-09-2009	2.24
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - CITY HALL	001-09-2009	2.25
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - CITY HALL	001-09-2009	2.50
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' ACTIVE SCRAPER - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - POLICE DEPT.	001-09-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	GL1 GLASS & SURFACE CLNR - CITY HALL	001-09-2009	2.70
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - POLICE DEPT.	001-09-2009	2.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4218365598	02/11/2025	MICROFIBER HIGH DUSTER - CITY HALL	001-09-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	X 5' ACTIVE SCRAPER - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - CITY HALL	001-09-2009	3.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - CITY HALL	001-09-2009	8.00
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - POLICE DEPT.	001-09-2009	9.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - CITY HALL	001-09-2009	8.00
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - POLICE DEPT.	001-09-2009	7.50
CINTAS CORPORATION #451	4218365598	02/11/2025	GL1 GLASS & SURFACE CLNR - SR. CNTR.	001-12-2009	2.70
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - SR. CNTR.	001-12-2009	10.00
CINTAS CORPORATION #451	4218365598	02/11/2025	20" MICROFIBER MOP - SR. CNTR.	001-12-2009	10.00
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - SR. CNTR.	001-12-2009	3.00
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - SR. CNTR.	001-12-2009	2.50
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - SR. CNTR.	001-12-2009	11.70
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - SR. CNTR.	001-12-2009	2.25
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - SR. CNTR.	001-12-2009	12.00
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4218365598	02/11/2025	FACIAL TISSUE - SR. CNTR.	001-12-2009	3.00
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - SR. CNTR.	001-12-2009	9.50
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4218365598	02/11/2025	HAND SOAP BOTTLE FOAM - SR. CNTR.	001-12-2009	18.00
CINTAS CORPORATION #451	4218365598	02/11/2025	55 GAL BLK TRASH BAGS - SR. CNTR.	001-12-2009	7.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - SR. CNTR.	001-12-2009	20.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - SR. CNTR.	001-12-2009	56.00
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - SR. CNTR.	001-12-2009	60.00
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	FACIAL TISSUE DISPENSER - SR. CNTR.	001-12-2009	75.00
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	010-30-2009	2.92
CINTAS CORPORATION #451	4218365598	02/11/2025	1000 HD CHERRY SVC. - PUBLIC WORKS	010-30-2009	2.84
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	010-30-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	010-30-2009	0.36
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	010-30-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	010-30-2009	0.62
CINTAS CORPORATION #451	4218365598	02/11/2025	FACIAL TISSUE - PUBLIC WORK	010-30-2009	0.75

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	010-30-2009	2.37
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	010-30-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	010-30-2009	2.02
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - PUBLIC WORKS	010-30-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	010-30-2009	0.82
CINTAS CORPORATION #451	4218365598	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	010-30-2009	1.25
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	010-30-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	010-30-2009	0.56
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - PUBLIC WORKS	010-30-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	010-30-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - PUBLIC WORKS	010-30-2009	2.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - PUBLIC WORKS	010-30-2009	8.00
CINTAS CORPORATION #451	4218365598	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	010-30-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	010-30-2009	14.00
CINTAS CORPORATION #451	4218365598	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	010-30-2009	13.50
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	010-30-2009	3.36
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	010-30-2009	30.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - PUBLIC WORK	010-30-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	FACIAL TISSUE - PUBLIC WORK	011-31-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	011-31-2009	2.02
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	011-31-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	011-31-2009	14.00
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	011-31-2009	0.62
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	011-31-2009	30.00
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - PUBLIC WORKS	011-31-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - PUBLIC WORKS	011-31-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	011-31-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	011-31-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - PUBLIC WORK	011-31-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	011-31-2009	0.82
CINTAS CORPORATION #451	4218365598	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	011-31-2009	13.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	011-31-2009	1.25
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	011-31-2009	2.37
CINTAS CORPORATION #451	4218365598	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	011-31-2009	0.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	011-31-2009	2.92
CINTAS CORPORATION #451	4218365598	02/11/2025	1000 HD CHERRY SVC. - PUBLIC WORKS	011-31-2009	2.84
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - PUBLIC WORKS	011-31-2009	8.00
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	011-31-2009	3.36
CINTAS CORPORATION #451	4218365598	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	011-31-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - PUBLIC WORKS	011-31-2009	2.50
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	011-31-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	011-31-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	011-31-2009	0.56
CINTAS CORPORATION #451	4218365598	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	021-41-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	021-41-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	021-41-2009	0.82
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	021-41-2009	14.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	021-41-2009	0.50
CINTAS CORPORATION #451	4218365598	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	021-41-2009	13.50
CINTAS CORPORATION #451	4218365598	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	021-41-2009	0.38
CINTAS CORPORATION #451	4218365598	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	021-41-2009	0.63
CINTAS CORPORATION #451	4218365598	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	021-41-2009	0.56
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG AIR SVC - PUBLIC WORKS	021-41-2009	8.00
CINTAS CORPORATION #451	4218365598	02/11/2025	48" DUST MOP - PUBLIC WORKS	021-41-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	FACIAL TISSUE - PUBLIC WORK	021-41-2009	0.75
CINTAS CORPORATION #451	4218365598	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	021-41-2009	2.94
CINTAS CORPORATION #451	4218365598	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	021-41-2009	1.00
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	021-41-2009	30.00
CINTAS CORPORATION #451	4218365598	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	021-41-2009	4.00
CINTAS CORPORATION #451	4218365598	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	021-41-2009	2.38
CINTAS CORPORATION #451	4218365598	02/11/2025	SIG SOAP SVC - PUBLIC WORK	021-41-2009	6.00
CINTAS CORPORATION #451	4218365598	02/11/2025	LRG WET MOP - PUBLIC WORKS	021-41-2009	2.50
CINTAS CORPORATION #451	4218365598	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	021-41-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	Z71 HARD SURF SANITIZER - PUBLIC WORKS	021-41-2009	1.50
CINTAS CORPORATION #451	4218365598	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	021-41-2009	3.36
CINTAS CORPORATION #451	4218365598	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	021-41-2009	2.03
CINTAS CORPORATION #451	4218365598	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	021-41-2009	1.25
CINTAS CORPORATION #451	4218365598	02/11/2025	1000 HD CHERRY SVC. - PUBLIC WORKS	021-41-2009	2.82

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4219077968	02/11/2025	GL1 GLASS & SURFACE CLNR - POLICE DEPT.	001-09-2009	2.70
CINTAS CORPORATION #451	4219077968	02/11/2025	MINIMUM ORDER CHARGE	001-09-2009	32.30
CINTAS CORPORATION #451	4219397545	02/11/2025	ULTRACLEAN CLEANING SVCS.	001-03-2004	31.43
CINTAS CORPORATION #451	4219397545	02/11/2025	ULTRACLEAN CLEANING SVCS.	001-20-2004	31.43
CINTAS CORPORATION #451	4219397545	02/11/2025	ULTRACLEAN CLEANING SVCS.	010-30-2004	31.43
CINTAS CORPORATION #451	4219397545	02/11/2025	ULTRACLEAN CLEANING SVCS.	011-31-2004	31.43
CINTAS CORPORATION #451	4219397545	02/11/2025	ULTRACLEAN CLEANING SVCS.	021-41-2004	31.41
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	001-03-2009	0.83
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	001-03-2009	2.38
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - PUBLIC WORK	001-03-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	FACIAL TISSUE - PUBLIC WORK	001-03-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	001-03-2009	30.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	001-03-2009	14.00
CINTAS CORPORATION #451	4219825470	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	001-03-2009	13.50
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	001-03-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	001-03-2009	0.57
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - PUBLIC WORKS	001-03-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	001-03-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	001-03-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - PUBLIC WORKS	001-03-2009	2.50
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	001-03-2009	0.63
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	001-03-2009	2.03
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	001-03-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	1000 HD CHERRY SVC - PUBLIC WORKS	001-03-2009	2.84
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - PUBLIC WORKS	001-03-2009	8.00
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	001-03-2009	1.50
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	001-03-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	001-03-2009	3.36
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	001-03-2009	2.92
CINTAS CORPORATION #451	4219825470	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	001-03-2009	0.38
CINTAS CORPORATION #451	4219825470	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	001-03-2009	1.25
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - CITY HALL	001-09-2009	8.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - POLICE DEPT.	001-09-2009	24.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG TOILET PAPER REFILL - POLICE DEPT.	001-09-2009	56.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - CITY HALL	001-09-2009	60.00
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - CITY HALL	001-09-2009	12.60
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - POLICE DEPT.	001-09-2009	11.70

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4219825470	02/11/2025	20" MICROFIBER MOP - CITY HALL	001-09-2009	10.00
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - POLICE DEPT.	001-09-2009	9.50
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - CITY HALL	001-09-2009	9.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - POLICE DEPT.	001-09-2009	90.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG TOILET PAPER REFILL - CITY HALL	001-09-2009	56.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - POLICE DEPT.	001-09-2009	56.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - CITY HALL	001-09-2009	8.00
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - POLICE DEPT.	001-09-2009	7.50
CINTAS CORPORATION #451	4219825470	02/11/2025	MICROFIBER HIGH DUSTER - CITY HALL	001-09-2009	1.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - CITY HAL	001-09-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - POLICE DEPT.	001-09-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - CITY HALL	001-09-2009	2.00
CINTAS CORPORATION #451	4219825470	02/11/2025	X 5' ACTIVE SCRAPER - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - POLICE DEPT.	001-09-2009	2.00
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' GRAY MAT - POLICE DEP	001-09-2009	2.24
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - CITY HALL	001-09-2009	2.25
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - CITY HALL	001-09-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - POLICE DEPT.	001-09-2009	2.70
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - CITY HALL	001-09-2009	2.50
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - CITY HALL	001-09-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	55 GAL BLK TRASH BAGS - CITY HALL	001-09-2009	7.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - CITY HALL	001-09-2009	3.00
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' ACTIVE SCRAPER - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - POLICE DEPT.	001-09-2009	3.00
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - POLICE DEPT.	001-09-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	55 GAL BLK TRASH BAGS - POLICE DEPT.	001-09-2009	7.00
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - POLICE DEPT.	001-09-2009	6.75
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - CITY HALL	001-09-2009	2.70
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' GRAY MAT - CITY HALL	001-09-2009	6.72
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - CITY HALL	001-09-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - SR. CNTR.	001-12-2009	3.00
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - SR. CNTR.	001-12-2009	2.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4219825470	02/11/2025	FACIAL TISSUE - SR. CNTR.	001-12-2009	3.00
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - SR. CNTR.	001-12-2009	2.25
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - SR. CNTR.	001-12-2009	2.50
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - SR. CNTR.	001-12-2009	2.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - SR. CNTR.	001-12-2009	2.70
CINTAS CORPORATION #451	4219825470	02/11/2025	55 GAL BLK TRASH BAGS - SR. CNTR.	001-12-2009	7.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - SR. CNTR.	001-12-2009	20.00
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - SR. CNTR.	001-12-2009	11.70
CINTAS CORPORATION #451	4219825470	02/11/2025	20" MICROFIBER MOP - SR. CNTR.	001-12-2009	10.00
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - SR. CNTR.	001-12-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - SR. CNTR.	001-12-2009	9.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - SR. CNTR.	001-12-2009	60.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - SR. CNTR.	001-12-2009	12.00
CINTAS CORPORATION #451	4219825470	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	010-30-2009	0.36
CINTAS CORPORATION #451	4219825470	02/11/2025	1000 HD CHERRY SVC - PUBLIC WORKS	010-30-2009	2.84
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	010-30-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - PUBLIC WORK	010-30-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	010-30-2009	13.50
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	010-30-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - PUBLIC WORKS	010-30-2009	2.50
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	010-30-2009	0.82
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	010-30-2009	3.36
CINTAS CORPORATION #451	4219825470	02/11/2025	FACIAL TISSUE - PUBLIC WORK	010-30-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	010-30-2009	2.37
CINTAS CORPORATION #451	4219825470	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	010-30-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	010-30-2009	1.25
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	010-30-2009	14.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	010-30-2009	2.02
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	010-30-2009	2.92
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - PUBLIC WORKS	010-30-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	010-30-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	010-30-2009	30.00
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	010-30-2009	0.62
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - PUBLIC WORKS	010-30-2009	8.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	010-30-2009	1.50
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	010-30-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	010-30-2009	0.56
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	011-31-2009	3.36
CINTAS CORPORATION #451	4219825470	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	011-31-2009	0.38
CINTAS CORPORATION #451	4219825470	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	011-31-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	011-31-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	011-31-2009	2.37
CINTAS CORPORATION #451	4219825470	02/11/2025	1000 HD CHERRY SVC - PUBLIC WORKS	011-31-2009	2.84
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - PUBLIC WORKS	011-31-2009	2.50
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	011-31-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	011-31-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	011-31-2009	0.56
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	011-31-2009	0.62
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	011-31-2009	1.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	011-31-2009	1.25
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - PUBLIC WORKS	011-31-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	011-31-2009	0.82
CINTAS CORPORATION #451	4219825470	02/11/2025	FACIAL TISSUE - PUBLIC WORK	011-31-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	011-31-2009	2.92
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	011-31-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	011-31-2009	2.02
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	011-31-2009	30.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - PUBLIC WORKS	011-31-2009	8.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	011-31-2009	14.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - PUBLIC WORK	011-31-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	011-31-2009	13.50
CINTAS CORPORATION #451	4219825470	02/11/2025	CLEANING CHEM DISP - PUBLIC WORKS	021-41-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG ZFOLD PAPER TOWEL - PUBLIC WORKS	021-41-2009	30.00
CINTAS CORPORATION #451	4219825470	02/11/2025	GL1 GLASS & SURFACE CLNR - PUBLIC WORKS	021-41-2009	2.03
CINTAS CORPORATION #451	4219825470	02/11/2025	32 GAL BLK TRASH BAGS - PUBLIC WORKS	021-41-2009	1.50
CINTAS CORPORATION #451	4219825470	02/11/2025	HRDWND WHT TOWELS - PUBLIC WORKS	021-41-2009	13.50
CINTAS CORPORATION #451	4219825470	02/11/2025	SM SHOP TOWELS - PUBLIC WORKS	021-41-2009	1.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 10' GRAY MAT - PUBLIC WORKS	021-41-2009	0.82
CINTAS CORPORATION #451	4219825470	02/11/2025	48" DUST MOP - PUBLIC WORKS	021-41-2009	1.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SANITIZER SVC - PUBLIC WORKS	021-41-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	FACIAL TISSUE - PUBLIC WORK	021-41-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	GRAY MICROFIBER WIPE - PUBLIC WORKS	021-41-2009	0.75
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG TOILET PAPER REFILL - PUBLIC WORKS	021-41-2009	14.00
CINTAS CORPORATION #451	4219825470	02/11/2025	URINAL SCREEN SVC - PUBLIC WORKS	021-41-2009	0.56
CINTAS CORPORATION #451	4219825470	02/11/2025	13 GAL HD CLR TRASH BAGS - PUBLIC WORKS	021-41-2009	0.50
CINTAS CORPORATION #451	4219825470	02/11/2025	RR1 DISINFECTANT CLNR - PUBLIC WORKS	021-41-2009	2.38
CINTAS CORPORATION #451	4219825470	02/11/2025	DISP URINAL MAT SVCS - PUBLIC WORKS	021-41-2009	0.63
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG SOAP SVC - PUBLIC WORK	021-41-2009	6.00
CINTAS CORPORATION #451	4219825470	02/11/2025	X 5' ACTIVE SCRAPER - PUBLIC WORKS	021-41-2009	4.00
CINTAS CORPORATION #451	4219825470	02/11/2025	SIG AIR SVC - PUBLIC WORKS	021-41-2009	8.00
CINTAS CORPORATION #451	4219825470	02/11/2025	3 X 5' GRAY MAT - PUBLIC WORKS	021-41-2009	3.36
CINTAS CORPORATION #451	4219825470	02/11/2025	FC4 NEUTRAL FLOOR CLNR - PUBLIC WORKS	021-41-2009	2.94
CINTAS CORPORATION #451	4219825470	02/11/2025	LRG WET MOP - PUBLIC WORKS	021-41-2009	2.50
CINTAS CORPORATION #451	4219825470	02/11/2025	FIBER HIGH DUSTER - PUBLIC WORKS	021-41-2009	0.38
CINTAS CORPORATION #451	4219825470	02/11/2025	1000 HD CHERRY SVC - PUBLIC WORKS	021-41-2009	2.82
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0004 C. BARNARD	001-03-2012	7.34
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0001 O. BAILEY	001-03-2012	5.93
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.78
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0011 K. STARK	001-03-2012	3.56
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0002 A. NGUYEN	001-03-2012	3.56
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0021 C. LEWIS	001-03-2012	3.78
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0023 J. SNYDER	001-03-2012	5.93
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0006 R. STOKES	001-03-2012	3.78
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0012 C. BETTLES	001-20-2016	3.78
CINTAS CORPORATION #451	421985331	02/11/2025	34X57 FENDER COVER - RED	010-30-2009	12.40
CINTAS CORPORATION #451	421985331	02/11/2025	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.43
CINTAS CORPORATION #451	421985331	02/11/2025	1000 MOISTURIZING SOAP	010-30-2009	1.10
CINTAS CORPORATION #451	421985331	02/11/2025	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.86
CINTAS CORPORATION #451	421985331	02/11/2025	SM SHOP TOWELS - RED	010-30-2009	7.64
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0016 Z. BATY	010-30-2016	13.03
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0020 C. ROSE	010-30-2016	5.93
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0007 S. RINEHART	010-30-2016	7.35
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0019 M. LIPPOLDT	010-30-2016	1.26
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0005 M. LITCHFIELD	010-30-2016	5.59
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0017 E. SATTERFIELD	010-30-2016	7.12
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0015 J. LETOURNEAU	010-30-2016	1.97
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0008 C. ASHER	010-30-2016	1.36
CINTAS CORPORATION #451	421985331	02/11/2025	UNIFORM ADVANTAGE	010-30-2016	14.40
CINTAS CORPORATION #451	421985331	02/11/2025	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.43
CINTAS CORPORATION #451	421985331	02/11/2025	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.85
CINTAS CORPORATION #451	421985331	02/11/2025	34X57 FENDER COVER - RED	011-31-2009	12.39
CINTAS CORPORATION #451	421985331	02/11/2025	1000 MOISTURIZING SOAP	011-31-2009	1.09

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	421985331	02/11/2025	SM SHOP TOWELS - RED	011-31-2009	7.63
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0003 K. LYONS	011-31-2016	5.93
CINTAS CORPORATION #451	421985331	02/11/2025	UNIFORM ADVANTAGE	011-31-2016	14.39
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0005 M. LITCHFIELD	011-31-2016	5.58
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0015 J. LETOURNEAU	011-31-2016	1.98
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0009 B. HALE	011-31-2016	8.60
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0010 N. CABALLERO	011-31-2016	8.31
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0007 S. RINEHART	011-31-2016	7.35
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0008 C. ASHER	011-31-2016	1.35
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0019 M. LIPPOLDT	011-31-2016	1.26
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0018 M. MCELROY	011-31-2016	1.19
CINTAS CORPORATION #451	421985331	02/11/2025	3X5 ACTIVE SCRAPER MAT	021-41-2009	0.42
CINTAS CORPORATION #451	421985331	02/11/2025	SM SHOP TOWELS - RED	021-41-2009	7.63
CINTAS CORPORATION #451	421985331	02/11/2025	1000 MOISTURIZING SOAP	021-41-2009	1.09
CINTAS CORPORATION #451	421985331	02/11/2025	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	0.85
CINTAS CORPORATION #451	421985331	02/11/2025	34X57 FENDER COVER - RED	021-41-2009	12.39
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0007 S. RINEHART	021-41-2016	7.35
CINTAS CORPORATION #451	421985331	02/11/2025	UNIFORM ADVANTAGE	021-41-2016	14.39
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0019 M. LIPPOLDT	021-41-2016	1.26
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0018 M. MCELROY	021-41-2016	1.18
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0008 C. ASHER	021-41-2016	1.35
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0015 J. LETOURNEAU	021-41-2016	1.98
CINTAS CORPORATION #451	421985331	02/11/2025	EMP. 0005 M. LITCHFIELD	021-41-2016	5.58
CINTAS CORPORATION #451	5252521903	02/11/2025	PUBLIC WORKS - FIRST AID / SUPPLIES	001-03-2012	38.47
CINTAS CORPORATION #451	5252521903	02/11/2025	PUBLIC WORKS - FIRST AID / SUPPLIES	010-30-2012	38.47
CINTAS CORPORATION #451	5252521903	02/11/2025	PUBLIC WORKS - FIRST AID / SUPPLIES	011-31-2012	38.47
CINTAS CORPORATION #451	5252521903	02/11/2025	PUBLIC WORKS - FIRST AID / SUPPLIES	021-41-2012	38.48
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG AIR DISPENSER - CITY HAL	001-09-2009	-252.00
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG AUTOPAPER TWL DISPENSER - CITY HALL	001-09-2009	-787.50
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG DUAL TP DISPENSER - CITY HALL	001-09-2009	-724.50
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG AUTOSOAP CVR - CITY HA	001-09-2009	-468.00
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG ZFOLD TWL DISPENSER - CITY HALL	001-09-2009	-427.50
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG DUAL TP CVR - CITY HALL	001-09-2009	-414.00
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG ZFOLD CVR - CITY HALL	001-09-2009	-342.00
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG AIR CVR - CITY HALL	001-09-2009	-252.00
CINTAS CORPORATION #451	9306826748	02/11/2025	SANI SOAP DISPENSER - CITY HALL	001-09-2009	-34.20
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG AUTOSOAP DISPENSER - CITY HALL	001-09-2009	-1,989.00
CINTAS CORPORATION #451	9306826748	02/11/2025	SIG CHEM DISPENSER - CITY HALL	001-09-2009	-1,350.00
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0011 K. STARK	001-03-2012	3.56
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0002 A. NGUYEN	001-03-2012	3.56
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.78
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0006 R. STOKES	001-03-2012	3.78
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0021 C. LEWIS	001-03-2012	3.78
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0001 O. BAILEY	001-03-2012	5.93
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0023 J. SNYDER	001-03-2012	5.93
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0004 C. BARNARD	001-03-2012	7.34
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0012 C. BETTLES	001-20-2016	3.78
CINTAS CORPORATION #451	42205247858	02/25/2025	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.86
CINTAS CORPORATION #451	42205247858	02/25/2025	1000 MOISTURIZING SOAP	010-30-2009	1.10
CINTAS CORPORATION #451	42205247858	02/25/2025	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.43

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	42205247858	02/25/2025	34X57 FENDER COVER - RED	010-30-2009	12.40
CINTAS CORPORATION #451	42205247858	02/25/2025	SM SHOP TOWELS - RED	010-30-2009	7.64
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0015 J. LETOURNEAU	010-30-2016	1.97
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0016 Z. BATY	010-30-2016	13.03
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0019 M. LIPPOLDT	010-30-2016	1.26
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0007 S. RINEHART	010-30-2016	7.35
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0005 M. LITCHFIELD	010-30-2016	5.59
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0008 C. ASHER	010-30-2016	1.36
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0017 E. SATTERFIELD	010-30-2016	7.12
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0020 C. ROSE	010-30-2016	5.93
CINTAS CORPORATION #451	42205247858	02/25/2025	UNIFORM ADVANTAGE	010-30-2016	14.40
CINTAS CORPORATION #451	42205247858	02/25/2025	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.43
CINTAS CORPORATION #451	42205247858	02/25/2025	34X57 FENDER COVER - RED	011-31-2009	12.39
CINTAS CORPORATION #451	42205247858	02/25/2025	1000 MOISTURIZING SOAP	011-31-2009	1.09
CINTAS CORPORATION #451	42205247858	02/25/2025	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.85
CINTAS CORPORATION #451	42205247858	02/25/2025	SM SHOP TOWELS - RED	011-31-2009	7.63
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0010 N. CABALLERO	011-31-2016	8.31
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0009 B. HALE	011-31-2016	8.60
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0007 S. RINEHART	011-31-2016	7.35
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0005 M. LITCHFIELD	011-31-2016	5.58
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0019 M. LIPPOLDT	011-31-2016	1.26
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0018 M. MCELROY	011-31-2016	1.19
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0008 C. ASHER	011-31-2016	1.35
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0015 J. LETOURNEAU	011-31-2016	1.98
CINTAS CORPORATION #451	42205247858	02/25/2025	UNIFORM ADVANTAGE	011-31-2016	14.39
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0003 K. LYONS	011-31-2016	5.93
CINTAS CORPORATION #451	42205247858	02/25/2025	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	0.85
CINTAS CORPORATION #451	42205247858	02/25/2025	SM SHOP TOWELS - RED	021-41-2009	7.63
CINTAS CORPORATION #451	42205247858	02/25/2025	1000 MOISTURIZING SOAP	021-41-2009	1.09
CINTAS CORPORATION #451	42205247858	02/25/2025	3X5 ACTIVE SCRAPER MAT	021-41-2009	0.42
CINTAS CORPORATION #451	42205247858	02/25/2025	34X57 FENDER COVER - RED	021-41-2009	12.39
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0007 S. RINEHART	021-41-2016	7.35
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0018 M. MCELROY	021-41-2016	1.18
CINTAS CORPORATION #451	42205247858	02/25/2025	UNIFORM ADVANTAGE	021-41-2016	14.39
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0005 M. LITCHFIELD	021-41-2016	5.58
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0015 J. LETOURNEAU	021-41-2016	1.98
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0008 C. ASHER	021-41-2016	1.35
CINTAS CORPORATION #451	42205247858	02/25/2025	EMP. 0019 M. LIPPOLDT	021-41-2016	1.26
CINTAS CORPORATION #451	4220704786	02/25/2025	ULTRACLEAN CLEANING SVCS.	001-03-2004	31.43
CINTAS CORPORATION #451	4220704786	02/25/2025	ULTRACLEAN CLEANING SVCS.	001-20-2004	31.43
CINTAS CORPORATION #451	4220704786	02/25/2025	ULTRACLEAN CLEANING SVCS.	010-30-2004	31.43
CINTAS CORPORATION #451	4220704786	02/25/2025	ULTRACLEAN CLEANING SVCS.	011-31-2004	31.43
CINTAS CORPORATION #451	4220704786	02/25/2025	ULTRACLEAN CLEANING SVCS.	021-41-2004	31.41
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0006 R. STOKES	001-03-2012	3.78
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0004 C. BARNARD	001-03-2012	7.34
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0011 K. STARK	001-03-2012	3.56
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0023 J. SNYDER	001-03-2012	5.93
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0021 C. LEWIS	001-03-2012	3.78
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.78
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0002 A. NGUYEN	001-03-2012	3.56
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0001 O. BAILEY	001-03-2012	5.93
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0012 C. BETTLES	001-20-2016	3.78
CINTAS CORPORATION #451	4221288992	02/25/2025	34X57 FENDER COVER - RED	010-30-2009	12.40
CINTAS CORPORATION #451	4221288992	02/25/2025	1000 MOISTURIZING SOAP	010-30-2009	1.10
CINTAS CORPORATION #451	4221288992	02/25/2025	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.86
CINTAS CORPORATION #451	4221288992	02/25/2025	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.43
CINTAS CORPORATION #451	4221288992	02/25/2025	SM SHOP TOWELS - RED	010-30-2009	7.64
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0016 Z. BATY	010-30-2016	13.03

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	4221288992	02/25/2025	UNIFORM ADVANTAGE	010-30-2016	14.90
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0020 C. ROSE	010-30-2016	5.93
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0017 E. SATTERFIELD	010-30-2016	7.12
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0005 M. LITCHFIELD	010-30-2016	5.59
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0015 J. LETOURNEAU	010-30-2016	1.97
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0008 C. ASHER	010-30-2016	1.36
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0019 M. LIPPOLDT	010-30-2016	1.26
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0007 S. RINEHART	010-30-2016	7.35
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0022 S. OVIEDO	010-30-2016	24.35
CINTAS CORPORATION #451	4221288992	02/25/2025	34X57 FENDER COVER - RED	011-31-2009	12.39
CINTAS CORPORATION #451	4221288992	02/25/2025	1000 MOISTURIZING SOAP	011-31-2009	1.09
CINTAS CORPORATION #451	4221288992	02/25/2025	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.85
CINTAS CORPORATION #451	4221288992	02/25/2025	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.43
CINTAS CORPORATION #451	4221288992	02/25/2025	SM SHOP TOWELS - RED	011-31-2009	7.63
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0018 M. MCELROY	011-31-2016	1.19
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0019 M. LIPPOLDT	011-31-2016	1.26
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0015 J. LETOURNEAU	011-31-2016	1.98
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0010 N. CABALLERO	011-31-2016	8.31
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0005 M. LITCHFIELD	011-31-2016	5.58
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0008 C. ASHER	011-31-2016	1.35
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0009 B. HALE	011-31-2016	8.60
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0007 S. RINEHART	011-31-2016	7.35
CINTAS CORPORATION #451	4221288992	02/25/2025	UNIFORM ADVANTAGE	011-31-2016	14.91
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0003 K. LYONS	011-31-2016	5.93
CINTAS CORPORATION #451	4221288992	02/25/2025	34X57 FENDER COVER - RED	021-41-2009	12.39
CINTAS CORPORATION #451	4221288992	02/25/2025	3X5 ACTIVE SCRAPER MAT	021-41-2009	0.42
CINTAS CORPORATION #451	4221288992	02/25/2025	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	0.85
CINTAS CORPORATION #451	4221288992	02/25/2025	1000 MOISTURIZING SOAP	021-41-2009	1.09
CINTAS CORPORATION #451	4221288992	02/25/2025	SM SHOP TOWELS - RED	021-41-2009	7.63
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0005 M. LITCHFIELD	021-41-2016	5.58
CINTAS CORPORATION #451	4221288992	02/25/2025	UNIFORM ADVANTAGE	021-41-2016	14.91
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0007 S. RINEHART	021-41-2016	7.35
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0019 M. LIPPOLDT	021-41-2016	1.26
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0018 M. MCELROY	021-41-2016	1.18
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0008 C. ASHER	021-41-2016	1.35
CINTAS CORPORATION #451	4221288992	02/25/2025	EMP. 0015 J. LETOURNEAU	021-41-2016	1.98
Vendor CINT0521 - CINTAS CORPORATION #451 Total:					4,863.47

Vendor: CITY0524 - CITY ATTORNEY ASSOCIATION

CITY ATTORNEY ASSOCIATION	6063	02/11/2025	2025 MEMBERSHIP DUES	001-06-2064	35.00
Vendor CITY0524 - CITY ATTORNEY ASSOCIATION Total:					35.00

Vendor: CITY0523 - CITY OF HAYSVILLE

CITY OF HAYSVILLE	02 06 2025 A	02/06/2025	PAYROLL DEDUCTION MED OPT 1	001-00-5056	12,154.78
CITY OF HAYSVILLE	02 06 2025 B	02/06/2025	PAYROLL DEDUCTION MED OPT 2	001-00-5056	3,891.94
CITY OF HAYSVILLE	02 06 2025 C	02/06/2025	PAYROLL DEDUCTION MED OPT 3	001-00-5056	9,055.97
CITY OF HAYSVILLE	02 06 2025 D	02/06/2025	PAYROLL DEDUCTION MED HDHP	001-00-5056	6,183.95
CITY OF HAYSVILLE	02 06 2025 E	02/06/2025	PAYROLL DEDUCTION COH VISION	001-00-2062	737.41
CITY OF HAYSVILLE	02 06 2025 F	02/06/2025	PAYROLL DEDUCTION COH DENTAL	001-00-2050	688.60
CITY OF HAYSVILLE	02 06 2025 G	02/06/2025	PAYROLL DEDUCTION COH DENTAL	001-00-2050	2,044.74
CITY OF HAYSVILLE	INV0002612	02/21/2025	PAYROLL DEDUCTION COH DENTAL	001-00-2050	688.60
CITY OF HAYSVILLE	INV0002622	02/21/2025	PAYROLL DEDUCTION MED OPT 1	001-00-5056	12,154.78

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITY OF HAYSVILLE	INV0002623	02/21/2025	PAYROLL DEDUCTION MED OPT 2	001-00-5056	3,891.94
CITY OF HAYSVILLE	INV0002624	02/21/2025	PAYROLL DEDUCTION MED OPT 3	001-00-5056	9,055.97
CITY OF HAYSVILLE	INV0002625	02/21/2025	PAYROLL DEDUCTION MED HDHP	001-00-5056	6,183.95
Vendor CITY0523 - CITY OF HAYSVILLE Total:					66,732.63
Vendor: CITY2309 - CITYCODE FINANCIAL, LLC.					
CITYCODE FINANCIAL, LLC.	1866	02/11/2025	2025 ANNUAL FEE - SOFTWARE CODIFICATION FEE	001-10-2040	1,500.00
Vendor CITY2309 - CITYCODE FINANCIAL, LLC. Total:					1,500.00
Vendor: COLO0570 - COLONIAL LIFE & ACCIDENT INS					
COLONIAL LIFE & ACCIDENT I	INV0002610	02/21/2025	PAYROLL DEDUCTION COLONIAL	001-00-2058	345.69
COLONIAL LIFE & ACCIDENT I	INV0002611	02/21/2025	PAYROLL DEDUCTION COLONIAL	001-00-2053	263.87
Vendor COLO0570 - COLONIAL LIFE & ACCIDENT INS Total:					609.56
Vendor: CONT0607 - CONTINENTAL TRUCK ACCESSORIES					
CONTINENTAL TRUCK ACCESS	236754	02/11/2025	INSTALLATION: SWING CASE SC100 TOOL BOXES	010-30-2009	120.00
CONTINENTAL TRUCK ACCESS	236754	02/11/2025	SWING CASE SC100 TOOL BOX 2EA. (TRK #13)	010-30-2009	440.00
CONTINENTAL TRUCK ACCESS	236754	02/11/2025	ARMOR FLEX TRUCK BED COVER 1EA. (TRK #13)	010-30-2009	1,449.00
CONTINENTAL TRUCK ACCESS	236754	02/11/2025	INSTALLATION: ARMOR FLEX TRUCK BED COVER	010-30-2009	75.00
CONTINENTAL TRUCK ACCESS	34111	02/25/2025	LABOR: PULL HEADACHE RACK & LIGHT BAR	011-31-2006	125.00
CONTINENTAL TRUCK ACCESS	34111	02/25/2025	TRUX TONNEAU MATE TOOL BOX 1EA. (TRK #39)	011-31-2006	529.00
CONTINENTAL TRUCK ACCESS	34111	02/25/2025	TRUX TRUCK BED COVER 1EA. (TRK #39)	011-31-2006	679.00
CONTINENTAL TRUCK ACCESS	34111	02/25/2025	INSTALLATION: TRUCK BED COVER/TOOL BOX	011-31-2006	200.00
Vendor CONT0607 - CONTINENTAL TRUCK ACCESSORIES Total:					3,617.00
Vendor: COOP0613 - COOPER LAW OFFICES LLC					
COOPER LAW OFFICES LLC	01 29 2025 STMNT.	02/11/2025	CASE #22-1390 A. MCCAFFER	001-06-2037	75.00
COOPER LAW OFFICES LLC	01 29 2025 STMNT.	02/11/2025	CASE #24-4184 S. FINNEY	001-06-2037	75.00
COOPER LAW OFFICES LLC	01 29 2025 STMNT.	02/11/2025	CASE #21-1272 K. WILLIS	001-06-2037	75.00
Vendor COOP0613 - COOPER LAW OFFICES LLC Total:					225.00
Vendor: COXC0636 - COX BUSINESS					
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-01-2002	389.67
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-02-2002	1,184.58
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-04-2002	39.94
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-06-2002	97.42
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-18-2002	156.84
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-21-2002	39.94
COX BUSINESS	FEB 2025 - CITY/PD/COURT	02/11/2025	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-22-2002	39.94
COX BUSINESS	FEB 2025 - PW	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	001-03-2002	28.92
COX BUSINESS	FEB 2025 - PW	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	001-20-2002	28.92
COX BUSINESS	FEB 2025 - PW	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	010-30-2002	28.93

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COX BUSINESS	FEB 2025 - PW	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	011-31-2002	28.92
COX BUSINESS	FEB 2025 - PW	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	021-41-2002	28.92
COX BUSINESS	FEB 2025 - PW WWTP	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	001-03-2002	1.30
COX BUSINESS	FEB 2025 - PW WWTP	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	001-20-2002	1.30
COX BUSINESS	FEB 2025 - PW WWTP	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	010-30-2002	1.32
COX BUSINESS	FEB 2025 - PW WWTP	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	011-31-2002	1.30
COX BUSINESS	FEB 2025 - PW WWTP	02/11/2025	PW - MONTHLY CABLE/DATA SVCS.	021-41-2002	1.30
COX BUSINESS	FEB 2025 - HAC	02/25/2025	HAC - MONTHLY DATA SVC.	030-50-2002	142.78
COX BUSINESS	FEB 2025 - HAC	02/25/2025	HAC - MONTHLY CABLE SVC.	030-50-2003	82.03
Vendor COXC0636 - COX BUSINESS Total:					2,324.27

Vendor: DANI1013 - DANIELLE GABOR

DANIELLE GABOR	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	092-66-3001	35.00
Vendor DANI1013 - DANIELLE GABOR Total:					35.00

Vendor: DEBC1276 - DEB CRUM

DEB CRUM	02 03 2025	02/03/2025	PROFESSIONAL PHOTOGRAPHY SERVICES - 02	030-50-2092	300.00
Vendor DEBC1276 - DEB CRUM Total:					300.00

Vendor: DOJA0326 - DOJANG LLC

DOJANG LLC	JAN 2025	02/03/2025	TAE KWON DO LESSONS - JAN 2025	030-50-1250	736.00
Vendor DOJA0326 - DOJANG LLC Total:					736.00

Vendor: DONO0799 - DONOVAN AUTO & TRUCK CENTER

DONOVAN AUTO & TRUCK CE	251008BUW	02/25/2025	HOSE 1EA. - TRK #43	010-30-2006	250.97
Vendor DONO0799 - DONOVAN AUTO & TRUCK CENTER Total:					250.97

Vendor: EASY0842 - EASY ICE, LLC.

EASY ICE, LLC.	01562779	02/25/2025	ICE MACHINE SVCS. - FEB 2025 (SR. CNTR.KITCHEN)	001-12-2040	226.00
EASY ICE, LLC.	01562779	02/25/2025	PARTS REPLACED: FILTER	001-12-2040	73.35
Vendor EASY0842 - EASY ICE, LLC. Total:					299.35

Vendor: EMCI0869 - EMC INSURANCE COMPANIES

EMC INSURANCE COMPANIES	7001835013	02/11/2025	NSURANCE PREMIUM - INSTALLMENT CHARGE	001-10-2020	5.00
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - SPCL FUNDS	001-10-2020	6,515.21
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - SR. CNTR.	001-12-2020	470.30
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - SEWER DEPT.	010-30-2020	1,578.50
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - WATER DEPT.	011-31-2020	4,264.00
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - STREET DEPT.	021-41-2020	2,691.98
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - SPCL LIABILITY CVRG.	027-47-2020	5,502.95
EMC INSURANCE COMPANIES	7001835013	02/11/2025	INSURANCE PREMIUM - RECREATION DEPT.	030-50-2020	568.69
Vendor EMCI0869 - EMC INSURANCE COMPANIES Total:					21,596.63

Vendor: ENTE0882 - ENTERPRISE FM TRUST

ENTERPRISE FM TRUST	632855-020625	02/11/2025	VEH. 27JM6Q LEASE - PATROL CAR #03-23 (PD)	024-44-2080	925.09
ENTERPRISE FM TRUST	632855-020625	02/11/2025	VEH. 27JM78 LEASE - PATROL CAR #08-23 (PD)	024-44-2080	922.67
ENTERPRISE FM TRUST	632855-020625	02/11/2025	VEH. 282B8D LEASE - TRK #01 (PW DIRECTOR)	081-66-3001	1,052.37

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ENTERPRISE FM TRUST	632855-020625	02/11/2025	VEH. 27JMDV LEASE - TRK #21 (PARK DEPT.)	081-66-3001	1,162.66
ENTERPRISE FM TRUST	632855-020625	02/11/2025	VEH. 27JMDQ LEASE - TRK #39 (WATER DEPT.)	081-66-3001	1,182.17
ENTERPRISE FM TRUST	632855-020625	02/11/2025	VEH. 28PWPD LEASE - TRK #111 (PW DUMP TRK)	081-66-3001	77,767.21
Vendor ENTE0882 - ENTERPRISE FM TRUST Total:					83,012.17
Vendor: EULA1050 - EULA MCKINLEY					
EULA MCKINLEY	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	001-12-2003	35.00
Vendor EULA1050 - EULA MCKINLEY Total:					35.00
Vendor: EURO0900 - EUROFINS EATON ANALYTICAL, LLC.					
EUROFINS EATON ANALYTICAL	8100120059	02/11/2025	ANALYTICAL TESTING	011-31-2040	508.00
Vendor EURO0900 - EUROFINS EATON ANALYTICAL, LLC. Total:					508.00
Vendor: EVAN2001 - EVAN SHAW					
EVAN SHAW	02 25 2025 DEP	02/25/2025	2025 PIT060 CONCERT - DEPOSIT	001-10-2054	100.00
Vendor EVAN2001 - EVAN SHAW Total:					100.00
Vendor: EVER0904 - EVERGY					
EVERGY	JAN 2025	02/03/2025	ACCT. 3309929818 - 403 S. JANE (ANIMAL CNTRL)	001-02-2013	169.13
EVERGY	JAN 2025	02/03/2025	ACCT. 2232633084 - 362 MOY (PEARTREE PARK)	001-03-2003	58.97
EVERGY	JAN 2025	02/03/2025	ACCT. 5833997608 - 706 SARAH LN. (RIGGS PARK)	001-03-2003	35.64
EVERGY	JAN 2025	02/03/2025	ACCT. 3746970641 - 1327 W. HANNAH (TMBRLANE POND)	001-03-2003	126.34
EVERGY	JAN 2025	02/03/2025	ACCT. 6012408441 - 400 W. 79TH ST. (DORNER-A)	001-03-2003	93.02
EVERGY	JAN 2025	02/03/2025	ACCT. 3316912332 - 354 PARK (TIMBERLANE SHLTR)	001-03-2003	35.30
EVERGY	JAN 2025	02/03/2025	ACCT. 8414219424 - 1200 E. DIRCK (ORCHARD ACRES)	001-03-2003	31.06
EVERGY	JAN 2025	02/03/2025	ACCT. 3948196248 - 950 FREEMAN (WHISLER PARK)	001-03-2003	70.15
EVERGY	JAN 2025	02/03/2025	ACCT. 3878024307 - 2330 COUNTRY LKS (CNTRY LKS PK)	001-03-2003	28.82
EVERGY	JAN 2025	02/03/2025	ACCT. 8496264823 - 6545 MABEL (P/C PARK)	001-03-2003	34.89
EVERGY	JAN 2025	02/03/2025	ACCT. 8604638840 - 706 SARAH LN (RIGGS PARK)	001-03-2003	156.04
EVERGY	JAN 2025	02/03/2025	ACCT. 0903609843 - 400 W. 79TH ST (DORNER PARK-B)	001-03-2003	674.16
EVERGY	JAN 2025	02/03/2025	ACCT. 0217152773 - 706 SARAH LN. (RIGGS PARK RR)	001-03-2003	195.75
EVERGY	JAN 2025	02/03/2025	ACCT. 7129262547 - 608 CHATTA (KIRBY PARK)	001-03-2003	207.74
EVERGY	JAN 2025	02/03/2025	ACCT. 3323064332 - 700 SARAH LN. (RIGGS STAGE)	001-03-2003	143.77
EVERGY	JAN 2025	02/03/2025	ACCT. 4597200027 - 109 N. DELOS (BIKE PATH)	001-08-2003	128.31
EVERGY	JAN 2025	02/03/2025	ACCT. 1512076766 - 504 HEMPHILL (BIKE PATH)	001-08-2003	52.30
EVERGY	JAN 2025	02/03/2025	ACCT. 7825645624 - 1101 TIMBERLANE (BIKE PATH)	001-08-2003	56.92
EVERGY	JAN 2025	02/03/2025	ACCT. 3714835885 - 7665 S. MERIDIAN (ANTIQUE)	001-08-2003	62.92
EVERGY	JAN 2025	02/03/2025	ACCT. 9774332007 - 356 PARK DR. (BIKE PATH)	001-08-2003	68.88
EVERGY	JAN 2025	02/03/2025	ACCT. 0068549324 - STREET LIGHTS (CITY)	001-08-2003	7,633.50
EVERGY	JAN 2025	02/03/2025	ACCT. 0373111427 - 302 W. GRAND (BIKE PATH)	001-08-2003	74.66

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EVERGY	JAN 2025	02/03/2025	ACCT. 1180533681 - 324 PEACH CIRCLE (BIKE PATH)	001-08-2003	112.92
EVERGY	JAN 2025	02/03/2025	ACCT. 2627184607 - 413 S. JANE (BIKE PATH)	001-08-2003	149.08
EVERGY	JAN 2025	02/03/2025	ACCT. 1260297980 - 6650 S. MERIDIAN (ANTIQUE)	001-08-2003	74.13
EVERGY	JAN 2025	02/03/2025	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	001-09-2003	484.35
EVERGY	JAN 2025	02/03/2025	ACCT. 2490700084 - 140 N. MAIN (VICKER'S)	001-09-2003	408.37
EVERGY	JAN 2025	02/03/2025	ACCT. 7257876884 - 209 HAYS (WIRE HOUSE)	001-09-2003	653.10
EVERGY	JAN 2025	02/03/2025	ACCT. 3331523331 - 102 TURKLE (SIREN)	001-09-2003	30.20
EVERGY	JAN 2025	02/03/2025	ACCT. 8370808681 - 130 E. 2ND ST. (COMM. BLDG.)	001-09-2003	127.91
EVERGY	JAN 2025	02/03/2025	ACCT. 2079369209 - 7228 S. BROADWAY (SIREN)	001-09-2003	30.43
EVERGY	JAN 2025	02/03/2025	ACCT. 3101322742 - 200 S. MAIN (BLACKSMITH SHOP)	001-09-2003	1,023.19
EVERGY	JAN 2025	02/03/2025	ACCT. 3301409293 - 200 W. GRAND (PD CARPORT)	001-09-2003	35.60
EVERGY	JAN 2025	02/03/2025	ACCT. 2704313228 - 130 W. GRAND (PD/COURT)	001-09-2003	1,132.57
EVERGY	JAN 2025	02/03/2025	ACCT. 4744686382 - 160 E. KARLA (SR. CNTR.)	001-12-2003	566.43
EVERGY	JAN 2025	02/03/2025	ACCT. 1453270722 - 208 PIRNER (LIFT STATION)	010-30-2003	75.02
EVERGY	JAN 2025	02/03/2025	ACCT. 3313621012 - 140 MARLEN (LIFT STATION)	010-30-2003	264.36
EVERGY	JAN 2025	02/03/2025	ACCT. 3298394816 - 2369 E. EMMETT (LIFT STATION)	010-30-2003	95.60
EVERGY	JAN 2025	02/03/2025	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	010-30-2003	484.21
EVERGY	JAN 2025	02/03/2025	ACCT. 3313590254 - 702 S. MAIN (LIFT STATION)	010-30-2003	436.45
EVERGY	JAN 2025	02/03/2025	ACCT. 8897913841 - 904 GROVER (LIFT STATION)	010-30-2003	149.72
EVERGY	JAN 2025	02/03/2025	ACCT. 7903172642 - 428 S. JANE (WWTP)	010-30-2003	9,379.92
EVERGY	JAN 2025	02/03/2025	ACCT. 3470853389 - 600 CHATTA (LIFT STATION)	010-30-2003	228.28
EVERGY	JAN 2025	02/03/2025	ACCT. 5254492302 - 1249 S. WARD PKWY (LIFT STAT)	010-30-2003	613.94
EVERGY	JAN 2025	02/03/2025	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	010-30-2003	237.47
EVERGY	JAN 2025	02/03/2025	ACCT. 0776795629 - 551 S. DELOS (OLD SEWER PLANT)	010-30-2003	1,245.34
EVERGY	JAN 2025	02/03/2025	ACCT. 3341950975 - 400 E. 4TH (PUMP STATION)	011-31-2003	3,894.89
EVERGY	JAN 2025	02/03/2025	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	011-31-2003	237.41
EVERGY	JAN 2025	02/03/2025	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	011-31-2003	484.21
EVERGY	JAN 2025	02/03/2025	ACCT. 3304362251 - 1915 W. GRAND (WATER TOWER)	011-31-2003	199.36
EVERGY	JAN 2025	02/03/2025	ACCT. 5462092875 - 412 E. 4TH ST. (WTR STG BLDG)	011-31-2003	70.17
EVERGY	JAN 2025	02/03/2025	ACCT. 8398485640 - 527 SARAH LN. (MUN. POOL)	012-32-2003	128.99
EVERGY	JAN 2025	02/03/2025	ACCT. 3323218134 - SCHOOL SIGNALS (CITY)	021-41-2003	67.74
EVERGY	JAN 2025	02/03/2025	ACCT. 5382206596 - 521 E. GRAND (CROSSWALK)	021-41-2003	36.03

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Payment Dates: 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EVERGY	JAN 2025	02/03/2025	ACCT. 6883862366 - 1010 W. GRAND (STR SIGNAL)	021-41-2003	34.87
EVERGY	JAN 2025	02/03/2025	ACCT. 1436937808 - 1600 W. GRAND (STR SIGNAL)	021-41-2003	154.22
EVERGY	JAN 2025	02/03/2025	ACCT. 2550346384 - 102 N. MAIN (STR SIGNAL)	021-41-2003	196.49
EVERGY	JAN 2025	02/03/2025	ACCT. 3231109642 - 209 S. MAIN (CROSSWALK)	021-41-2003	331.65
EVERGY	JAN 2025	02/03/2025	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	021-41-2003	237.41
EVERGY	JAN 2025	02/03/2025	ACCT. 3295103493 - 7201 S. BROADWAY (STR SIGNAL)	021-41-2003	104.79
EVERGY	JAN 2025	02/03/2025	ACCT. 4124389666 - 257 N. MAIN (STR. SIGNAL)	021-41-2003	118.97
EVERGY	JAN 2025	02/03/2025	ACCT. 4383028826 - 902 W. GRAND (CROSSWALK)	021-41-2003	33.17
EVERGY	JAN 2025	02/03/2025	ACCT. 2955167783 - 523 SARAH LN. (HAC)	030-50-2003	1,480.00
EVERGY	JAN 2025	02/03/2025	ACCT. 8743920263 - 665 W. 63RD ST. (P/C SPORTS)	030-50-3065	150.90
Vendor EVER0904 - EVERGY Total:					36,138.13
Vendor: FAST0937 - FASTENAL COMPANY					
FASTENAL COMPANY	KSWIC268293	02/25/2025	USS F/W 3/8" Z 200 EA.	021-41-2009	14.60
FASTENAL COMPANY	KSWIC268293	02/25/2025	HCS 3/8 - 16 X 3" Z 5 200 EA.	021-41-2009	69.60
FASTENAL COMPANY	KSWIC268293	02/25/2025	3/8 - 16 NYLOCK Z 100 EA.	021-41-2009	14.34
Vendor FAST0937 - FASTENAL COMPANY Total:					98.54
Vendor: FBI-0939 - FBI - LEEDA					
FBI - LEEDA	42397071-25	02/25/2025	2025 ANNUAL DUES	001-02-2012	50.00
Vendor FBI-0939 - FBI - LEEDA Total:					50.00
Vendor: UNUM2882 - FIRST UNUM LIFE INSURANCE COMPANY					
FIRST UNUM LIFE INSURANCE	INV0002628	02/21/2025	PAYROLL DEDUCTION UNUM	001-00-2000	258.40
FIRST UNUM LIFE INSURANCE	INV0002629	02/21/2025	PAYROLL DEDUCTION UNUM	001-00-2000	2.09
Vendor UNUM2882 - FIRST UNUM LIFE INSURANCE COMPANY Total:					260.49
Vendor: FLUI0973 - FLUID EQUIPMENT					
FLUID EQUIPMENT	5615548	02/25/2025	1/2" NPT/F, SST CHECK VALVE 2EA. (ROTARY PRESS)	010-30-2006	492.23
Vendor FLUI0973 - FLUID EQUIPMENT Total:					492.23
Vendor: FOLE0975 - FOLEY EQUIPMENT					
FOLEY EQUIPMENT	PS000365746	02/11/2025	BOLT 10EA. - CAT 924 LOADER	021-41-2006	56.00
FOLEY EQUIPMENT	PS000365746	02/11/2025	NUT 10EA. - CAT 924 LOADER	021-41-2006	36.00
Vendor FOLE0975 - FOLEY EQUIPMENT Total:					92.00
Vendor: FRAN0625 - FRANCISCO S.CORTEZ III					
FRANCISCO S.CORTEZ III	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	030-50-2002	35.00
Vendor FRAN0625 - FRANCISCO S.CORTEZ III Total:					35.00
Vendor: GALL1019 - GALLS LLC					
GALLS LLC	030268154	02/11/2025	MENS TEX TROP2 UNIF. TROUSER PANT 1EA.	001-02-2016	57.95
GALLS LLC	030312550	02/25/2025	TEXTROP2 MENS ZIPPERED SHIRT 1EA.	001-02-2016	56.95
Vendor GALL1019 - GALLS LLC Total:					114.90
Vendor: GEAR1033 - GEAR CONNEXION LLC					
GEAR CONNEXION LLC	02 25 2025 DEP	02/25/2025	2025 JULY 4TH CONCERT - DEPOSIT	001-10-2054	550.00
Vendor GEAR1033 - GEAR CONNEXION LLC Total:					550.00
Vendor: HACH1109 - HACH COMPANY					
HACH COMPANY	14361418	02/25/2025	REAGENT SET, CHLORINE FREE CL17 6EA.	011-31-2009	475.30
Vendor HACH1109 - HACH COMPANY Total:					475.30

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: HAMP1124 - HAMPEL OIL					
HAMPEL OIL	91922205	02/11/2025	MOBIL DTE 10 EXCEL 46 HYDRAULIC OIL, 5 GAL.	001-03-2006	202.04
HAMPEL OIL	91923746	02/11/2025	UNLEADED FUEL 1,300 GAL.	001-02-2010	3,133.00
HAMPEL OIL	91923746	02/11/2025	DIESEL FUEL 500 GAL.	010-30-2010	1,390.00
HAMPEL OIL	91930815	02/25/2025	UNLEADED FUEL 1,200 GAL.	001-02-2010	2,940.00
HAMPEL OIL	91930815	02/25/2025	DIESEL FUEL 494 GAL.	010-30-2010	1,373.33
Vendor HAMP1124 - HAMPEL OIL Total:					9,038.37
Vendor: HAYS1158 - HAYSVILLE CHAMBER OF COMMERCE					
HAYSVILLE CHAMBER OF COM	L2025-500	02/11/2025	JAN 2025 - CHAMBER LUNCHEON	001-04-2015	15.00
HAYSVILLE CHAMBER OF COM	L2025-500	02/11/2025	JAN 2025 - CHAMBER LUNCHEON	001-18-2015	30.00
Vendor HAYS1158 - HAYSVILLE CHAMBER OF COMMERCE Total:					45.00
Vendor: HAYS1160 - HAYSVILLE COMMUNITY LIBRARY					
HAYSVILLE COMMUNITY LIBR	02 11 2025	02/11/2025	LIBRARY - MOTOR VEHICLE	025-45-2012	1,547.39
HAYSVILLE COMMUNITY LIBR	02 11 2025	02/11/2025	LIBRARY - COMM. VEHICLE TA	025-45-2012	275.04
HAYSVILLE COMMUNITY LIBR	02 11 2025	02/11/2025	LIBRARY - WATERCRAFT TAX	025-45-2012	170.90
HAYSVILLE COMMUNITY LIBR	02 11 2025	02/11/2025	LIBRARY - REC. VEHICLE	025-45-2012	18.96
HAYSVILLE COMMUNITY LIBR	02 11 2025	02/11/2025	LIBRARY - AD-VALOREM DISTR	025-45-2012	258,854.68
HAYSVILLE COMMUNITY LIBR	02 11 2025	02/11/2025	LIBRARY - BACK TAX	025-45-2012	6,262.43
Vendor HAYS1160 - HAYSVILLE COMMUNITY LIBRARY Total:					267,129.40
Vendor: HAYS1177 - HAYSVILLE RENTAL CENTER					
HAYSVILLE RENTAL CENTER	113312	02/11/2025	PURCHASE: OXYGEN K200 GAS 01/23/2025	001-03-2009	22.69
HAYSVILLE RENTAL CENTER	113312	02/11/2025	PURCHASE: OXYGEN K200 GAS 01/23/2025	010-30-2009	22.68
HAYSVILLE RENTAL CENTER	113312	02/11/2025	PURCHASE: OXYGEN K200 GAS 01/23/2025	011-31-2009	22.69
HAYSVILLE RENTAL CENTER	113312	02/11/2025	PURCHASE: OXYGEN K200 GAS 01/23/2025	021-41-2009	22.69
Vendor HAYS1177 - HAYSVILLE RENTAL CENTER Total:					90.75
Vendor: HAYS1187 - HAYSVILLE TRUE VALUE					
HAYSVILLE TRUE VALUE	STMNT. 01/31/2025	02/11/2025	STMNT. 01/31/2025 - MONTHLY HARDWARE SUPPLIES	001-03-2009	132.83
HAYSVILLE TRUE VALUE	STMNT. 01/31/2025	02/11/2025	STMNT. 01/31/2025 - MONTHLY HARDWARE SUPPLIES	010-30-2006	335.09
HAYSVILLE TRUE VALUE	STMNT. 01/31/2025	02/11/2025	STMNT. 01/31/2025 - MONTHLY HARDWARE SUPPLIES	010-30-2009	1.75
HAYSVILLE TRUE VALUE	STMNT. 01/31/2025	02/11/2025	STMNT. 01/31/2025 - MONTHLY HARDWARE SUPPLIES	011-31-2009	9.03
HAYSVILLE TRUE VALUE	STMNT. 01/31/2025	02/11/2025	STMNT. 01/31/2025 - MONTHLY HARDWARE SUPPLIES	021-41-2009	240.94
Vendor HAYS1187 - HAYSVILLE TRUE VALUE Total:					719.64
Vendor: HAYS1189 - HAYSVILLE USD 261					
HAYSVILLE USD 261	12051	02/11/2025	LATCHKEY - DRIVER PAY & MILEAGE - 01/03/2025	030-50-2094	78.06
Vendor HAYS1189 - HAYSVILLE USD 261 Total:					78.06
Vendor: HSAA1200 - HSA AARON KIRCHERT					
HSA AARON KIRCHERT	02 06 2025	02/06/2025	HSA A/C: [REDACTED] AARON KIRCHERT	001-00-2061	100.00
HSA AARON KIRCHERT	INV0002631	02/21/2025	HSA A/C: [REDACTED] AARON KIRCHERT	001-00-2061	100.00
Vendor HSAA1200 - HSA AARON KIRCHERT Total:					200.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: HSAA1940 - HSA ANGELA RIEDEL					
HSA ANGELA RIEDEL	02 06 2025	02/06/2025	HSA A/C: [REDACTED] Angela Riedl	001-00-2061	50.00
HSA ANGELA RIEDEL	INV0002630	02/21/2025	HSA A/C: [REDACTED] Angela Riedl	001-00-2061	50.00
Vendor HSAA1940 - HSA ANGELA RIEDEL Total:					100.00
Vendor: HSAD1961 - HSA DANIELLE GABOR					
HSA DANIELLE GABOR	02 06 2025	02/06/2025	HSA A/C: [REDACTED] DANIELLE GABOR	001-00-2061	75.00
HSA DANIELLE GABOR	INV0002635	02/21/2025	HSA A/C: [REDACTED] DANIELLE GABOR	001-00-2061	75.00
Vendor HSAD1961 - HSA DANIELLE GABOR Total:					150.00
Vendor: HSAR1282 - HSA ROBERT ARNESON					
HSA ROBERT ARNESON	02 06 2025	02/06/2025	HSA A/C: [REDACTED] ROBERT ARNESON	001-00-2061	100.00
HSA ROBERT ARNESON	INV0002636	02/21/2025	HSA A/C: [REDACTED] ROBERT ARNESON	001-00-2061	100.00
Vendor HSAR1282 - HSA ROBERT ARNESON Total:					200.00
Vendor: HSAS1201 - HSA SAMUEL ARNOLD					
HSA SAMUEL ARNOLD	02 06 2025	02/06/2025	HSA A/C: [REDACTED] SAMUEL ARNOLD	001-00-2061	320.00
HSA SAMUEL ARNOLD	INV0002634	02/21/2025	HSA A/C: [REDACTED] SAMUEL ARNOLD	001-00-2061	320.00
Vendor HSAS1201 - HSA SAMUEL ARNOLD Total:					640.00
Vendor: HSAS1284 - HSA SEAN RINEHART					
HSA SEAN RINEHART	02 06 2025	02/06/2025	HSA A/C: [REDACTED] SEAN RINEHART	001-00-2061	30.00
HSA SEAN RINEHART	INV0002632	02/21/2025	HSA A/C: [REDACTED] SEAN RINEHART	001-00-2061	30.00
Vendor HSAS1284 - HSA SEAN RINEHART Total:					60.00
Vendor: HSAW1283 - HSA WILLIAM BLACK					
HSA WILLIAM BLACK	02 06 2025	02/06/2025	HSA A/C: [REDACTED] WILLIAM BLACK	001-00-2061	345.83
HSA WILLIAM BLACK	INV0002633	02/21/2025	HSA A/C: [REDACTED] WILLIAM BLACK	001-00-2061	345.83
Vendor HSAW1283 - HSA WILLIAM BLACK Total:					691.66
Vendor: HUNT1708 - HUNTER SIMONS					
HUNTER SIMONS	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 6 HRS. 01/25/2025	030-50-1250	54.00
HUNTER SIMONS	02 25 2025	02/25/2025	REFEREE TT FLAG FOOTBALL 1 HR. 02/17/2025	030-50-1250	15.00
Vendor HUNT1708 - HUNTER SIMONS Total:					69.00
Vendor: HUTC1305 - HUTCHINSON SALT COMPANY					
HUTCHINSON SALT COMPANY	193507	02/25/2025	ROCK SALT - ASTM GRADE 1 - 14.57 TONS	021-41-2009	495.38
Vendor HUTC1305 - HUTCHINSON SALT COMPANY Total:					495.38
Vendor: IAEI1319 - IAEI - KANSAS SUNFLOWER CHAPTER					
IAEI - KANSAS SUNFLOWER C	2025 IAEI CONF	02/11/2025	2025 ANNUAL IAEI CONFERENCE - CHAD BETTLES	001-20-2015	300.00
Vendor IAEI1319 - IAEI - KANSAS SUNFLOWER CHAPTER Total:					300.00
Vendor: ICI1323 - ICI					
ICI	19949	02/11/2025	PUBLIC OFFICIAL BOND - CITY CLERK/TREASURER	001-01-2004	180.00
Vendor ICI1323 - ICI Total:					180.00
Vendor: ILYS1630 - ILYSIA DYCK					
ILYSIA DYCK	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 1 HR. 01/25/2025	030-50-1250	20.00
ILYSIA DYCK	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 3 HRS. 01/25/2025	030-50-1250	27.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ILYSIA DYCK	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 1 HR. 01/25/2025	030-50-1250	16.00
Vendor ILYS1630 - ILYSIA DYCK Total:					63.00
Vendor: INST1364 - INSTANT TIRE SERVICE					
INSTANT TIRE SERVICE	29216	02/11/2025	SHOP SUPPLIES: O-RINGS	021-41-2006	12.00
INSTANT TIRE SERVICE	29216	02/11/2025	TIRE SERVICE 01/31/2025 - JD 544K LOADER	021-41-2006	190.00
Vendor INST1364 - INSTANT TIRE SERVICE Total:					202.00
Vendor: INTE1369 - INTERLINGUAL INTERPRETING SVCS					
INTERLINGUAL INTERPRETING	1012	02/11/2025	INTERPRETATION SVCS. 01/14/2025 - CASE #2024-740	001-06-2012	59.00
Vendor INTE1369 - INTERLINGUAL INTERPRETING SVCS Total:					59.00
Vendor: INTR1381 - INTRUST BANK					
INTRUST BANK	02 07 2025 FED (A)	02/07/2025	FED DEPOSIT	001-00-2010	13,013.40
INTRUST BANK	02 07 2025 FED (B) - CREDIT	02/07/2025	FED DEPOSIT	001-00-2010	-446.65
INTRUST BANK	02 07 2025 FED (C) - ADJ.	02/07/2025	FED DEPOSIT	001-00-2010	10.35
INTRUST BANK	02 07 2025 FICA (A)	02/07/2025	FICA DEPOSIT	001-00-2020	5,752.78
INTRUST BANK	02 07 2025 FICA (B)	02/07/2025	FICA DEPOSIT	001-00-2020	24,597.94
INTRUST BANK	02 07 2025 FICA (C) - CREDIT	02/07/2025	FICA DEPOSIT	001-00-2020	-85.68
INTRUST BANK	02 07 2025 FICA (D) - CREDIT	02/07/2025	FICA DEPOSIT	001-00-2020	-366.22
INTRUST BANK	02 07 2025 FICA (E) - ADJ.	02/07/2025	FICA DEPOSIT	001-00-2020	2.86
INTRUST BANK	02 07 2025 FICA (F) - ADJ.	02/07/2025	FICA DEPOSIT	001-00-2020	12.32
INTRUST BANK	INV0002643	02/21/2025	FED DEPOSIT	001-00-2010	13,537.96
INTRUST BANK	INV0002644	02/21/2025	FICA DEPOSIT	001-00-2020	25,514.60
INTRUST BANK	INV0002645	02/21/2025	FICA DEPOSIT	001-00-2020	5,967.10
Vendor INTR1381 - INTRUST BANK Total:					87,510.76
Vendor: INVE1385 - INVESTIGATIONS, LLC.					
INVESTIGATIONS, LLC.	7278	02/11/2025	PRE-EMPLOYMENT POLYGRAPH - R. VILLANUEVA	001-02-2012	100.00
Vendor INVE1385 - INVESTIGATIONS, LLC. Total:					100.00
Vendor: JACO1433 - JACOB BERENS					
JACOB BERENS	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 6 HRS. 01/25/2025	030-50-1250	54.00
Vendor JACO1433 - JACOB BERENS Total:					54.00
Vendor: JADA0175 - JADA ARNESON					
JADA ARNESON	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 6 HRS. 01/25/2025	030-50-1250	54.00
Vendor JADA0175 - JADA ARNESON Total:					54.00
Vendor: JADE1806 - JADEN SMITH					
JADEN SMITH	02 25 2025	02/25/2025	REFEREE TT FLAG FOOTBALL 1 HR. 02/10/2025	030-50-1250	15.00
Vendor JADE1806 - JADEN SMITH Total:					15.00
Vendor: JAXS1971 - JAXSON NOWELL					
JAXSON NOWELL	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 1 HR. 01/27/2025	030-50-1250	16.00
JAXSON NOWELL	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 3 HRS. 01/25/2025	030-50-1250	48.00
JAXSON NOWELL	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 2 HRS. 01/25/2025	030-50-1250	40.00
JAXSON NOWELL	02 25 2025	02/25/2025	REFEREE BASKETBALL 1 HR. 02/03/2025	030-50-1250	16.00
JAXSON NOWELL	02 25 2025	02/25/2025	REFEREE TT FLAG FOOTBALL 1 HR. 02/10/2025	030-50-1250	16.00
JAXSON NOWELL	02 25 2025	02/25/2025	REFEREE TT FLAG FOOTBALL 1 HR. 02/17/2025	030-50-1250	16.00
Vendor JAXS1971 - JAXSON NOWELL Total:					152.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: JCII1414 - JCI INDUSTRIES INC					
JCI INDUSTRIES INC	8277260	02/11/2025	30L/HR RELAY PUMP W/ RENU PUMPHEAD QDOS 30	010-30-2006	3,942.44
Vendor JCII1414 - JCI INDUSTRIES INC Total:					3,942.44
Vendor: JENN1402 - JENNIFER JACKSON					
JENNIFER JACKSON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 1.5 HRS. 01/14/2025	030-50-1250	22.50
JENNIFER JACKSON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 1.5 HRS. 01/21/2025	030-50-1250	22.50
JENNIFER JACKSON	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 1.5 HRS. 02/04/2025	030-50-1250	22.50
Vendor JENN1402 - JENNIFER JACKSON Total:					67.50
Vendor: JENN2597 - JENNIFER M. SOHM					
JENNIFER M. SOHM	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	030-50-2002	35.00
Vendor JENN2597 - JENNIFER M. SOHM Total:					35.00
Vendor: JILL2956 - JILL WARD					
JILL WARD	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	030-50-2002	35.00
Vendor JILL2956 - JILL WARD Total:					35.00
Vendor: JOHN1431 - JOHN DEERE FINANCIAL					
JOHN DEERE FINANCIAL	1001535324	02/11/2025	WINDOWPANE 1EA. - JD GATOR HPX	001-03-2006	639.43
JOHN DEERE FINANCIAL	1001538785	02/11/2025	LABEL 1EA. - JD 997 MOWER	001-03-2006	10.94
JOHN DEERE FINANCIAL	1001538785	02/11/2025	SCREW 2EA. - JD 997 MOWER	001-03-2006	2.40
Vendor JOHN1431 - JOHN DEERE FINANCIAL Total:					652.77
Vendor: K&AP1457 - K & A PROPERTY MAINTENANCE LLC					
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - OVEN CLEANING 2 HRS.	001-09-2040	65.00
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - CITY HALL	001-09-2040	693.00
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - COMMUNITY BLDG.	001-09-2040	124.00
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - MUNICIPAL COURT	001-09-2040	200.00
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - POLICE DEP	001-09-2040	576.00
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - SR. CNTR.	001-12-2040	554.00
K & A PROPERTY MAINTENAN	5209	02/03/2025	CLEANING SVCS. - HAC	030-50-2025	594.00
Vendor K&AP1457 - K & A PROPERTY MAINTENANCE LLC Total:					2,806.00
Vendor: KAIL1881 - KAILYN HOGAN					
KAILYN HOGAN	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	001-04-2002	35.00
Vendor KAIL1881 - KAILYN HOGAN Total:					35.00
Vendor: KANS1601 - KANSAS DEPARTMENT OF REVENUE					
KANSAS DEPARTMENT OF REV	02 07 2025 KS WITHHOLD (A)	02/07/2025	KANSAS WITHHOLDING TAX	001-00-2030	8,947.82
KANSAS DEPARTMENT OF REV	02 07 2025 KS WITHHOLD (B)	02/07/2025	KANSAS WITHHOLDING TAX	001-00-2030	-164.80
KANSAS DEPARTMENT OF REV	02 07 2025 KS WITHHOLD (C)	02/07/2025	KANSAS WITHHOLDING TAX	001-00-2030	5.54
KANSAS DEPARTMENT OF REV	INV0002642	02/21/2025	KANSAS WITHHOLDING TAX	001-00-2030	9,197.47
Vendor KANS1601 - KANSAS DEPARTMENT OF REVENUE Total:					17,986.03
Vendor: KANS1499 - KANSAS DEPT OF REVENUE					
KANSAS DEPT OF REVENUE	JAN 2025	02/11/2025	WATER SALES TAX - JAN 2025	011-31-2022	751.52
Vendor KANS1499 - KANSAS DEPT OF REVENUE Total:					751.52
Vendor: KANS1615 - KANSAS GAS SERVICE					
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1568420 18 - 403 S. JANE (ANIMAL CNTRL.)	001-02-2013	261.08
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1578976 27 - 200 W. GRAND (CITY/PD/COURT)	001-09-2003	145.90
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1308570 45 - 130 E. 2ND (COMM. BLDG.)	001-09-2003	201.02
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1578976 27 - 200 W. GRAND (CITY/PD/COURT)	001-09-2003	331.31
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 2003258 73 - 160 E. KARLA (SR. CNTR.)	001-12-2003	929.78

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	010-30-2003	297.00
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1600065 91 - 428 S. JANE (WWTP)	010-30-2003	2,383.54
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1600065 91 - 428 S. JANE (WWTP)	010-30-2003	1,508.11
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	010-30-2003	277.19
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	010-30-2003	170.15
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1308621 36 - 551 S. DELOS (OLD SEWER PLNT)	010-30-2003	46.35
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 2059216 64 - 412 E. 4TH ST. (WATER STORAGE)	011-31-2003	624.92
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	011-31-2003	170.10
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	011-31-2003	277.10
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	011-31-2003	296.91
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	021-41-2003	170.09
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	021-41-2003	296.92
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	021-41-2003	277.10
KANSAS GAS SERVICE	JAN 2025	02/03/2025	ACCT. 2032392 45 - 523 SARAH LN. (HAC)	030-50-2003	1,202.14
Vendor KANS1615 - KANSAS GAS SERVICE Total:					9,866.71
Vendor: KANS1623 - KANSAS MAYORS ASSOCIATION					
KANSAS MAYORS ASSOCIATIO	7026	02/03/2025	2025 MEMBERSHIP DUES - RUSS KESSLER	001-18-2012	50.00
Vendor KANS1623 - KANSAS MAYORS ASSOCIATION Total:					50.00
Vendor: KANS1627 - KANSAS ONE-CALL SYSTEM INC					
KANSAS ONE-CALL SYSTEM IN	5010293	02/11/2025	SEWER/WATER LOCATE FEES	010-30-2040	242.73
KANSAS ONE-CALL SYSTEM IN	5010293	02/11/2025	SEWER/WATER LOCATE FEES	011-31-2040	242.72
KANSAS ONE-CALL SYSTEM IN	5010294	02/11/2025	SEWER/WATER LOCATE FEES	010-30-2040	493.43
Vendor KANS1627 - KANSAS ONE-CALL SYSTEM INC Total:					978.88
Vendor: KANS1629 - KANSAS PAYMENT CENTER					
KANSAS PAYMENT CENTER	02 06 2025 A	02/06/2025	SG09DM003555	001-00-2057	213.00
KANSAS PAYMENT CENTER	02 06 2025 B	02/06/2025	SG15DM007951	001-00-2057	61.54
KANSAS PAYMENT CENTER	02 06 2025 C	02/06/2025	SG19DM005637	001-00-2057	887.54
KANSAS PAYMENT CENTER	02 06 2025 D	02/06/2025	SG22DM05556	001-00-2057	184.62
KANSAS PAYMENT CENTER	INV0002637	02/21/2025	SG22DM05556	001-00-2057	184.62
KANSAS PAYMENT CENTER	INV0002638	02/21/2025	SG09DM003555	001-00-2057	213.00
KANSAS PAYMENT CENTER	INV0002639	02/21/2025	SG15DM007951	001-00-2057	61.54
KANSAS PAYMENT CENTER	INV0002640	02/21/2025	SG19DM005637	001-00-2057	887.54
Vendor KANS1629 - KANSAS PAYMENT CENTER Total:					2,693.40
Vendor: KANS1568 - KANSAS RURAL WATER ASSOCIATION					
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - T. MARTINEZ	010-30-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - C. TOPINKA	010-30-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - B. HALE	010-30-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - M. LIPPOLDT	010-30-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - K. LYONS	011-31-2015	205.00
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - L. BREWER	011-31-2015	205.00

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KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - T. MARTINEZ	011-31-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - C. TOPINKA	011-31-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - M. LIPPOLDT	011-31-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - B. HALE	011-31-2015	68.33
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - N. CABALLERO	011-31-2015	205.00
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - J. SIMONS	021-41-2015	205.00
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - T. MARTINEZ	021-41-2016	68.34
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - C. TOPINKA	021-41-2016	68.34
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - M. LIPPOLDT	021-41-2016	68.34
KANSAS RURAL WATER ASSOC	12934	02/25/2025	2025 KRWA CONFERENCE REG. - B. HALE	021-41-2016	68.34
Vendor KANS1568 - KANSAS RURAL WATER ASSOCIATION Total:					1,640.00
Vendor: KATH2003 - KATHRYN STOTLER					
KATHRYN STOTLER	02 25 2025	02/25/2025	FITNESS INSTRUCTOR 1.5 HRS. 02/05/2025	030-50-1250	30.00
KATHRYN STOTLER	02 25 2025	02/25/2025	FITNESS INSTRUCTOR 1.5 HRS. 02/19/2025	030-50-1250	30.00
KATHRYN STOTLER	02 25 2025	02/25/2025	FITNESS INSTRUCTOR 1.5 HRS. 02/12/2025	030-50-1250	30.00
Vendor KATH2003 - KATHRYN STOTLER Total:					90.00
Vendor: KONE1556 - KONE, INC.					
KONE, INC.	1158873544	02/25/2025	S/C 01/23/2025 - HAC ELEVATOR REPAIRS	030-50-2025	917.77
KONE, INC.	1158873544	02/25/2025	MATERIALS	030-50-2025	91.38
Vendor KONE1556 - KONE, INC. Total:					1,009.15
Vendor: KONI1558 - KONICA MINOLTA PREMIERE					
KONICA MINOLTA PREMIERE	548846211	02/25/2025	KONICA C3350 LEASE - SR. CNTR.	001-12-2004	172.76
Vendor KONI1558 - KONICA MINOLTA PREMIERE Total:					172.76
Vendor: KPER1560 - KPERS 457 - EMPOWER RETIREMENT					
KPERS 457 - EMPOWER RETIR	02 07 2025 KPERS 457 PRE-TA	02/07/2025	PAYROLL DEDUCTION KPERS 457 PRE-TAX	001-00-2051	1,221.50
KPERS 457 - EMPOWER RETIR	02 07 2025 KPERS 457 ROTH	02/07/2025	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	001-00-2067	1,471.00
KPERS 457 - EMPOWER RETIR	INV0002618	02/21/2025	PAYROLL DEDUCTION KPERS 457 PRE-TAX	001-00-2051	1,221.50
KPERS 457 - EMPOWER RETIR	INV0002619	02/21/2025	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	001-00-2067	1,471.00
Vendor KPER1560 - KPERS 457 - EMPOWER RETIREMENT Total:					5,385.00
Vendor: KPER1559 - KPERS					
KPERS	02 07 2025 KPERS D&D (A)	02/07/2025	PAYROLL DEDUCTION KPERS D&D	001-00-2040	1,309.34
KPERS	02 07 2025 KPERS D&D (B) - A	02/07/2025	PAYROLL DEDUCTION KPERS D&D	001-00-2040	0.99
KPERS	02 07 2025 KPERS EE&ER (A)	02/07/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	2,721.77
KPERS	02 07 2025 KPERS EE&ER (B)	02/07/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	6,890.18
KPERS	02 07 2025 KPERS EE&ER (C)	02/07/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	10,958.00
KPERS	02 07 2025 KPERS EE&ER (E) -	02/07/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	15.58

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KPERS	02 07 2025 KPERS KP&F (A)	02/07/2025	PAYROLL DEDUCTION KP&F EE & ER	001-00-2040	19,650.63
KPERS	02 07 2025 KPERS RETIRE	02/07/2025	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	001-00-2040	140.43
KPERS	INV0002613	02/21/2025	PAYROLL DEDUCTION KPERS D&D	001-00-2040	1,338.39
KPERS	INV0002614	02/21/2025	PAYROLL DEDUCTION KP&F EE & ER	001-00-2040	19,026.14
KPERS	INV0002615	02/21/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	6,998.41
KPERS	INV0002616	02/21/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	2,745.26
KPERS	INV0002617	02/21/2025	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	11,282.79
KPERS	INV0002620	02/21/2025	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	001-00-2040	128.10
Vendor KPER1559 - KPERS Total:					83,206.01
Vendor: KPTS1561 - KPTS					
KPTS	121825	02/25/2025	2024 - 2025 CITY PARTNERSHI	092-66-3001	2,500.00
Vendor KPTS1561 - KPTS Total:					2,500.00
Vendor: KRIS1861 - KRISTEN MCDANIEL					
KRISTEN MCDANIEL	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	001-12-2003	35.00
Vendor KRIS1861 - KRISTEN MCDANIEL Total:					35.00
Vendor: LACE1454 - LACEY HATFIELD					
LACEY HATFIELD	02 11 2025	02/11/2025	FITNESS INSTRUCTOR 2.5 HRS. 01/27/2025	030-50-1250	37.50
LACEY HATFIELD	02 25 2025	02/25/2025	FITNESS INSTRUCTOR 2.5 HRS. 02/17/2025	030-50-1250	37.50
Vendor LACE1454 - LACEY HATFIELD Total:					75.00
Vendor: LAUT1700 - LAUTZ LAW, LLC					
LAUTZ LAW, LLC	FEB 2025	02/03/2025	PUBLIC DEFENDER MONTHLY SERVICES	001-06-2037	1,400.00
Vendor LAUT1700 - LAUTZ LAW, LLC Total:					1,400.00
Vendor: LEAG1722 - LEAGUE OF KANSAS MUNICIPALITIES					
LEAGUE OF KANSAS MUNICIP	200014757	02/25/2025	TRAINING: PLANNING/ZONING	001-04-2015 101 03/2	50.00
Vendor LEAG1722 - LEAGUE OF KANSAS MUNICIPALITIES Total:					50.00
Vendor: LEEK1739 - LEEKER'S FAMILY FOODS					
LEEKER'S FAMILY FOODS	JAN 2025	02/03/2025	MONTHLY GROCERIES	001-18-2004	2.25
Vendor LEEK1739 - LEEKER'S FAMILY FOODS Total:					2.25
Vendor: LEGA1735 - LEGAL SHIELD					
LEGAL SHIELD	INV0002621	02/21/2025	PAYROLL DEDUCTION LEGAL SHIELD	001-00-2060	33.90
Vendor LEGA1735 - LEGAL SHIELD Total:					33.90
Vendor: LEVO1473 - LEVON CROTTS					
LEVON CROTTS	FEB 2025	02/25/2025	CELL PHONE REIMBURSEMEN	001-02-2040	35.00
Vendor LEVO1473 - LEVON CROTTS Total:					35.00
Vendor: LOWE1787 - LOWES BUSINESS ACCT/SYNCB					
LOWES BUSINESS ACCT/SYNC	JAN 2025	02/11/2025	THERMOSTAT, PWR OUTLET, RECEPTACLE - ANIMAL CNTRL	001-02-2013	65.61
Vendor LOWE1787 - LOWES BUSINESS ACCT/SYNCB Total:					65.61
Vendor: MARS1769 - MARSHALL LITCHFIELD					
MARSHALL LITCHFIELD	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	010-30-2002	11.67
MARSHALL LITCHFIELD	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	011-31-2002	11.67
MARSHALL LITCHFIELD	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	021-41-2002	11.66
Vendor MARS1769 - MARSHALL LITCHFIELD Total:					35.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: MAXI1844 - MAXIMUM OUTDOOR EQUIPMENT					
MAXIMUM OUTDOOR EQUIP	454955	02/11/2025	OIL, QUART, 10W50 2EA. - PARK DEPT. WALKER MOWER	001-03-2006	33.98
Vendor MAXI1844 - MAXIMUM OUTDOOR EQUIPMENT Total:					33.98
Vendor: MAXW1845 - MAXWELL MEDALS & AWARDS					
MAXWELL MEDALS & AWARD	3195727-IN	02/25/2025	1-1/2" X 32" NECK RIBBONS	030-50-2092	150.00
MAXWELL MEDALS & AWARD	3195727-IN	02/25/2025	2025 SHAMROCK SHUFFLE MEDALS	030-50-2092	800.00
MAXWELL MEDALS & AWARD	3195727-IN	02/25/2025	UV COLOR PRINT CHARGE	030-50-2092	300.00
MAXWELL MEDALS & AWARD	3195727-IN	02/25/2025	SHIPPING / HANDLING CHAR	030-50-2092	27.00
Vendor MAXW1845 - MAXWELL MEDALS & AWARDS Total:					1,277.00
Vendor: MCDO1987 - MCDONALD TINKER PA					
MCDONALD TINKER PA	FEB 2025	02/03/2025	PROFESSIONAL SVCS. - CITY PROSECUTOR	001-06-1100	2,000.00
Vendor MCDO1987 - MCDONALD TINKER PA Total:					2,000.00
Vendor: MELH1875 - MEL HAMBELTON FORD					
MEL HAMBELTON FORD	289711	02/11/2025	HW36 C SCREW 2EA. - PATROL CAR #04-19	001-02-2035	8.50
MEL HAMBELTON FORD	289711	02/11/2025	HW37 F SCREW 2EA. - PATROL CAR #04-19	001-02-2035	25.00
Vendor MELH1875 - MEL HAMBELTON FORD Total:					33.50
Vendor: MERI1883 - MERIDIAN ANALYTICAL LABS, LLC.					
MERIDIAN ANALYTICAL LABS,	W5000345	02/11/2025	WATER TESTING	011-31-2040	225.00
MERIDIAN ANALYTICAL LABS,	W5000371	02/11/2025	WATER TESTING	010-30-2040	802.00
MERIDIAN ANALYTICAL LABS,	W5000428	02/25/2025	WATER TESTING	010-30-2040	61.00
MERIDIAN ANALYTICAL LABS,	W5000449	02/25/2025	WATER TESTING	010-30-2040	61.00
MERIDIAN ANALYTICAL LABS,	W5000544	02/25/2025	WATER TESTING	010-30-2040	802.00
MERIDIAN ANALYTICAL LABS,	W5000594	02/25/2025	WATER TESTING	011-31-2040	225.00
Vendor MERI1883 - MERIDIAN ANALYTICAL LABS, LLC. Total:					2,176.00
Vendor: MICH1768 - MICHAEL J. LIPPOLDT					
MICHAEL J. LIPPOLDT	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	010-30-2002	11.67
MICHAEL J. LIPPOLDT	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	011-31-2002	11.67
MICHAEL J. LIPPOLDT	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	021-41-2002	11.66
Vendor MICH1768 - MICHAEL J. LIPPOLDT Total:					35.00
Vendor: MINT1943 - MINTER & POLLAK, LC					
MINTER & POLLAK, LC	FEB 2025	02/03/2025	PROFESSIONAL SVCS. - CITY ATTY. FEES	001-10-1100	4,300.00
Vendor MINT1943 - MINTER & POLLAK, LC Total:					4,300.00
Vendor: MITC1761 - MITCH LINDSAY					
MITCH LINDSAY	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 5 HRS. 01/25/2025	030-50-1250	125.00
Vendor MITC1761 - MITCH LINDSAY Total:					125.00
Vendor: MJBH1959 - MJB HEATING & COOLING					
MJB HEATING & COOLING	24276	02/25/2025	PARTS ONLY: BLOWER MOTOR 1EA.	001-12-2025	1,219.26
Vendor MJBH1959 - MJB HEATING & COOLING Total:					1,219.26
Vendor: MYRE1999 - MYREC.COM					
MYREC.COM	03217564S	12/10/2024	MYREC. SYSTEM SOFTWARE	037-57-2012	1,034.58
MYREC.COM	03217734S	02/11/2025	MYREC. SYSTEM SOFTWARE	037-57-2012	943.33
Vendor MYRE1999 - MYREC.COM Total:					1,977.91
Vendor: NCSI2025 - NCSI					
NCSI	54008	02/11/2025	8EA. BACKGROUND CHECKS - SOCCER (HAC)	030-50-2092	148.00
Vendor NCSI2025 - NCSI Total:					148.00
Vendor: NELS2030 - NELSON, INC.					
NELSON, INC.	S-10832	02/11/2025	CRANE & HOIST SERVICES 10/18 & 10/22/2024	010-30-2006	624.00
Vendor NELS2030 - NELSON, INC. Total:					624.00

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Vendor: NEWM2041 - NEW MEDICAL HEALTH CARE, LLC					
NEW MEDICAL HEALTH CARE,	CLAIM 576569	02/25/2025	PRE-EMPLOYMENT TESTING - R. VILLANEUVA	001-02-2012	70.00
NEW MEDICAL HEALTH CARE,	CLAIM 576674	02/25/2025	PRE-EMPLOYMENT TESTING - R. VILLANEUVA	001-02-2012	172.50
Vendor NEWM2041 - NEW MEDICAL HEALTH CARE, LLC Total:					242.50
Vendor: NEWE2042 - NEWEGG BUSINESS, INC.					
NEWEGG BUSINESS, INC.	1305327569	02/11/2025	LESS DISCOUNT	001-21-2042	-7.28
NEWEGG BUSINESS, INC.	1305327569	02/11/2025	3.5" HARD DRIVE TRAY CADDY 4EA. (INFO SYS. SERVER)	001-21-2042	55.96
NEWEGG BUSINESS, INC.	1305337134	02/11/2025	TRENDNET FIBER OPTIC TO ETHERNET CONVERTER 1EA.	001-21-2042	81.99
NEWEGG BUSINESS, INC.	1305347155	02/11/2025	DELL POWEREDGE R740 2U RACK SERVER (SCADA SYS.)	010-30-2009	2,529.50
NEWEGG BUSINESS, INC.	1305347155	02/11/2025	DELL POWEREDGE R740 2U RACK SERVER (SCADA SYS.)	011-31-2009	2,529.50
NEWEGG BUSINESS, INC.	1305348657	02/11/2025	12U OPEN FRAME SERVER RACK (SCADA SYS. SERVER)	010-30-2009	99.99
NEWEGG BUSINESS, INC.	1305348657	02/11/2025	12U OPEN FRAME SERVER RACK (SCADA SYS. SERVER)	011-31-2009	100.00
NEWEGG BUSINESS, INC.	1305348915	02/11/2025	SMART1500 LCD DIGITAL BATTERY BACK UP (SCADA SYS	010-30-2009	157.49
NEWEGG BUSINESS, INC.	1305348915	02/11/2025	SMART1500 LCD DIGITAL BATTERY BACK UP (SCADA SYS	011-31-2009	157.50
Vendor NEWE2042 - NEWEGG BUSINESS, INC. Total:					5,704.65
Vendor: NICH2055 - NICHOLAS W. NORRIS					
NICHOLAS W. NORRIS	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	030-50-2002	35.00
Vendor NICH2055 - NICHOLAS W. NORRIS Total:					35.00
Vendor: ODPB2079 - ODP BUSINESS SOLUTIONS, LLC					
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDER, 1" OD, WW, DR, WHT. 4PK. 1EA. (PW)	001-03-2004	3.50
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COVER, POLY, 25PK. 1EA. (PW)	001-03-2004	6.76
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	CADDY, MARKER, W/ ERASER 1 KIT. (PW)	001-03-2004	6.02
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FLAGS, POST-IT, SMALL 1 PK. (PW)	001-03-2004	1.64
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FILE JACKET, POLY, 1" EXP. 10PK. 2EA. (PW)	001-03-2004	10.34
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	DIVIDERS, 5-TAB, XTRA WIDE, ASSTD. 2PKS. (PW)	001-03-2004	0.31
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	COVER, REPORT, CLEAR FRONT/BACK 1 BX. (PW)	001-03-2004	7.27
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COMBS, 5/16", 100PK. 1EA. (PW)	001-03-2004	5.30
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FILE JACKET, POLY, 1" EXP. 10PK. 2EA. (PW)	010-30-2004	10.36
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDER, 1" OD, WW, DR, WHT. 4PK. 1EA. (PW)	010-30-2004	3.52
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	COVER, REPORT, CLEAR FRONT/BACK 1 BX. (PW)	010-30-2004	7.28
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	DIVIDERS, 5-TAB, XTRA WIDE, ASSTD. 2PKS. (PW)	010-30-2004	0.31
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COVER, POLY, 25PK. 1EA. (PW)	010-30-2004	6.78
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FLAGS, POST-IT, SMALL 1 PK. (PW)	010-30-2004	1.66
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	CADDY, MARKER, W/ ERASER 1 KIT. (PW)	010-30-2004	6.03
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COMBS, 5/16", 100PK. 1EA. (PW)	010-30-2004	5.30
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FILE JACKET, POLY, 1" EXP. 10PK. 2EA. (PW)	011-31-2004	10.34

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	DIVIDERS, 5-TAB, XTRA WIDE, ASSTD. 2PKS. (PW)	011-31-2004	0.31
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FLAGS, POST-IT, SMALL 1 PK. (PW)	011-31-2004	1.64
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDER, 1" OD, WW, DR, WHT. 4PK. 1EA. (PW)	011-31-2004	3.50
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COMBS, 5/16", 100PK. 1EA. (PW)	011-31-2004	5.30
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	CADDY, MARKER, W/ ERASER 1 KIT. (PW)	011-31-2004	6.02
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COVER, POLY, 25PK. 1EA. (PW)	011-31-2004	6.76
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	COVER, REPORT, CLEAR FRONT/BACK 1 BX. (PW)	011-31-2004	7.27
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COMBS, 5/16", 100PK. 1EA. (PW)	021-41-2004	5.30
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDER, 1" OD, WW, DR, WHT. 4PK. 1EA. (PW)	021-41-2004	3.50
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FLAGS, POST-IT, SMALL 1 PK. (PW)	021-41-2004	1.64
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	BINDING COVER, POLY, 25PK. 1EA. (PW)	021-41-2004	6.76
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	DIVIDERS, 5-TAB, XTRA WIDE, ASSTD. 2PKS. (PW)	021-41-2004	0.31
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	COVER, REPORT, CLEAR FRONT/BACK 1 BX. (PW)	021-41-2004	7.27
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	FILE JACKET, POLY, 1" EXP. 10PK. 2EA. (PW)	021-41-2004	10.34
ODP BUSINESS SOLUTIONS, LL	407137842001	02/25/2025	CADDY, MARKER, W/ ERASER 1 KIT. (PW)	021-41-2004	6.02
ODP BUSINESS SOLUTIONS, LL	407141028001	02/25/2025	CALENDAR, WALL, 2025 1EA. (PW)	001-03-2004	4.75
ODP BUSINESS SOLUTIONS, LL	407141028001	02/25/2025	CALENDAR, WALL, 2025 1EA. (PW)	010-30-2004	4.74
ODP BUSINESS SOLUTIONS, LL	407141028001	02/25/2025	CALENDAR, WALL, 2025 1EA. (PW)	011-31-2004	4.75
ODP BUSINESS SOLUTIONS, LL	407141028001	02/25/2025	CALENDAR, WALL, 2025 1EA. (PW)	021-41-2004	4.75
ODP BUSINESS SOLUTIONS, LL	407141029001	02/25/2025	BINDER, 1" DURABLE 1EA. (PW)	001-20-2004	9.99
ODP BUSINESS SOLUTIONS, LL	407141091001	02/25/2025	LABELS, 2 5/8 X 1", BRIGHT BLUE 1 PK. (PW)	001-20-2004	13.49
ODP BUSINESS SOLUTIONS, LL	407141091001	02/25/2025	LABELS, 2 5/8 X 1", BRIGHT PURPLE 1 PK. (PW)	001-20-2004	13.49
ODP BUSINESS SOLUTIONS, LL	407141091001	02/25/2025	LABELS, 2 5/8 X 1", BRIGHT YELLOW 1 PK. (PW)	001-20-2004	13.49
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	BINDER, HVY DUTY, 4" 1EA. (CITY CLERK)	001-01-2004	15.23
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	FOLDER, FILE, LTR SIZE, GREEN 1 BX.	001-10-2077	30.95
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	FOLDER, FILE, LTR SIZE, RED 1 BX.	001-10-2077	31.23
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	ENVELOPE, CLASP, 28LB. 10/BX 1EA.	001-10-2077	11.60
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	LABEL, ADDRESS, EASY PEEL, 1/2" X 1 3/4" 2,000CNT	001-10-2077	8.81
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	FLAG, TAPE, IN DISPENSER, GREEN 2PK. 1EA.	001-10-2077	7.69
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	RUBBERBANDS, SIZE 33, 1# 1 BAG	001-10-2077	2.77
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	CLIP, BINDER, SMALL 12/BX 2EA.	001-10-2077	1.62
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	TAPE, 3M, TRANSPARENT, 12/PK. 1EA.	001-10-2077	17.67

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ODP BUSINESS SOLUTIONS, LL	409192002001	02/25/2025	LABEL, LASER, SHIPPING, WHT. 1000CNT. 1 BX.	001-10-2077	22.06
ODP BUSINESS SOLUTIONS, LL	409209417001	02/25/2025	PROTECTOR, SHEET, OPEN TOP AND SIDE 1 BX.	001-10-2077	6.20
ODP BUSINESS SOLUTIONS, LL	409369975001	02/25/2025	PAPER, COPY, GREEN, 8.5 X 11" 1 REAM	001-10-2077	7.99
ODP BUSINESS SOLUTIONS, LL	409369975001	02/25/2025	PAPER, BOLD DIGITAL, LEGAL SIZE 3 REAMS	001-10-2077	23.19
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	STAPLER, ECONOMY, FULL SIZE 1EA.	001-03-2004	1.87
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	SCISSORS, STRAIGHT, 8" 2PK. 1 EA.	001-03-2004	3.44
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FILE, PROJECT, LETTER, POLY 1EA.	001-03-2004	1.89
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	BINDING COMBS, 1/2", 100/PK. 1EA.	001-03-2004	3.02
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	CUTLERY, PLASTIC, 150 CNT. 1 BX.	001-03-2004	2.21
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	DATER, STAMP, SELF-INKING W/ EXTRA PAD 1EA.	001-03-2004	3.54
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	LETTER, OPENER, ASSTD. 2 EA	001-03-2004	2.42
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 2" EXPANSION 1 BX.	001-03-2004	7.52
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FOLDER, HANGING, LETTER, GREEN 1 BX.	001-03-2004	3.82
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 1" EXPANSION 1 BX.	001-03-2004	7.38
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	GUIDE, POLY FILE 1EA.	001-03-2004	6.47
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	DATER, STAMP, SELF-INKING W/ EXTRA PAD 1EA.	010-30-2004	3.52
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	CUTLERY, PLASTIC, 150 CNT. 1 BX.	010-30-2004	2.20
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FILE, PROJECT, LETTER, POLY 1EA.	010-30-2004	1.90
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	BINDING COMBS, 1/2", 100/PK. 1EA.	010-30-2004	3.01
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	GUIDE, POLY FILE 1EA.	010-30-2004	6.48
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	SCISSORS, STRAIGHT, 8" 2PK. 1 EA.	010-30-2004	3.42
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 1" EXPANSION 1 BX.	010-30-2004	7.40
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	STAPLER, ECONOMY, FULL SIZE 1EA.	010-30-2004	1.86
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FOLDER, HANGING, LETTER, GREEN 1 BX.	010-30-2004	3.83
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	LETTER, OPENER, ASSTD. 2 EA	010-30-2004	2.42
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 2" EXPANSION 1 BX.	010-30-2004	7.53
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	BINDING COMBS, 1/2", 100/PK. 1EA.	011-31-2004	3.02
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FOLDER, HANGING, LETTER, GREEN 1 BX.	011-31-2004	3.82
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	DATER, STAMP, SELF-INKING W/ EXTRA PAD 1EA.	011-31-2004	3.54
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	LETTER, OPENER, ASSTD. 2 EA	011-31-2004	2.42
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	SCISSORS, STRAIGHT, 8" 2PK. 1 EA.	011-31-2004	3.44
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 1" EXPANSION 1 BX.	011-31-2004	7.38
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	GUIDE, POLY FILE 1EA.	011-31-2004	6.47
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	CUTLERY, PLASTIC, 150 CNT. 1 BX.	011-31-2004	2.21
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	STAPLER, ECONOMY, FULL SIZE 1EA.	011-31-2004	1.87

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FILE, PROJECT, LETTER, POLY 1EA.	011-31-2004	1.89
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 2" EXPANSION 1 BX.	011-31-2004	7.52
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 1" EXPANSION 1 BX.	021-41-2004	7.38
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FILE, PROJECT, LETTER, POLY 1EA.	021-41-2004	1.89
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	LETTER, OPENER, ASSTD. 2 EA	021-41-2004	2.42
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	DATER, STAMP, SELF-INKING W/ EXTRA PAD 1EA.	021-41-2004	3.54
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	FOLDER, HANGING, LETTER, GREEN 1 BX.	021-41-2004	3.82
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	BINDING COMBS, 1/2", 100/PK. 1EA.	021-41-2004	3.02
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	STAPLER, ECONOMY, FULL SIZE 1EA.	021-41-2004	1.87
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	MANILLA, JACKET, LETTER SIZE, 2" EXPANSION 1 BX.	021-41-2004	7.52
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	SCISSORS, STRAIGHT, 8" 2PK. 1 EA.	021-41-2004	3.44
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	GUIDE, POLY FILE 1EA.	021-41-2004	6.47
ODP BUSINESS SOLUTIONS, LL	410341650001	02/25/2025	CUTLERY, PLASTIC, 150 CNT. 1 BX.	021-41-2004	2.21
Vendor ODPB2079 - ODP BUSINESS SOLUTIONS, LLC Total:					595.43

Vendor: O'RE2074 - O'REILLY AUTOMOTIVE INC

O'REILLY AUTOMOTIVE INC	4814-177801	02/11/2025	BLOWER MOTOR 1EA. - PATROL CAR #11-13	001-02-2035	61.60
O'REILLY AUTOMOTIVE INC	4814-179741	02/11/2025	1 QT. MOTOR OIL 3EA. - TRK #9 & #19 (WATER DEPT.)	011-31-2006	22.17
O'REILLY AUTOMOTIVE INC	4814-179741	02/11/2025	5 QT. MOTOR OIL 2EA. - TRK #9 & #19 (WATER DEPT.)	011-31-2006	73.90
O'REILLY AUTOMOTIVE INC	4814-179741	02/11/2025	OIL FILTER 1EA. - TRK #19 (WATER DEPT.)	011-31-2006	11.89
O'REILLY AUTOMOTIVE INC	4814-179741	02/11/2025	OIL FILTER 1EA. - TRK #9 (WATER DEPT.)	011-31-2006	10.19
O'REILLY AUTOMOTIVE INC	4814-180443	02/11/2025	MANIFOLD SET 1EA. - PATROL CAR #05-19	001-02-2035	10.20
O'REILLY AUTOMOTIVE INC	4814-180443	02/11/2025	SPARK PLUG 6EA. - PATROL CAR #05-19	001-02-2035	40.50
O'REILLY AUTOMOTIVE INC	4814-180560	02/11/2025	OIL FILTER 2EA. - TRK #21 (PARK) & #34 (STREET)	001-03-2006	11.89
O'REILLY AUTOMOTIVE INC	4814-180560	02/11/2025	1QT MOTOR OIL 7EA. - TRK #21)PARK) & #34 (STREET)	001-03-2006	45.47
O'REILLY AUTOMOTIVE INC	4814-180560	02/11/2025	OIL FILTER 2EA. - TRK #21 (PARK) & #34 (STREET)	021-41-2006	11.89
O'REILLY AUTOMOTIVE INC	4814-180560	02/11/2025	1QT MOTOR OIL 7EA. - TRK #21)PARK) & #34 (STREET)	021-41-2006	45.46
O'REILLY AUTOMOTIVE INC	4814-180561	02/11/2025	1 QT. MOTOR OIL 2EA. - TRK #21 (PARK DEPT.)	001-03-2006	14.78
O'REILLY AUTOMOTIVE INC	4814-180561	02/11/2025	5 QT. MOTOR OIL 1EA. - TRK #21 (PARK DEPT.)	001-03-2006	36.95
O'REILLY AUTOMOTIVE INC	4814-180681	02/11/2025	SNOW BRUSH 2EA. (WATER DEPT.)	011-31-2009	27.98
O'REILLY AUTOMOTIVE INC	4814-181265	02/11/2025	HAND CLEANER 2EA. (PW SHOP SUPPLIES)	001-03-2009	18.00
O'REILLY AUTOMOTIVE INC	4814-181265	02/11/2025	HAND CLEANER 2EA. (PW SHOP SUPPLIES)	010-30-2009	17.98
O'REILLY AUTOMOTIVE INC	4814-181265	02/11/2025	HAND CLEANER 2EA. (PW SHOP SUPPLIES)	011-31-2009	18.00
O'REILLY AUTOMOTIVE INC	4814-181265	02/11/2025	HAND CLEANER 2EA. (PW SHOP SUPPLIES)	021-41-2009	18.00
O'REILLY AUTOMOTIVE INC	4814-181280	02/11/2025	FUEL FILTER 1EA. (Z-SPRAYER)	001-03-2006	2.19

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE INC	4814-181280	02/11/2025	RETURN / EXCHNG. FUEL FILTER 1EA. (Z-SPRAYER)	001-03-2006	-3.30
O'REILLY AUTOMOTIVE INC	4814-181373	02/11/2025	WHEEL WEIGHT 1EA. (PW SHOP SUPPLIES)	001-03-2009	15.13
O'REILLY AUTOMOTIVE INC	4814-181373	02/11/2025	WHEEL WEIGHT 1EA. (PW SHOP SUPPLIES)	010-30-2009	15.13
O'REILLY AUTOMOTIVE INC	4814-181373	02/11/2025	WHEEL WEIGHT 1EA. (PW SHOP SUPPLIES)	011-31-2009	15.13
O'REILLY AUTOMOTIVE INC	4814-181373	02/11/2025	WHEEL WEIGHT 1EA. (PW SHOP SUPPLIES)	021-41-2009	15.13
O'REILLY AUTOMOTIVE INC	4814-181513	02/11/2025	CORE EXCHANGE (BATTERY) - TRK #46	001-03-2006	-22.00
O'REILLY AUTOMOTIVE INC	4814-181513	02/11/2025	CORE CHARGE (BATTERY) - TRK #46	001-03-2006	22.00
O'REILLY AUTOMOTIVE INC	4814-181513	02/11/2025	BATTERY 1EA. - TRK #46 (PARK DEPT.)	001-03-2006	134.95
O'REILLY AUTOMOTIVE INC	4814-182235	02/11/2025	TRI-POWER BELT 1EA. (WWTP - UV BLDG. COMPRESSOR)	010-30-2006	14.60
O'REILLY AUTOMOTIVE INC	4814-181370	02/25/2025	BATTERY 1EA. (STREET DEPT.)	021-41-2006	136.45
O'REILLY AUTOMOTIVE INC	4814-181370	02/25/2025	CORE CHARGE (BATTERY)	021-41-2006	22.00
O'REILLY AUTOMOTIVE INC	4814-181374	02/25/2025	CREDIT: CORE RETURN (BATTERY)	021-41-2006	-22.00
O'REILLY AUTOMOTIVE INC	4814-181518	02/25/2025	3PK PAPER 1EA. (PARK DEPT.)	001-03-2012	4.79
O'REILLY AUTOMOTIVE INC	4814-181518	02/25/2025	TIRE GAUGE 1EA. (PARK DEPT.)	001-03-2012	15.99
O'REILLY AUTOMOTIVE INC	4814-182363	02/25/2025	14 OZ. BRAKE CLEANER 24EA. (PW SHOP SUPPLIES)	001-03-2009	17.94
O'REILLY AUTOMOTIVE INC	4814-182363	02/25/2025	14 OZ. BRAKE CLEANER 24EA. (PW SHOP SUPPLIES)	010-30-2009	17.94
O'REILLY AUTOMOTIVE INC	4814-182363	02/25/2025	14 OZ. BRAKE CLEANER 24EA. (PW SHOP SUPPLIES)	011-31-2009	17.94
O'REILLY AUTOMOTIVE INC	4814-182363	02/25/2025	14 OZ. BRAKE CLEANER 24EA. (PW SHOP SUPPLIES)	021-41-2009	17.94
O'REILLY AUTOMOTIVE INC	4814-182373	02/25/2025	O-RING 4EA. (WWTP - CHECK VALVE PARTS)	010-30-2006	2.48
O'REILLY AUTOMOTIVE INC	4814-182373	02/25/2025	SCRAPER 1EA. (WWTP - CHECK VALVE PARTS)	010-30-2006	8.49
O'REILLY AUTOMOTIVE INC	4814-182378	02/25/2025	ROLL PIN 2EA. (WWTP - CHECK VALVE PARTS)	010-30-2006	9.66
O'REILLY AUTOMOTIVE INC	4814-182903	02/25/2025	TPMS SERV PK 1EA. - TRK #19	011-31-2006	4.88
O'REILLY AUTOMOTIVE INC	4814-183134	02/25/2025	AIR FILTER 1EA. - TRK #43	010-30-2006	33.79
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 10EA. (PW SHOP SUPPLIES)	001-03-2006	34.98
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 1EA. (PW SHOP SUPPLIES)	001-03-2006	4.80
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 10EA. (PW SHOP SUPPLIES)	010-30-2006	34.96
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 1EA. (PW SHOP SUPPLIES)	010-30-2006	4.79
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 10EA. (PW SHOP SUPPLIES)	011-31-2006	34.98
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 1EA. (PW SHOP SUPPLIES)	011-31-2006	4.80
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 10EA. (PW SHOP SUPPLIES)	021-41-2006	34.98
O'REILLY AUTOMOTIVE INC	4814-183700	02/25/2025	WIPER BLADES 1EA. (PW SHOP SUPPLIES)	021-41-2006	4.80
Vendor O'RE2074 - O'REILLY AUTOMOTIVE INC Total:					1,153.19
Vendor: PASS2128 - PASSIO TECHNOLOGIES					
PASSIO TECHNOLOGIES	CINV-076760	02/11/2025	PARAPLAN PRO MONTHLY SOFTWARE FEES	001-13-2040	70.56
Vendor PASS2128 - PASSIO TECHNOLOGIES Total:					70.56

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PERS1135 - PERSONNEL EVALUATION, INC.					
PERSONNEL EVALUATION, INC	53847	02/25/2025	PRE-EMPLOYMENT TESTING	001-02-2012	100.00
Vendor PERS1135 - PERSONNEL EVALUATION, INC. Total:					100.00
Vendor: PINN2172 - PINNACLE FIRE & AUTOMATION,LLC					
PINNACLE FIRE & AUTOMATIO	22547	02/25/2025	SEMI-ANNUAL FIRE ALARM INSPECTION - HAC 02/06/202	030-50-2025	205.00
PINNACLE FIRE & AUTOMATIO	22761	02/25/2025	FIRE PROTECTION SYSTEM MONITORING - HAC	030-50-2025	300.00
Vendor PINN2172 - PINNACLE FIRE & AUTOMATION,LLC Total:					505.00
Vendor: POST1317 - POSTALOCITY BY BROADSTROKE, INC.					
POSTALOCITY BY BROADSTRO	02 03 2025 ACH	02/03/2025	POSTAL SVC. - JAN 2025	001-10-2040	1,767.89
POSTALOCITY BY BROADSTRO	02 03 2025 ACH	02/03/2025	POSTAL SVC. - JAN 2025	010-30-2004	282.86
POSTALOCITY BY BROADSTRO	02 03 2025 ACH	02/03/2025	POSTAL SVC. - JAN 2025	010-30-2011	388.93
POSTALOCITY BY BROADSTRO	02 03 2025 ACH	02/03/2025	POSTAL SVC. - JAN 2025	011-31-2004	282.86
POSTALOCITY BY BROADSTRO	02 03 2025 ACH	02/03/2025	POSTAL SVC. - JAN 2025	011-31-2011	813.23
Vendor POST1317 - POSTALOCITY BY BROADSTROKE, INC. Total:					3,535.77
Vendor: PRIC2232 - PRICHARD ANIMAL HOSPITAL PA					
PRICHARD ANIMAL HOSPITAL	110	02/25/2025	POUND INSPECTION 01/08/2025	001-02-2013	69.98
PRICHARD ANIMAL HOSPITAL	799	02/25/2025	ENDOSORB TABLETS	001-02-2047	29.50
PRICHARD ANIMAL HOSPITAL	799	02/25/2025	METRONIDAZOLE 250MG	001-02-2047	25.60
PRICHARD ANIMAL HOSPITAL	799	02/25/2025	EXAM / CONSULTATION 02/14/2025	001-02-2047	60.00
PRICHARD ANIMAL HOSPITAL	799	02/25/2025	PURINA SPORT PERFORMANCE DOG FOOD 3	001-02-2047	69.98
PRICHARD ANIMAL HOSPITAL	799	02/25/2025	CANINE EN 13.4OZ CAN	001-02-2047	26.52
PRICHARD ANIMAL HOSPITAL	799	02/25/2025	CANINE EN GASTROENTERIC 6	001-02-2047	44.99
Vendor PRIC2232 - PRICHARD ANIMAL HOSPITAL PA Total:					326.57
Vendor: PROF2109 - PROFESSIONAL ENGINEERING CONSULTANTS					
PROFESSIONAL ENGINEERING	534159	02/25/2025	PROJECT: WAMPO - STREET / SIDEWALK IMPRVMTS.	036-56-2087	22,665.75
PROFESSIONAL ENGINEERING	534171	02/25/2025	MONTHLY RETAINER - CITY ENGINEER	010-30-2040	66.68
PROFESSIONAL ENGINEERING	534171	02/25/2025	MONTHLY RETAINER - CITY ENGINEER	011-31-2040	66.66
PROFESSIONAL ENGINEERING	534171	02/25/2025	MONTHLY RETAINER - CITY ENGINEER	021-41-2040	66.66
Vendor PROF2109 - PROFESSIONAL ENGINEERING CONSULTANTS Total:					22,865.75
Vendor: PYEB2269 - PYE BARKER FIRE & SAFETY, LLC.					
PYE BARKER FIRE & SAFETY, LL	IV00425528	02/25/2025	CITY FEE	030-50-2025	42.00
PYE BARKER FIRE & SAFETY, LL	IV00425528	02/25/2025	DISPATCH & COMPLIANCE FEE	030-50-2025	65.00
PYE BARKER FIRE & SAFETY, LL	IV00425528	02/25/2025	QTRYL. FIRE SPRINKLER WET INSPECTION (HAC)	030-50-2025	265.00
PYE BARKER FIRE & SAFETY, LL	IV00430270	02/25/2025	ANNUAL FIRE EXTINGUISHER INSPECTION - HAC	030-50-2025	77.00
PYE BARKER FIRE & SAFETY, LL	IV00430282	02/25/2025	ANNUAL FIRE EXTINGUISHER INSP. - POOL	012-32-2006	25.00
PYE BARKER FIRE & SAFETY, LL	IV00430361	02/25/2025	5LB. ABC EXTINGUISHER - 6 YR. INSPECTION	001-09-2006	46.00
PYE BARKER FIRE & SAFETY, LL	IV00430361	02/25/2025	ANNUAL FIRE EXTINGUISHER INSP.- VICKER'S BLDG.	001-09-2006	11.00
PYE BARKER FIRE & SAFETY, LL	IV00431715	02/25/2025	ANNUAL FIRE EXTINGUISHER INSP. - COMM. BLDG.	001-09-2006	25.00
Vendor PYEB2269 - PYE BARKER FIRE & SAFETY, LLC. Total:					556.00
Vendor: QUIL2281 - QUILL CORPORATION					
QUILL CORPORATION	42541394	02/11/2025	16GB USB TYPE A FLASH DRIVE 2PK. (PD)	001-02-2004	5.19
QUILL CORPORATION	42602784	02/11/2025	POST-IT NOTES, CUBE, 2 X 2" 1EA. (COURT)	001-06-2004	8.43
QUILL CORPORATION	42606812	02/11/2025	ENVELOPES, OPEN END, 9 X 12" 3 BX. (PD)	001-02-2004	182.58

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUILL CORPORATION	42606812	02/11/2025	FASTENER FOLDERS, LETTER, MANILLA 5 BX. (COURT)	001-06-2004	253.60
Vendor QUIL2281 - QUILL CORPORATION Total:					449.80
Vendor: REDD2333 - REDDI FENCE, LLC.					
REDDI FENCE, LLC.	32528	02/25/2025	FENCING SVCS. 02/17/2025 - P/C SPORTS COMPLEX	099-66-3001	2,683.68
Vendor REDD2333 - REDDI FENCE, LLC. Total:					2,683.68
Vendor: RUUD2426 - RUUD CONCRETE LLC					
RUUD CONCRETE LLC	21834	02/25/2025	4000 ROCK MIX 1.5 TONS	011-31-2009	193.50
RUUD CONCRETE LLC	21834	02/25/2025	WINTER SERVICE FEE	011-31-2009	9.00
RUUD CONCRETE LLC	21834	02/25/2025	STRAIGHT MIX 1.5 TONS	011-31-2009	4.50
RUUD CONCRETE LLC	21834	02/25/2025	SMALL LOAD FEE	011-31-2009	30.00
RUUD CONCRETE LLC	21834	02/25/2025	DELIVERY CHARGE	011-31-2009	20.00
Vendor RUUD2426 - RUUD CONCRETE LLC Total:					257.00
Vendor: SALI2444 - SALISBURY SUPPLY CO INC					
SALISBURY SUPPLY CO INC	388620	02/11/2025	M12 & M18 DC VEHICLE CHARGER 1EA.	011-31-2012	141.04
SALISBURY SUPPLY CO INC	388620	02/11/2025	M12 REDLITHIUM XC 3.0 BATTERY 2 PK.	011-31-2012	129.00
SALISBURY SUPPLY CO INC	389585	02/25/2025	PAD 1EA.	001-03-2012	22.42
SALISBURY SUPPLY CO INC	389585	02/25/2025	MILWAUKEE M12 REDLITHIUM XC3.0 BATTERY 2	001-03-2012	129.00
Vendor SALI2444 - SALISBURY SUPPLY CO INC Total:					421.46
Vendor: SAMA0180 - SAM ARNOLD					
SAM ARNOLD	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	001-21-2002	35.00
Vendor SAMA0180 - SAM ARNOLD Total:					35.00
Vendor: SAMS2448 - SAM'S CLUB/SYNCHRONY BANK					
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	001-02-2055	107.98
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	001-03-2009	178.74
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	001-12-2012	31.62
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	010-30-2009	178.73
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	011-31-2009	178.73
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	021-41-2009	178.74
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	030-50-2031	35.90
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	030-50-2094	3,166.66
SAM'S CLUB/SYNCHRONY BA	JAN 2025	02/11/2025	MONTHLY SUPPLIES - JAN 202	037-57-2012	110.60
Vendor SAMS2448 - SAM'S CLUB/SYNCHRONY BANK Total:					4,167.70
Vendor: SEAN2376 - SEAN RINEHART					
SEAN RINEHART	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	010-30-2002	11.67
SEAN RINEHART	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	011-31-2002	11.67
SEAN RINEHART	FEB 2025	02/03/2025	CELL PHONE REIMBURSEMEN	021-41-2002	11.66
Vendor SEAN2376 - SEAN RINEHART Total:					35.00
Vendor: SEDG2506 - SEDGWICK COUNTY ELECTRIC COOP					
SEDGWICK COUNTY ELECTRIC	JAN 2025 - ACCT. 225000	02/11/2025	MONTHLY ELECTRIC SVCS. - WEST WELL	011-31-2003	588.27
SEDGWICK COUNTY ELECTRIC	JAN 2025 - ACCT. 230500	02/11/2025	MONTHLY ELECTRIC SVCS. - EAST WELL	011-31-2003	1,287.89
Vendor SEDG2506 - SEDGWICK COUNTY ELECTRIC COOP Total:					1,876.16
Vendor: SEDG2500 - SEDGWICK COUNTY					
SEDGWICK COUNTY	JAN 2025	02/11/2025	JAN 2025 PRISONER HOUSING - 412 HRS.	001-06-3066	1,174.20
Vendor SEDG2500 - SEDGWICK COUNTY Total:					1,174.20
Vendor: SELE1491 - SELECT MECHANICAL, LLC					
SELECT MECHANICAL, LLC	3780	02/25/2025	HVAC SERVICES 02/14/2025 - PW FRONT OFFICE	001-03-2006	188.00
SELECT MECHANICAL, LLC	3780	02/25/2025	MATERIALS: REGISTER & DAMPERS	001-03-2006	50.00
SELECT MECHANICAL, LLC	3780	02/25/2025	HVAC SERVICES 02/14/2025 - PW FRONT OFFICE	010-30-2006	188.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SELECT MECHANICAL, LLC	3780	02/25/2025	MATERIALS: REGISTER & DAMPERS	010-30-2006	50.00
SELECT MECHANICAL, LLC	3780	02/25/2025	HVAC SERVICES 02/14/2025 - PW FRONT OFFICE	011-31-2006	188.00
SELECT MECHANICAL, LLC	3780	02/25/2025	MATERIALS: REGISTER & DAMPERS	011-31-2006	50.00
SELECT MECHANICAL, LLC	3780	02/25/2025	HVAC SERVICES 02/14/2025 - PW FRONT OFFICE	021-41-2006	188.00
SELECT MECHANICAL, LLC	3780	02/25/2025	MATERIALS: REGISTER & DAMPERS	021-41-2006	50.00
Vendor SELE1491 - SELECT MECHANICAL, LLC Total:					952.00
Vendor: SHAK2528 - SHAKEN OR STIRRED BARTENDING LLC					
SHAKEN OR STIRRED BARTEN	02 03 2025	02/03/2025	BARTENDING SERVICES 02/08/2025 - MOM PROM (HAC)	030-50-2092	250.00
Vendor SHAK2528 - SHAKEN OR STIRRED BARTENDING LLC Total:					250.00
Vendor: STAN2643 - STANDARD INSURANCE COMPANY					
STANDARD INSURANCE COMP	02 07 2025	02/07/2025	PAYROLL DEDUCTION OPTIONAL GROUP LIFE INSURANCE	001-00-2066	694.76
Vendor STAN2643 - STANDARD INSURANCE COMPANY Total:					694.76
Vendor: TEAM1998 - TEAMSNAAP, INC.					
TEAMSNAAP, INC.	INV00085072	02/11/2025	MOJO SPORTS LEAGUE SOFTWARE - ANNUAL FEE	030-50-2092	2,550.00
Vendor TEAM1998 - TEAMSNAAP, INC. Total:					2,550.00
Vendor: THER2294 - THE RADAR SHOP INC					
THE RADAR SHOP INC	RS-13313	02/11/2025	RADAR TRAILER SERVICE REPAIRS	001-02-2006	318.50
Vendor THER2294 - THE RADAR SHOP INC Total:					318.50
Vendor: THOM2006 - THOMAS TOWING & RECOVERY, LLC.					
THOMAS TOWING & RECOVE	002398	02/24/2025	TOWING & RECOVERY SVCS. - 2017 TOYOTA TACOMA	024-44-2012	5,345.00
Vendor THOM2006 - THOMAS TOWING & RECOVERY, LLC. Total:					5,345.00
Vendor: TIME2785 - TIMES-SENTINEL NEWSPAPERS					
TIMES-SENTINEL NEWSPAPER	65605	02/11/2025	LAND BANK INVENTORY 01/30/2025	036-56-3005	21.50
TIMES-SENTINEL NEWSPAPER	65606	02/11/2025	NUISANCE NOTICE: 242 S. WAYNE AVE. 01/30/2025	001-28-2012	60.00
TIMES-SENTINEL NEWSPAPER	65607	02/11/2025	NUISANCE NOTICE: 6400 S. OSAGE AVE. 01/30/2025	001-28-2012	60.00
TIMES-SENTINEL NEWSPAPER	65641	02/11/2025	HONOR ROLL OF BUSINESS AD PUBLISHED 01/31/2025	001-18-2004	65.00
TIMES-SENTINEL NEWSPAPER	65673	02/25/2025	NUISANCE NOTICE: 209 W. GROVER 02/06/2025	001-28-2012	60.00
TIMES-SENTINEL NEWSPAPER	65728	02/25/2025	CAMPUS HOMECOMING AD PUBLISHED 02/13/2025	092-66-3001	55.00
Vendor TIME2785 - TIMES-SENTINEL NEWSPAPERS Total:					321.50
Vendor: TRAC2804 - TRACY ELECTRIC INC					
TRACY ELECTRIC INC	9302	02/11/2025	S/C 12/30/2024 WWTP SCADA HMI LOG-INS (2024 EN	010-30-2006	1,500.00
TRACY ELECTRIC INC	9302	02/11/2025	S/C 12/30/2024 WWTP SCADA HMI LOG-INS	010-30-2006	661.53
TRACY ELECTRIC INC	9302	02/11/2025	S/C 12/30/2024 WWTP SCADA HMI LOG-INS	011-31-2006	661.53
TRACY ELECTRIC INC	9302	02/11/2025	S/C 12/30/2024 WWTP SCADA HMI LOG-INS (2024 EN	011-31-2006	1,500.00
Vendor TRAC2804 - TRACY ELECTRIC INC Total:					4,323.06
Vendor: TYLE2002 - TYLER IHNKEN					
TYLER IHNKEN	02 25 2025	02/25/2025	FITNESS INSTRUCTOR 2 HRS. 02/04/2025	030-50-1250	44.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TYLER IHNKEN	02 25 2025	02/25/2025	FITNESS INSTRUCTOR 2 HRS. 02/11/2025	030-50-1250	44.00
Vendor TYLE2002 - TYLER IHNKEN Total:					88.00
Vendor: UNDE2855 - UNDERGROUND VAULTS & STORAGE					
UNDERGROUND VAULTS & ST	A012007	02/25/2025	MICROSOFT 365 BUSINESS STANDARD	001-21-2040	175.00
UNDERGROUND VAULTS & ST	A012007	02/25/2025	MICROSOFT 365 BUSINESS BASIC	001-21-2040	504.00
UNDERGROUND VAULTS & ST	A012008	02/25/2025	MICROSOFT POWER AUTOMATE	001-21-2040	15.00
Vendor UNDE2855 - UNDERGROUND VAULTS & STORAGE Total:					694.00
Vendor: UNIT2868 - UNITED WAY OF THE PLAINS					
UNITED WAY OF THE PLAINS	02 06 2025 A	02/06/2025	PAYROLL DEDUCTION UNITED WAY	001-00-2056	7.50
UNITED WAY OF THE PLAINS	02 06 2025 B	02/06/2025	PAYROLL DEDUCTION UNITED WAY	001-00-2056	39.88
UNITED WAY OF THE PLAINS	02 06 2025 C	02/06/2025	PAYROLL DEDUCTION UNITED WAY	001-00-2056	55.00
UNITED WAY OF THE PLAINS	INV0002626	02/21/2025	PAYROLL DEDUCTION UNITED WAY	001-00-2056	7.50
UNITED WAY OF THE PLAINS	INV0002627	02/21/2025	PAYROLL DEDUCTION UNITED WAY	001-00-2056	55.00
Vendor UNIT2868 - UNITED WAY OF THE PLAINS Total:					164.88
Vendor: UNIV2870 - UNIVERSITY OF KANSAS					
UNIVERSITY OF KANSAS	C2C2DB79	02/25/2025	COURSE: OFFICER FIELD TRNG. 05/12/2025 - E. PERRY	001-02-2015	175.00
UNIVERSITY OF KANSAS	C2C2DB79	02/25/2025	COURSE: OFFICER FIELD TRNG. 05/12/2025 - J. ROMER	001-02-2015	175.00
UNIVERSITY OF KANSAS	C483E0C6	02/25/2025	COURSE: KS SRO BASIC TRNG. 06/02/2025 - S. KITZENB	001-02-2015	350.00
UNIVERSITY OF KANSAS	C483E0C6	02/25/2025	COURSE: KS SRO BASIC TRNG. 06/02/2025 - K. BOOR	001-02-2015	350.00
Vendor UNIV2870 - UNIVERSITY OF KANSAS Total:					1,050.00
Vendor: USAB2887 - USA BLUE BOOK					
USA BLUE BOOK	INV00593187	02/11/2025	3" X 3' TIGERTAIL W/ 24' ROPE 2EA.	010-30-2009	240.87
USA BLUE BOOK	INV00593187	02/11/2025	RETRIEVING MAGNET, 150LB. PULL 2EA.	010-30-2009	51.90
USA BLUE BOOK	INV00593187	02/11/2025	TREATMENT PLANT LOG BOOK 2PK.	010-30-2009	41.95
USA BLUE BOOK	INV00593187	02/11/2025	MULTI-PURPOSE WIPES, 70 CNT. 12EA.	010-30-2009	217.68
Vendor USAB2887 - USA BLUE BOOK Total:					552.40
Vendor: VERI2920 - VERIZON WIRELESS					
VERIZON WIRELESS	6104404151	02/03/2025	WIRELESS SVCS. - POLICE DEP	001-02-2040	521.63
VERIZON WIRELESS	6104948480	02/11/2025	316-670-7651 MI-FI XPRO - HAYSVILLE CHAMBER	001-00-5013	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-529-2461 HAYSVILLE CHAMBER PHONE	001-00-5013	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-680-3572 PARK SPRVSR. IPHONE	001-03-2002	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-285-8133 PLANNING/ZONING JETPACK	001-04-2004	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-612-7023 TRANSIT SYSTEM PHONE	001-13-2004	41.75
VERIZON WIRELESS	6104948480	02/11/2025	316-612-3416 TRANSIT SYSTEM IPAD	001-13-2004	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-680-8909 CITY INSPECTOR IPHONE	001-20-2002	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-358-8376 INSPECTION IPAD	001-20-2002	40.01

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	6104948480	02/11/2025	316-249-4879 CODE ENFORCEMENT IPAD	001-20-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-680-5785 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-680-7976 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-932-2708 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	312-243-6380 SEWER IPAD	010-30-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-680-6809 PW DIRECTOR IPHONE	010-30-2002	13.93
VERIZON WIRELESS	6104948480	02/11/2025	316-867-8569 PW DIRECTOR IPHONE	010-30-2002	13.33
VERIZON WIRELESS	6104948480	02/11/2025	316-680-0116 ELECTRICIAN IPAD	010-30-2002	13.33
VERIZON WIRELESS	6104948480	02/11/2025	316-369-0403 GIS ADMIN. IPAD	010-30-2002	13.33
VERIZON WIRELESS	6104948480	02/11/2025	316-617-7696 PW DIRECTOR IPAD	010-30-2002	13.33
VERIZON WIRELESS	6104948480	02/11/2025	316-680-5246 WASTEWATER SPRVSR. IPHONE	010-30-2002	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-204-1185 SEWER ON CALL PHONE	010-30-2002	51.78
VERIZON WIRELESS	6104948480	02/11/2025	316-680-0343 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-208-6054 ON CALL BACKUP PHONE	010-30-2002	25.89
VERIZON WIRELESS	6104948480	02/11/2025	316-213-0665 M8800 JETPACK (SHARED)	010-30-2002	13.33
VERIZON WIRELESS	6104948480	02/11/2025	316-680-8441 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-680-8135 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-391-9668 WATER TOWER MODEM	011-31-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-358-8146 WATER IPAD	011-31-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-208-6054 ON CALL BACKUP PHONE	011-31-2002	25.89
VERIZON WIRELESS	6104948480	02/11/2025	316-680-6896 WATER SPRVSR. IPHONE	011-31-2002	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-680-9005 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-680-6809 PW DIRECTOR IPHONE	011-31-2002	13.93
VERIZON WIRELESS	6104948480	02/11/2025	316-210-3238 WATER ON CALL PHONE	011-31-2002	51.78
VERIZON WIRELESS	6104948480	02/11/2025	316-680-8406 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	6104948480	02/11/2025	316-213-0665 M8800 JETPACK (SHARED)	011-31-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-369-0403 GIS ADMIN. IPAD	011-31-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-617-7696 PW DIRECTOR IPAD	011-31-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-680-0116 ELECTRICIAN IPAD	011-31-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-867-8569 PW DIRECTOR IPHONE	011-31-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-680-4249 STREET SPRVSR. IPHONE	021-41-2002	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-617-7696 PW DIRECTOR IPAD	021-41-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-680-0116 ELECTRICIAN IPAD	021-41-2002	13.34

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	6104948480	02/11/2025	316-213-0665 M8800 JETPACK (SHARED)	021-41-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-369-0403 GIS ADMIN. IPAD	021-41-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-680-6809 PW DIRECTOR IPHONE	021-41-2002	13.92
VERIZON WIRELESS	6104948480	02/11/2025	316-867-8569 PW DIRECTOR IPHONE	021-41-2002	13.34
VERIZON WIRELESS	6104948480	02/11/2025	316-655-9871 LATCHKEY - REX ELEM.	030-50-2094	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-655-9870 LATCHKEY - OATVILLE ELEM.	030-50-2094	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-655-9868 LATCHKEY - NELSON ELEM.	030-50-2094	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-655-9867 LATCHKEY - FREEMAN ELEM.	030-50-2094	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-558-1045 LATCHKEY - PRAIRIE ELEM.	030-50-2094	41.78
VERIZON WIRELESS	6104948480	02/11/2025	316-655-9869 LATCHKEY - RUTH CLARK ELEM.	030-50-2094	41.78
Vendor VERI2920 - VERIZON WIRELESS Total:					2,102.07

Vendor: VETE2922 - VETERINARY EMERGENCY &
VETERINARY EMERGENCY & 709299

02/25/2025

EMERGENCY VET SVCS.
02/12/2025 - TAZ

001-02-2047

177.90

Vendor VETE2922 - VETERINARY EMERGENCY & Total: 177.90

Vendor: WAST2962 - WASTE CONNECTIONS OF KANSAS, INC.

WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 706 SARAH LN.	001-03-2012	399.71
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 200 W. GRAND	001-09-2040	119.55
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 130 E. 2ND ST.	001-09-2040	206.39
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 105 S. MAIN	001-09-2079	14.77
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 160 E KARLA	001-12-2003	329.44
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 428 S. JANE (ROLL OFF)	010-30-2040	8,379.60
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 401 S. JANE	010-30-2040	60.59
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 200 W. GRAND	010-30-2040	119.55
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 428 S. JANE	010-30-2040	84.79
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 200 W. GRAND	011-31-2040	119.60
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 401 S. JANE	011-31-2040	60.59
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 428 S. JANE	011-31-2040	84.77
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 401 S. JANE	021-41-2040	60.60
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 428 S. JANE	021-41-2040	84.77
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 523 SARAH LN.	030-50-2003	414.89
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 665 W. 63RD ST.	030-50-2046	244.89
WASTE CONNECTIONS OF KA	JAN 2025	02/11/2025	MONTHLY TRASH SVC. - 401 S. JANE (SOCCER)	030-50-2092	49.20

Vendor WAST2962 - WASTE CONNECTIONS OF KANSAS, INC. Total: 10,833.70

AP Summary of Expenditures

Payment Dates: 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: WICH1615 - WICHITA PEST CONTROLS, LLC.					
WICHITA PEST CONTROLS, LLC	28197	02/11/2025	PEST CONTROL SVCS. - PUBLIC WORKS	001-03-2004	23.75
WICHITA PEST CONTROLS, LLC	28197	02/11/2025	PEST CONTROL SVCS. - PUBLIC WORKS	010-30-2004	23.75
WICHITA PEST CONTROLS, LLC	28197	02/11/2025	PEST CONTROL SVCS. - PUBLIC WORKS	011-31-2004	23.75
WICHITA PEST CONTROLS, LLC	28197	02/11/2025	PEST CONTROL SVCS. - PUBLIC WORKS	021-41-2004	23.75
Vendor WICH1615 - WICHITA PEST CONTROLS, LLC. Total:					95.00
Vendor: WICH3038 - WICHITA SHREDDING, LLC.					
WICHITA SHREDDING, LLC.	14454	02/11/2025	SHREDDING SERVICES 01/09/2025	001-01-2012	50.00
Vendor WICH3038 - WICHITA SHREDDING, LLC. Total:					50.00
Vendor: WICH3048 - WICHITA WINWATER WORKS					
WICHITA WINWATER WORKS	260118 01	02/11/2025	6 X 3 / 4CC DBL STRAP SADDLE 1EA.	011-31-2009	42.99
WICHITA WINWATER WORKS	260118 01	02/11/2025	6 X 3 / 1CC DBL STRAP SADDLE 1EA.	011-31-2009	50.58
WICHITA WINWATER WORKS	260201 01	02/25/2025	6" SLIP PVC40 CAP 2EA.	011-31-2009	72.52
WICHITA WINWATER WORKS	260201 01	02/25/2025	6" TOPHAT VALVE BOX W/ LID 3EA.	011-31-2009	137.37
WICHITA WINWATER WORKS	260201 01	02/25/2025	3/4" AW X COMP CORP STOP 10EA.	011-31-2009	480.50
Vendor WICH3048 - WICHITA WINWATER WORKS Total:					783.96
Vendor: WILL3061 - WILLIAMS JANITORIAL SUPPLY					
WILLIAMS JANITORIAL SUPPLY	0675428-IN	02/25/2025	HYDRO/PEROXIDE CLEANER 1 CS. (HAC)	030-50-2009	140.55
WILLIAMS JANITORIAL SUPPLY	0675428-IN	02/25/2025	TOILET PAPER 2-PLY 1 CS. (HAC)	030-50-2009	61.50
WILLIAMS JANITORIAL SUPPLY	0675428-IN	02/25/2025	NEUTRAL CLEANER 1 CS. (HAC)	030-50-2009	111.24
WILLIAMS JANITORIAL SUPPLY	0675428-IN	02/25/2025	PAPER TOWEL ROLLS 1 CS. (HAC)	030-50-2009	80.60
Vendor WILL3061 - WILLIAMS JANITORIAL SUPPLY Total:					393.89
Vendor: XERO1318 - XEROX FINANCIAL SERVICES					
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: C8145 POLICE DEPT. COPIER	001-02-2040	125.33
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: C405 CITY HALL CHECK PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: C8145 CITY HALL BSMNT. COPIER	001-10-2040	250.65
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: HPCLJ5550 CITY HALL LASER PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: DELL 1130N CITY HALL ACCTG. CLERK PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: HPLJP2055 CITY HALL A/P CLERK PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: C8145 CITY HALL COPIER	001-10-2040	313.32
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: HPLJP3015 CITY HALL CITY CLRK. PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: ENVELOPE TRAY PW PRINTER	001-20-2004	13.38
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: C1845 PUBLIC WORKS COPIER	001-20-2004	125.33
XEROX FINANCIAL SERVICES	6752033	02/11/2025	MODEL: C8145 ACTIVITY CENTER COPIER	099-66-3003	375.98
Vendor XERO1318 - XEROX FINANCIAL SERVICES Total:					1,266.64
Vendor: ZACH1941 - ZACHARY STOWELL					
ZACHARY STOWELL	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 1 HR. 01/27/2025	030-50-1250	16.00
ZACHARY STOWELL	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 3 HRS. 01/25/2025	030-50-1250	66.00

AP Summary of Expenditures

Payment Dates: 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZACHARY STOWELL	02 03 2025 A	02/03/2025	REFEREE BASKETBALL 1 HR. 01/25/2025	030-50-1250	16.00
Vendor ZACH1941 - ZACHARY STOWELL Total:					98.00
Grand Total:					853,612.23

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	338,616.66
010 - WASTEWATER FUND	50,025.97
011 - WATER FUND	28,146.23
012 - MUNICIPAL POOL	153.99
021 - STREET FUND	8,580.12
024 - LAW ENFORCEMENT	7,192.76
025 - LIBRARY	267,129.40
027 - SPECIAL LIABILITY	5,502.95
030 - RECREATION DEPARTMENT	23,692.82
036 - CAPITAL IMPROVEMENTS	24,556.66
037 - SUSTAINABILITY FUND	12,131.76
058 - FALL FESTIVAL	350.00
081 - EQUIPMENT RESERVE FUND	81,164.41
092 - TRANSIENT GUEST TAX	3,308.84
099 - SALES TAX - RECREATION	3,059.66
Grand Total:	853,612.23

Account Summary

Account Number	Account Name	Payment Amount
001-00-2000	GENERAL ACCOUNTS PA	260.49
001-00-2010	GENERAL FEDERAL TAX P	26,115.06
001-00-2014	GENERAL AFLAC-NON 1	56.81
001-00-2020	GENERAL FICA/MEDI PAY	61,395.70
001-00-2030	GENERAL STATE TAX PAY	17,986.03
001-00-2040	GENERAL RETIREMENT P	83,206.01
001-00-2050	GENERAL DENTAL INS PA	3,421.94
001-00-2051	GENERAL DFC PAYABLE	2,443.00
001-00-2052	GENERAL AFLAC PAYABL	304.78
001-00-2053	GENERAL COLONIAL PAY	263.87
001-00-2056	GENERAL UNITED WAY P	164.88
001-00-2057	GENERAL INCOME W/H	3,185.40
001-00-2058	GENERAL COLONIAL LIFE	345.69
001-00-2060	GENERAL PP LEGAL PAYA	33.90
001-00-2061	GENERAL HSA PAYABLE	2,041.66
001-00-2062	GENERAL VSP PAYABLE	737.41
001-00-2066	GENERAL OPT GROUP LI	694.76
001-00-2067	GENERAL DFC ROTH PAY	2,942.00
001-00-5013	GENERAL REIMBURSED	81.79
001-00-5056	GENERAL EMPLOYEE CO	62,573.28
001-01-2002	CITY CLERK TELEPHONE	389.67
001-01-2004	CITY CLERK OFFICE EXPE	216.92
001-01-2012	CITY CLERK MISCELLANE	50.00
001-02-2002	POLICE TELEPHONE	1,184.58
001-02-2004	POLICE OFFICE EXPENSE	202.42
001-02-2006	POLICE EQUIPMENT MAI	318.50
001-02-2010	POLICE GASOLINE & OIL	6,073.00
001-02-2012	POLICE MISCELLANEOUS	642.50
001-02-2013	POLICE ANIMAL CONTR	565.80
001-02-2015	POLICE TRAINING/EDUC	1,515.20
001-02-2016	POLICE UNIFORMS & EQ	114.90
001-02-2035	POLICE VEHICLE MAINT	145.80
001-02-2040	POLICE CONTRACTUAL	716.96
001-02-2047	POLICE SPECIAL INVESTI	434.49
001-02-2055	POLICE HEALTH & SAFET	107.98
001-03-2002	PARK TELEPHONE	72.82
001-03-2003	PARK UTILITIES	1,891.65
001-03-2004	PARK OFFICE EXPENSE	176.08

Account Summary

Account Number	Account Name	Payment Amount
001-03-2006	PARK EQUIPMENT MAIN	1,409.50
001-03-2009	PARK MATERIALS	1,251.94
001-03-2012	PARK MISCELLANEOUS	723.36
001-04-2002	PL COMM TELEPHONE	74.94
001-04-2004	PL COMM OFFICE EXPEN	40.01
001-04-2015	PL COMM TRAINING/ED	227.35
001-06-1100	MUN COURT PERSONNE	3,775.53
001-06-2002	MUN COURT TELEPHON	97.42
001-06-2004	MUN COURT OFFICE EXP	262.03
001-06-2012	MUN COURT MISCELLA	509.00
001-06-2037	MUN COURT CT APPOIN	1,625.00
001-06-2064	MUN COURT DUES & SU	35.00
001-06-3066	MUN COURT JAIL FEES	1,174.20
001-08-2003	STREET LIGHT UTILITIES	8,413.62
001-09-2003	BLDG & GROUNDS UTILI	4,603.95
001-09-2006	BLDG & GROUNDS EQUI	82.00
001-09-2009	BLDG & GROUNDS MAT	1,618.44
001-09-2025	BLDG & GROUNDS BUIL	109.00
001-09-2040	BLDG & GROUNDS CON	2,068.94
001-09-2079	BLDG & GROUNDS HIST	14.77
001-10-1100	SP FUNDS PERSONNEL S	4,300.00
001-10-2020	SP FUNDS INSURANCE	6,520.21
001-10-2040	SP FUNDS CONTRACTUA	3,994.01
001-10-2054	SP FUNDS SPECIAL EVEN	1,650.00
001-10-2077	SP FUNDS SHARED OFFI	171.78
001-12-2003	SR CENTER UTILITIES	1,895.65
001-12-2004	SR CENTER OFFICE EXPE	172.76
001-12-2009	SR CENTER MATERIALS	720.48
001-12-2012	SR CENTER MISCELLANE	1,994.40
001-12-2020	SR CENTER INSURANCE	470.30
001-12-2025	SR CENTER BUILDING M	1,307.32
001-12-2040	SR CENTER CONTRACTU	888.35
001-13-2004	TRANSIT OFFICE EXPENS	81.76
001-13-2015	TRANSIT TRAINING/EDU	100.00
001-13-2040	TRANSIT CONTRACTUAL	70.56
001-18-2002	GEN GOVT TELEPHONE/	156.84
001-18-2004	GEN GOVT OFFICE EXPE	94.59
001-18-2012	GEN GOVT MISCELLANE	50.00
001-18-2015	GEN GOVT TRAINING/E	30.00
001-20-2002	INSPECTION TELEPHONE	152.02
001-20-2004	INSPECTION OFFICE EXP	306.01
001-20-2015	INSPECTION TRAINING/E	335.00
001-20-2016	INSPECTION UNIFORMS	11.34
001-21-2002	INFORMATION SYS TELE	74.94
001-21-2040	INFORMATION SYS CON	694.00
001-21-2042	INFORMATION SYS REPA	130.67
001-22-2002	MEDIA SPECIALIST TELEP	74.94
001-28-2012	NOXIOUS WEEDS MISCE	979.00
010-30-2002	SEWER TELEPHONE	477.84
010-30-2003	SEWER UTILITIES	17,892.65
010-30-2004	SEWER OFFICE EXPENSE	459.02
010-30-2006	SEWER EQUIPMENT MAI	8,153.03
010-30-2009	SEWER MATERIALS	6,628.63
010-30-2010	SEWER GASOLINE & OIL	2,763.33
010-30-2011	SEWER POSTAGE	388.93
010-30-2012	SEWER MISCELLANEOUS	38.47
010-30-2015	SEWER TRAINING/EDUC	273.32
010-30-2016	SEWER UNIFORMS	198.88

Account Summary

Account Number	Account Name	Payment Amount
010-30-2020	SEWER INSURANCE	1,578.50
010-30-2040	SEWER CONTRACTUAL	11,173.37
011-31-2002	WATER TELEPHONE	517.87
011-31-2003	WATER UTILITIES	8,131.23
011-31-2004	WATER OFFICE EXPENSE	458.94
011-31-2006	WATER EQUIPMENT MAI	4,734.83
011-31-2009	WATER MATERIALS	5,363.67
011-31-2011	WATER POSTAGE	813.23
011-31-2012	WATER MISCELLANEOUS	308.51
011-31-2015	WATER TRAINING/EDUC	1,101.75
011-31-2016	WATER UNIFORMS	168.34
011-31-2020	WATER INSURANCE	4,264.00
011-31-2022	WATER SALES TAX	751.52
011-31-2040	WATER CONTRACTUAL	1,532.34
012-32-2003	MUNICIPAL POOL UTILIT	128.99
012-32-2006	MUNICIPAL POOL EQUIP	25.00
021-41-2002	STREET TELEPHONE	200.08
021-41-2003	STREET UTILITIES	2,059.45
021-41-2004	STREET OFFICE EXPENSE	176.04
021-41-2006	STREET EQUIPMENT MA	765.58
021-41-2009	STREET MATERIALS	1,858.33
021-41-2012	STREET MISCELLANEOUS	38.48
021-41-2015	STREET TRAINING/EDUC	205.00
021-41-2016	STREET UNIFORMS	373.15
021-41-2020	STREET INSURANCE	2,691.98
021-41-2040	STREET CONTRACTUAL	212.03
024-44-2012	LAW ENF MISCELLANEO	5,345.00
024-44-2080	LAW ENF CAPITAL OUTL	1,847.76
025-45-2012	LIBRARY MISCELLANEOU	267,129.40
027-47-2020	SP LIABILITY INSURANCE	5,502.95
030-50-1250	RECREATION DEPT SAL/P	2,101.50
030-50-2002	RECREATION DEPT TELE	352.78
030-50-2003	RECREATION DEPT UTILI	3,179.06
030-50-2004	RECREATION DEPT OFFIC	44.86
030-50-2006	RECREATION DEPT EQUI	769.99
030-50-2009	RECREATION DEPT MATE	393.89
030-50-2015	RECREATION DEPT TRG/	1,475.55
030-50-2020	RECREATION DEPT INSU	568.69
030-50-2025	RECREATION DEPT BLDG	2,736.33
030-50-2031	RECREATION DEPT CONC	35.90
030-50-2046	RECREATION DEPT P-C S	244.89
030-50-2092	RECREATION DEPT PROG	7,378.92
030-50-2094	RECREATION DEPT LATC	4,259.56
030-50-3065	RECREATION DEPT P-C U	150.90
036-56-2087	CAP IMPR SIDEWALKS	22,665.75
036-56-3005	CAP IMPR LAND BANK	21.50
036-56-3017	CAP IMPR CITYWIDE CLE	1,869.41
037-57-2012	SUSTAINABILITY GRANT	12,131.76
058-50-3073	FALL FESTIVAL STAGE	350.00
081-66-3001	EQUIPMENT RESERVE M	81,164.41
092-66-3001	TR GUEST TAX EXPENSE	3,308.84
099-66-3001	ST REC RES EXPENSE	2,683.68
099-66-3003	ST REC RES OFFICE EXPE	375.98
Grand Total:		853,612.23

Project Account Summary

Project Account Key	Payment Amount
None	853,612.23

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

853,612.23



Petty Cash Summary of Expenditures

By Vendor Name

Payment Dates 2/1/2025 - 2/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ALLE1943 - ALLEN HANTON					
ALLEN HANTON	02 13 2025	02/13/2025	MILEAGE REIMBURSEMENT - WABA HOME SHOW	001-18-2015	13.30
Vendor ALLE1943 - ALLEN HANTON Total:					13.30
Vendor: AMAN1999 - AMANDA DIAZ					
AMANDA DIAZ	02 13 2025	02/13/2025	PURCHASE REIMBURSEMENT - UNITED WAY	001-10-2054	16.25
Vendor AMAN1999 - AMANDA DIAZ Total:					16.25
Vendor: DAVI1599 - DAVID LIANG					
DAVID LIANG	02 24 2025	02/24/2025	FUEL PURCHASE REIMBURSEMENT	001-02-2010	26.39
Vendor DAVI1599 - DAVID LIANG Total:					26.39
Vendor: HAYS1190 - HAYSVILLE USD 261 - EDUCATION FOUNDATION					
HAYSVILLE USD 261 - EDUCATI	02 25 2025	02/25/2025	GET IT DONE FOR USD 261 - CHILI COOK OFF WINNERS	001-12-2012	100.00
Vendor HAYS1190 - HAYSVILLE USD 261 - EDUCATION FOUNDATION Total:					100.00
Vendor: LARR1369 - LARRY EVANS					
LARRY EVANS	02 13 2025	02/13/2025	REFUND SR. CNTR. RENTAL DEPOSIT 02/01/2025	001-00-5016	100.00
Vendor LARR1369 - LARRY EVANS Total:					100.00
Vendor: VANH2000 - NICOLE VAN NESS					
NICOLE VAN NESS	02 13 2025	02/13/2025	REFUND HAC RENTAL DEPOSIT 02/08/2025	030-00-5016	50.00
Vendor VANH2000 - NICOLE VAN NESS Total:					50.00
Vendor: MCNA1932 - RHONDA MCNAUGHT					
RHONDA MCNAUGHT	02 13 2025	02/13/2025	REFUND SR. CNTR. RENTAL DEPOSIT 01/25 - 01/26/2025	001-00-5016	100.00
Vendor MCNA1932 - RHONDA MCNAUGHT Total:					100.00
Vendor: SERE2008 - SERENITY GOODMAN					
SERENITY GOODMAN	02 25 2025	02/25/2025	REFUND RESTITUTION FEES - CASE #2022/2913	001-00-5059	80.00
Vendor SERE2008 - SERENITY GOODMAN Total:					80.00
Grand Total:					485.94

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	435.94
030 - RECREATION DEPARTMENT	50.00
Grand Total:	485.94

Account Summary

Account Number	Account Name	Payment Amount
001-00-5016	GENERAL BUILDING REN	200.00
001-00-5059	GENERAL MUN COURT R	80.00
001-02-2010	POLICE GASOLINE & OIL	26.39
001-10-2054	SP FUNDS SPECIAL EVEN	16.25
001-12-2012	SR CENTER MISCELLANE	100.00
001-18-2015	GEN GOVT TRAINING/E	13.30
030-00-5016	RECREATION DEPT RENT	50.00
Grand Total:		485.94

Project Account Summary

Project Account Key	Payment Amount
None	485.94
Grand Total:	485.94



SERVICE PROVIDER AGREEMENT

This Agreement is entered into as of this ___ day of _____, 2025, by and between the CITY OF HAYSVILLE, KANSAS ("City"), a municipal corporation, Shannon Grate d/b/a The Banned ("Contractor"), both parties acting through duly authorized officers.

WITNESSETH:

WHEREAS, the City needs musical entertainment at a community concert in the Historic District Park and

WHEREAS, the Contractor is able to provide outdoor musical entertainment;

NOW, THEREFORE, in consideration of the mutual and additional consideration, promises, performance, covenants, and agreements set forth herein, the City and Contractor agree as follows:

1. SERVICE(S). The Contractor shall provide outdoor musical entertainment as follows:

- Place of Engagement: Historic District Gazebo located at 200 S Main St, Haysville, KS 67060
- Date of employment: Saturday, October 4, 2025
- Hours of Performance: 6:30 – 8:30 PM

The City shall announce the charity raffle winner: Before the last song, the city will announce the charity raffle winner. The city will use the Contractor's microphone and sound for the announcement. (approximately 5 minutes); The Contractor will make one or two announcements during their performance announcing the charity raffle, announcement time, and ticket purchase location (the pink Ainsley Angels tent).

2. STATUS OF CONTRACTOR. City and Contractor agree that Contractor renders professional service(s) under this agreement as an independent contractor and not as an officer, agent, or employee of City. The City hereby agrees to engage the Contractor as an independent contractor, and the Contractor hereby agrees to fulfill the conditions enumerated herein, including any appendices attached hereto, as an independent contractor. The Contractor expressly understands, acknowledges, and agrees that the Contractor is not entitled to any of the benefits the City provides for its employees. The Contractor also expressly understands, acknowledges, and agrees that he is solely responsible for reporting all income paid to him pursuant to this Agreement to the IRS, the Kansas Department of Revenue, and any and all other applicable taxing entities and that the City shall report the payment of such income to said entities to the extent required by law.
3. TERM. The term of this Agreement shall be Saturday, October 4, 2025, from the start of set up (set up time as needed by Contractor) until the conclusion of performance (approximately 8:30 PM). Performance time 6:30 – 8:30 PM.

4. **TERMINATION.** This contract shall not be terminated by either party except as follows:
- A. If the **City** cancels the performance on or before one month prior to Saturday, October 4, 2025, (or September 4, 2025), the **City** does not pay a cancellation fee or performance amount.
 - B. If the **City** cancels after September 4, 2025 (for reasons other than acts of God, including inclement weather or other tragedy), full payment will be due unless the Contractor can book another engagement for the same date.
 - C. If the **Contractor** cancels the performance for any reason prior to Saturday, October 4, 2025, the Contractor agrees to inform the City as soon as the Contractor becomes aware of any intention or reason on its part to fail to perform under this contract to give the City the greatest opportunity to find a replacement performer.
 - D. In the case of inclement weather, the following shall apply:
 - Contractor will not perform if there is lightning/thunderstorm within two (2) miles of the performance area at the time of performance.
 - If the City cancels the performance due to inclement weather occurring on Saturday, October 4, 2025, the following cancellation payment schedule shall apply:
 - If canceled prior to 8 AM, the City agrees to pay 50% of the contract amount.
 - To prevent cancellation, the City reserves the right to move the Contractor indoors under the same contract specifications.
 - Rescheduling the performance to a day other than Saturday, October 4, 2025, due to inclement weather must be agreed to by both parties via email or written consent, and it will be treated as an addendum/update to the contract.
 - E. Both parties acknowledge that the Agreement of the Contractor to perform is subject to interference outside the band's control, which includes documented illness of the entire band, physical harms preventing the band as the whole from performing, or accidents involving means of transportation while driving to the performance, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond the control of the Contractor. **If the Contractor cancels the performance on or before one month prior to Saturday, October 4, 2025, (or September 4, 2025), the Contractor agrees to pay to the City liquidated damages for failure to perform arising from a decision within the control of the band, including the break-up of the band, in the amount of the compensation provided for this agreement, plus reasonable attorney's fees or other costs associated with collection.**
5. **COMPENSATION.** In consideration for the service(s) described in Paragraph One (1) above, provided by the Contractor for residents of the City of Haysville, the City shall cause payment to the Contractor in the amount of **\$2,000.00 to be paid upon conclusion of the performance, or in conformance with paragraph**

4 above, in a check or money order made payable to Shannon Grate. The Contractor agrees that billings and payments under this agreement shall be processed in accordance with established budgeting, purchasing, and accounting procedures of Haysville, Kansas. Payments shall be made to the Contractor only for service(s) provided as described in Paragraph One (1) of this agreement. The City reserves the right to disallow payment if the Economic Development Director of the City, or a designee, believes that the service(s) described in Paragraph One (1) above were not performed or provided.

6. INDEMNIFICATION. The Contractor agrees to indemnify and hold harmless the City for any liability or loss arising in any way out of the performance of this Agreement.
7. LICENSES AND PERMITS. The Contractor agrees to be responsible for all licensing and permits associated with providing musical entertainment. The City shall be responsible for all city-issued permits and licenses associated with such an event.
8. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION. The Contractor agrees to comply with the provisions of the Kansas Act against discrimination and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin, or ancestry and shall comply with all other provisions of K.S.A. 44-1030 in its performance of this agreement.
9. TRANSFER OR MODIFICATION. This Agreement sets forth the entire Agreement between the parties and supersedes any written or oral understanding, promise, or agreement directly or indirectly related to, which is not referred to and incorporated herein. Neither this Agreement nor any rights or obligations hereunder shall be assigned, subcontracted, or otherwise transferred by either party without the prior written consent of the other. Any modifications to this agreement must be set forth in writing and signed by both parties.
10. COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.
 - A. This Agreement shall be construed in accordance with the laws of the State of Kansas. If any provision of this Agreement shall be ruled unlawful by a Court of competent jurisdiction, it shall not affect the remaining provisions of this Agreement.
 - B. Contractor shall comply with 1) all applicable local, state, and federal laws, 2) all regulations, and 3) all applicable service standards that are now or may in the future become applicable in carrying out this Agreement, regardless of whether those legal requirements are specifically referenced in this agreement.
11. CASH BASIS AND BUDGET LAWS. The right of the City to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of

Kansas. This Agreement shall be construed and interpreted so as to ensure that the City shall at all times stay in conformity with such laws, and as a condition of this Agreement, the City reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.


12. AUTHORITY. Each person executing this Agreement represents and warrants that he is duly authorized to do so on behalf of an entity that is a party hereto and that this Agreement shall be binding upon the parties, their respective heirs, legal representatives, and assigns.
13. NON-REPRODUCTION OF PERFORMANCE. The performance to be rendered pursuant to this Agreement is not to be recorded, reproduced, or transmitted from the place of performance in any manner or by any means whatsoever without the written consent of the Contractor except for short excerpts for promotional purposes of the event.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF HAYSVILLE, KANSAS

THE BANNED

Danielle Gabor,
Economic Development Director



Shannon Grate
The Banned Representative



SERVICE PROVIDER AGREEMENT

This Agreement is entered into as of this ___ day of 20/02/25, 2025, by and between the CITY OF HAYSVILLE, KANSAS ("City"), a municipal corporation, Phlox ("Contractor"), both parties acting through duly authorized officers.

WITNESSETH:

WHEREAS, City needs musical entertainment at a community event in the park; and
WHEREAS, Contractor is able to provide outdoor entertainment;

NOW, THEREFORE, in consideration of the mutual and additional consideration, promises, performance, covenants, and agreements set forth herein, City and Contractor agree as follows:

1. SERVICE(S). Contractor shall: provide outdoor trampoline entertainment as follows:

- Place of Engagement: 706 Sarah Lane, Haysville, Kansas
- Date of employment: Saturday, October 18, 2025
- Hours of Performance: 7:15 – 8:00pm.

City shall provide to Contractor:

- A cooler of iced bottled water at set up time, (appx. 8:00 a.m.);

2. STATUS OF CONTRACTOR. City and Contractor agree that Contractor renders professional service(s) under this agreement as an independent contractor and not as an officer, agent or employee of City. City hereby agrees to engage Contractor as an independent contractor and Contractor hereby agrees to fulfill the conditions enumerated herein, including any appendices attached hereto, as an independent contractor. Contractor expressly understands, acknowledges and agrees that Contractor is not entitled to any of the benefits City provides for its employees. Contractor also expressly understands, acknowledges and agrees that he is solely responsible for reporting all income paid to him pursuant to this Agreement to the IRS, the Kansas Department of Revenue, and any and all other applicable taxing entities, and that City shall report the payment of such income to said entities to the extent required by law.

3. TERM. The term of this Agreement shall be Saturday, October 18, 2025, from start of set up (appx. 6:00 p.m.) until conclusion of performance (appx. 8:00 p.m.).

4. TERMINATION. This contract shall not be terminated by either party except as follows:

A. If the City cancels the performance 14 days prior to Saturday, October 18, 2025, the City agrees to forfeit, \$900, as a cancellation fee.

B. If the City cancels the performance due to inclement weather occurring on Saturday, October 18, 2025, the following cancellation payment schedule shall apply:

- if cancelled prior to 8:00 a.m. on October 18, the City agrees to pay full contract amount

C. If the Contractor cancels the performance for any reason prior to Saturday, October 18, 2025, Contractor agrees to inform City as soon as Contractor becomes aware of any intention or

reason on its part to fail to perform under this contract to give City the greatest opportunity to find a replacement performer. Contractor also agrees to return the deposit within seven (7) business days of such notification, plus reasonable attorney's fees or other costs associated with collection as needed.

D. Contractor will not perform if there is lighting/thunderstorm within two (2) miles of performance area. Contractor's failure to perform under these circumstances will be considered a postponement of time (not date) of performance unless a decision is made by City to cancel the event. Rescheduling the concert to a day other than Saturday, October 18, 2025 due to inclement weather on Saturday, October 18, 2025, shall be treated as a separate contract.

E. Both parties acknowledge that the Agreement of the Contractor to perform is subject to interference outside the band's control, which includes documented illness of the entire band, physical harms preventing the entire band from performing, or accidents involving means of transportation while driving to the performance, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond the control of the Contractor. Contractor agrees to pay to City liquidated damages for failure to perform arising from a decision within the control of the band, including break-up of the band, in the amount of the compensation provided for this agreement, plus reasonable attorney's fees or other costs associated with collection.

5. COMPENSATION. In consideration for the service(s) described in Paragraph One (1) above, provided by Contractor for residents of the City of Haysville, City shall cause payment to Contractor in the amount of **\$900.00 (nine hundred) to be paid as follows: deposit of \$100.00, the balance to be paid upon conclusion of the performance, or in conformance with paragraph 4 above, in a check or money order made payable to Phlox.** Contractor agrees that billings and payments under this agreement shall be processed in accordance with established budgeting, purchasing, and accounting procedures of Haysville, Kansas. Payments shall be made to Contractor only for service(s) provided as described in Paragraph One (1) of this agreement. City reserves the right to disallow payment if the Recreation Director of the City, or a designee, believes that the service(s) described in Paragraph One (1) above were not actually performed or provided.

6. INDEMNIFICATION. Contractor agrees to indemnify and hold harmless the City for any liability or loss arising in any way out of the performance of this Agreement.

7. LICENSES AND PERMITS. Contractor agrees to be responsible for all licensing and permits associated with providing musical entertainment. City shall be responsible for all City issued permits and licenses associated with such an event.

8. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION. Contractor agrees to comply with the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin, or ancestry, and shall comply with all other provisions of K.S.A. 44-1030 in its performance of this agreement.

9. TRANSFER OR MODIFICATION. This Agreement sets forth the entire Agreement between the parties and supersedes any written or oral understanding, promise, or agreement directly or indirectly related to, which is not referred to and incorporated herein. Neither this agreement nor any rights or obligations hereunder shall be assigned, subcontracted, or

otherwise transferred by either party without the prior written consent of the other. Any modifications to this agreement must be set forth in writing and signed by both parties.

10. COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.

A. This Agreement shall be construed in accordance with the laws of the State of Kansas. If any provision of this Agreement shall be ruled unlawful by a Court of competent jurisdiction, it shall not affect the remaining provisions of this Agreement.

B. Contractor shall comply with 1) all applicable local, state and federal laws, 2) all regulations, and 3) all applicable service standards, that are now or may in the future become applicable, in carrying out this Agreement, regardless of whether those legal requirements are specifically referenced in this agreement.

11. CASH BASIS AND BUDGET LAWS. The right of the City to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the City shall at all times stay in conformity with such laws, and as a condition of this Agreement the City reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.

12. AUTHORITY. Each person executing this Agreement represents and warrants that he is duly authorized to do so on behalf of an entity that is a party hereto, and that this Agreement shall be binding upon the parties, their respective heirs, legal representatives, and assigns.

13. NON-REPRODUCTION OF PERFORMANCE. The performance to be rendered pursuant to this Agreement is not to be recorded, reproduced, or transmitted from the place of performance in any manner or by any means whatsoever without written consent of the Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF HAYSVILLE, KANSAS

Rob Arneson,
Recreation Director

Tyler R Duncan PHLOX
tyler R Duncan PHLOX (Feb 20, 2025 10:41 CST)

Phlox



Letter Agreement

This Letter Agreement is entered on this 10th day of March, 2025, by and between the CENTRAL STATES METAL ARTISANS and the CITY OF HAYSVILLE, KANSAS, in connection with the Artisans' use of the property commonly known as Ward's Blacksmith Shop which is owned by the City of Haysville, Kansas.

Rental Rate: It is agreed that no rental rate shall be afforded to the Central States Metal Artisans for payment toward conducting demonstrations during city sponsored events and tours and that the Central States Metal Artisans will occupy the blacksmith shop as a working shop and educational center.

Utilities: The City of Haysville agrees to pay for gas, electric and water.

Maintenance: The City of Haysville will maintain the exterior of the building.

Interior Upkeep: The Central States Metal Artisans agrees that the interior of the building will be kept in such a manner befitting the blacksmith trade and in keeping with the 1920-1930's era. This does not preclude the use of modern day equipment and tools.

Hours of Use: The hours of use are to be consistent with the park hours established by City Code.

Insurance: The Central States Metal Artisans will carry liability insurance in an amount not less than \$500,000.00 per occurrence listing the City of Haysville as an additional insured in case of injury to one of their members or others who are visiting the shop for educational purposes. Any insurance to cover the contents of the shop will be the responsibility of the Central States Metal Artisans.

The City of Haysville will carry hazard insurance on the building, personal property insurance on any donated machinery, and liability insurance for anyone injured while on the premises other than during a demonstration, tour or while working therein.

Inspection: The City Inspector may from time to time inspect the premises.

Termination:

The City of Haysville may terminate the lease with the Central States Metal Artisans in whole or in part, at any time after the initial year of the term of the lease upon thirty (30) days written notice to the Central States Metal Artisans. The Central States Metal Artisans may, in writing, terminate the lease with the City of Haysville upon thirty (30) days written notice.

Renewal:

The Central States Metal Artisans shall have the right of first refusal for renewal of the lease on an annual basis.

Russ Kessler, Mayor
City of Haysville



Larry Evans, President
Central States Metal Artisans

ATTEST:

Angela Fulton, City Clerk



CITY OF HAYSVILLE, KANSAS

TEMPORARY SPECIAL EVENT PERMIT APPLICATION

This is an application for (check only one):

All beverages sold in compliance with Chapter 3, Haysville Municipal Code.

☐ Temporary Special Event Permit for consumption of alcoholic liquor.

Special Event approved by Ordinance 1018, which requires the Governing Body to approve a T.S.E.P.A. all in accordance with K.S.A. 41-719 and K.S.A 41-2645. Attach a copy of State Issued Temporary Permit in lieu of sections #3 and #4 below.

☒ Temporary Special Event Permit for consumption of cereal malt beverage.

K.S.A. 41-2703(e), and Chapter 3, Article 1, Section 3(c) of the Haysville Code provide that a special event license may be issued for the sale of cereal malt beverages for consumption on the generally unpermitted premises of a special event site. Attach copy of approved CMB license.

Name of Special Event: Trivia Night

Requested date(s) of operation: March 29, 2025

Anticipated hours of operation of Special Event 7pm-10pm

SITE DESCRIPTION: The applicant shall define the special event site by 1) the address of a permanent structure, or common name of an outdoor location, and 2) the exact boundaries of the proposed site, including any outdoor areas directly adjacent to a structure to be used as part of a site. Include a photo of any site located outside a structure, and include a site plan showing type and height of boundary structure, ingress/egress, method of restricting juvenile access, restroom access, security placement, etc.

Haysville Activity Center Gymnasium & Rental Room Approved Area

1. Applicant Information

Name of Applicant: Haysville Recreation

Spouse's full name:

Date of birth:

Age:

SSN:

Place of Birth: (City)

(State)

(County)

Length of residency: (Haysville)

(State)

(County)

Current address: 523 Sarah Lane

City: Haysville

State: KS

ZIP Code: 67060

Mailing address:

City:

State:

ZIP Code:

Home Phone:

Mobile Phone:

Driver's License: (State)

#

2. Business Information

Name of Business:

Business address:

City:

State:

ZIP Code:

Business Phone:

Premises Owner Phone:

Name of Premises Owner:

Years of ownership:

Address of Premises Owner:

City:

State:

ZIP Code:

3. Citizenship

Are you a citizen of the United States? ☒ Yes ☐ No

Citizen by: By Birth ☒ Naturalization ☐

If naturalized give place and date of naturalization:

4. Criminal History

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

- | | | |
|---|-----------|--|
| 1) Felony? | Yes _____ | No <input checked="" type="checkbox"/> _____ |
| 2) A crime of Moral Turpitude?
(moral turpitude includes any act associated with prostitution, pandering, crimes opposed to decency, gambling) | Yes _____ | No <input checked="" type="checkbox"/> _____ |
| 3) Drunkenness? | Yes _____ | No <input checked="" type="checkbox"/> _____ |
| 4) Driving under the influence of intoxicating substance? | Yes _____ | No <input checked="" type="checkbox"/> _____ |
| 5) Violating any state or federal liquor law? | Yes _____ | No <input checked="" type="checkbox"/> _____ |

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

5. Insurance Certification

Permittee shall furnish a **Certificate of Insurance** evidencing coverage for any damage caused by Permittee, or Permittee's agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insureds if such special event site is located on City property 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 Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67060. Said Certificate shall also contain a clause agreeing to notify City of any material change or cancellation of insurance before such is effective. Failure of Permittee to provide City an approved Certificate of Insurance prior to use of above described recreational area, public area, facility or roadway, shall cancel and make void this permit. Permittee agrees to **indemnify and hold harmless City**, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of any streets, easements, structures or public areas within the City, and not caused by City negligence. City shall give to Permittee notice of any claim made or litigation instituted which directly or indirectly, contingently or otherwise in any way affects or might affect Permittee. Permittee shall have the right to compromise and participate in the defense of the same to the extent of their own interests. **Tort Claims Applicability, Reimbursement for Damage:** I understand that the City of Haysville does not assume liability for any loss or damage associated with the aforescribed activity permitted to be operated within Haysville parks or in/on public property/roadways pursuant to this permit as part of a recreational or community event, and understand that this permit is approved subject to applicability of the provisions of K.S.A. 75-6104. Permittee shall reimburse City for any cost associated with damage to a public facility, area, or roadway that exceed normal or routine maintenance requirements. Upon review of the event scope, the Mayor or Chief Administrative Officer may waive or alter the insurance requirement.

The following additional requirements shall apply when determined applicable by authorized City Staff. Such additional requirements may require separate Agreement.

_____ Designated Parking Area	_____ Trash Containers	_____ Site Clean-up
_____ Portable Restrooms	_____ Barricades for Streets	_____ Security
_____ Other _____		

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

Signature of Applicant

Date

Signature of MAYOR/ or other Authorized Haysville Official Date

OFFICE USE ONLY

Date Received: 2/24/25 By: WB Fee: N/A Receipt #: N/A

Fees paid in association with rental of City facilities? Receipt # N/A

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

Police Department Approval of Request: [Signature] Maintenance Department Approval of request: [Signature]

Recreation Department Approval of Request: [Signature]

Date of Governing Body Approval of Special Event: _____ **ORDINANCE NUMBER 1018**

This document must be acknowledged by Notary Public before submission to City of Haysville, Kansas.

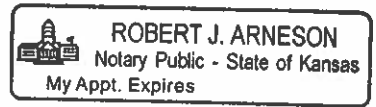
STATE OF KANSAS)
) SS
SEDGWICK COUNTY)

The foregoing Application for Temporary Special Event Permit was acknowledged before me this 11 day of February A.D., 2025 by the individual listed above as the Applicant, and who signed as Applicant, who appeared before me and are personally known by me to be the parties named in the foregoing document,.

Notary Public 

SEAL

My Appointment Expires: 10/6/25



FARM LEASE

THIS AGREEMENT, made and entered in duplicate on this 10th day of March, 2025, by and between THE CITY OF HAYSVILLE, KANSAS, hereinafter referred to as “Lessor”, and David Dejmal, hereinafter referred to as “Lessee”.

WITNESSETH:

The Lessor, in consideration of the rents and covenants herein specified, does hereby let and lease to the Lessee the following described real property {Premises} situated in the County of Sedgwick, State of Kansas, to wit:

A portion of the SE COR W1/2 NW1/4 N 792 FT W TO CEN CRK SLY ALG CRK & DITCH TO S LI NW1/4 E TO BEG EXC S 165 FT E 170 FT SEC 5-29-1E, containing 5 acres, more or less.

The Premises, together with the appurtenances thereunto belonging, shall be leased for the term of one year commencing March 10, 2025, and ending on October 31, 2025. Said Lessee understands that at the conclusion of this lease the property may be leased to another party. Said Lessee does hereby hire said Premises subject to the terms and understandings set forth herein, and agrees with the said Lessor to conform to the anticipated agriculture purposes in the use and occupancy of the above-described Premises, that Lessee will and does hereby bind himself and his heirs and executors, as follows:

1. Lessor does hereby let and lease to the Lessee the tillable portions of the real property hereinbefore described for farming purposes for the sum of \$250.00 per year, such sum to be paid as follows:
 - (a) \$250.00 to be paid by Lessee on or before May 1, 2025.
2. Lessee agrees to coordinate set aside and crop rotation with the Lessor for purposes of utilization of said Premises in Lessor’s sludge application program as follows:
 - (a) Upon commencement of said Lease, Lessee will coordinate with Lessor’s representative, Director of Public Works, for the set aside and crop rotation, applicable for any given year. Such agreed upon set aside and crop rotation may not be altered without prior permission from the Lessor.
 - (b) In the case of total acreage set out (unable to farm) due to the Lessor’s actions, the Lessor agrees to deduct the amount of \$50.00 per acre for the number of acres in total.
 - (c) In the case of crop damage by the Lessor, Lessor agrees to deduct the amount of \$50.00 per acre for the number of acres damaged.

3. Lessee will remain liable for maintaining Premises in conformance with this Agreement throughout the term of the lease, and shall not sublease, release or assign this Lease without the written consent of the Lessor, and he will, at the expiration of said term of rental, yield and deliver the property herein rented in like condition as when taken.
4. Lessee will not plant crops that will be harvested after the end date of this lease without having entered into a new lease with Lessor for the additional time required for the new crop. Any unharvested crops that remain on the property at the conclusion of this lease, or any lawful extension thereof, will be forfeit to the Lessor as of the end date of this lease.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.



THE CITY OF HAYSVILLE, KANSAS



David Dejmaj, Lessee

By: _____
Mayor Russ Kessler, Lessor



-  Farm Land A
-  Farm Land B

FARM LEASE

THIS AGREEMENT, made and entered in duplicate on this 10th day of March 2025, by and between THE CITY OF HAYSVILLE, KANSAS, hereinafter referred to as “Lessor”, and David Dejmal, hereinafter referred to as “Lessee”.

WITNESSETH:

The Lessor, in consideration of the rents and covenants herein specified, does hereby let and lease to the Lessee the following described real property {Premises} situated in the County of Sedgwick, State of Kansas, to wit:

A varying portion of the Northwest Quarter of the Southeast Quarter of Section 5, Township 29 South, Range 1 E of the Sixth Principal Meridian, Sedgwick County, Kansas. Farmable land will vary from fifteen (15) acres minimum to seventy-two (72) acres maximum due to the sludge application process, in conformance with this agreement.

The Premises, together with the appurtenances thereunto belonging, shall be leased for the term of one year commencing March 10, 2025, and ending on October 31, 2025. Said Lessee understands that at the conclusion of this lease the property may be leased to another party. Said Lessee does hereby hire said Premises subject to the terms and understandings set forth herein, and agrees with the said Lessor to conform to the anticipated agriculture purposes in the use and occupancy of the above-described Premises, that Lessee will and does hereby bind himself and his heirs and executors, as follows:

1. Lessor does hereby let and lease to the Lessee the tillable portions of the real property hereinbefore described for farming purposes for the price of \$50.00 per acre per year, such sum to be paid as follows:

(a) \$750.00 down upon execution of this Farm Lease and the balance to be paid by Lessee on or before May 1, 2025. The balance will be \$50.00 per acre times the total farmable acres less the \$750.00 down payment.

2. Lessee agrees to coordinate set aside and crop rotation with the Lessor for purposes of utilization of said Premises in Lessor’s sludge application program as follows:

(a) Upon commencement of said Lease, Lessee will coordinate with Lessor’s representative, Director of Public Works, for the set aside and crop rotation applicable for any given year. Such agreed upon set aside and crop rotation may not to be altered without prior permission from the Lessor.

(b) In the case of crop damage by the Lessor associated with the sludge application program, Lessor agrees to deduct crop damage costs (not to exceed \$200 total) from the payment due on or before May 1, 2025.

3. Lessee will remain liable for maintaining Premises in conformance with this Agreement throughout the term of the lease, and shall not sublease, release or assign this Lease without the written consent of the Lessor, and he will, at the expiration of said term of rental, yield and deliver the property herein rented in like condition as when taken.

4. Lessee will not plant crops that will be harvested after the end date of this lease without having entered into a new lease with Lessor for the additional time required for the new crop. Any unharvested crops that remain on the property at the conclusion of this lease, or any lawful extension thereof, will be forfeit to the Lessor as of the end date of this lease.



IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

THE CITY OF HAYSVILLE, KANSAS


David Dejmal, Lessee

By: _____
Mayor Russ Kessler, Lessor



-  Farm Land A
-  Farm Land B

0 0.05 0.1 0.2 Miles

Maxar, Microsoft, Esri Community Maps Contributors, City of Wichita, Sedgwick County, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

FARM LEASE

THIS AGREEMENT, made and entered in duplicate on this 10th day of March, 2025, by and between THE CITY OF HAYSVILLE, KANSAS, hereinafter referred to as “Lessor”, and HAY FARMS, hereinafter referred to as “Lessee”.

WITNESSETH:

The Lessor, in consideration of the rents and covenants herein specified, does hereby let and lease to the Lessee the following described real property {Premises} situated in the County of Sedgwick, State of Kansas, to wit:

The S1/2 NE1/4 W OF PD CANAL EXC BEG NW COR S1/2 NE1/4 E TO PD CANAL SELY 888.16 FT ALG CANAL W 1679.84 FT TO W LI N 851.20 FT TO BEG SEC 17-29-1E EXEMPT NO. 93-16777-TX and N 472.2 FT M-L SE1/4 LY W OF CANAL SEC 17-29-1E, containing thirty-eight (38) acres, more or less.

The Premises, together with the appurtenances thereunto belonging, shall be leased for the term of one year commencing March 10, 2025, and ending on October 31, 2025. Said Lessee understands that at the conclusion of this lease the property may be leased to another party. Said Lessee does hereby hire said premises subject to the terms and understandings set forth herein, and agrees with the said Lessor to conform to the anticipated agriculture purposes in the use and occupancy of the above-described premises, that he will and does hereby bind himself and his heirs and executors, as follows:

1. Lessor does hereby let and lease to the Lessee the tillable portions of the real property hereinbefore described for farming purposes for the sum of \$1,650.00 per year, such sum to be paid as follows:
 - (a) \$1,650.00 upon execution of this Farm Lease.
2. Lessee agrees to coordinate set aside and crop rotation with the Lessor for purposes of utilization of said Premises in Lessor’s sludge application program as follows:
 - (a) Upon commencement of said Lease, Lessee will coordinate with Lessor’s representative, Director of Public Works, for the set aside and crop rotation applicable for any given year. Such agreed upon set aside and crop rotation may not to be altered without prior permission from the Lessor.
 - (b) In the case of total acreage set out (unable to farm) due to the Lessor’s actions, the Lessor agrees to deduct the amount of \$50.00 per acre.

(c) In the case of crop damage by the Lessor, Lessor agrees to deduct crop damage costs of \$50 per acre (not to exceed \$200 total).

3. Lessee will remain liable for maintaining Premises in conformance with this Agreement throughout the term of the lease, and shall not sublease, release or assign this Lease without the written consent of the Lessor, and he will, at the expiration of said term of rental, yield and deliver the property herein rented in like condition as when taken.
4. Lessee will not plant crops that will be harvested after the end date of this lease without having entered into a new lease with Lessor for the additional time required for the new crop. Any unharvested crops that remain on the property at the conclusion of this lease, or any lawful extension thereof, will be forfeit to the Lessor as of the end date of this lease.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

HAY FARMS

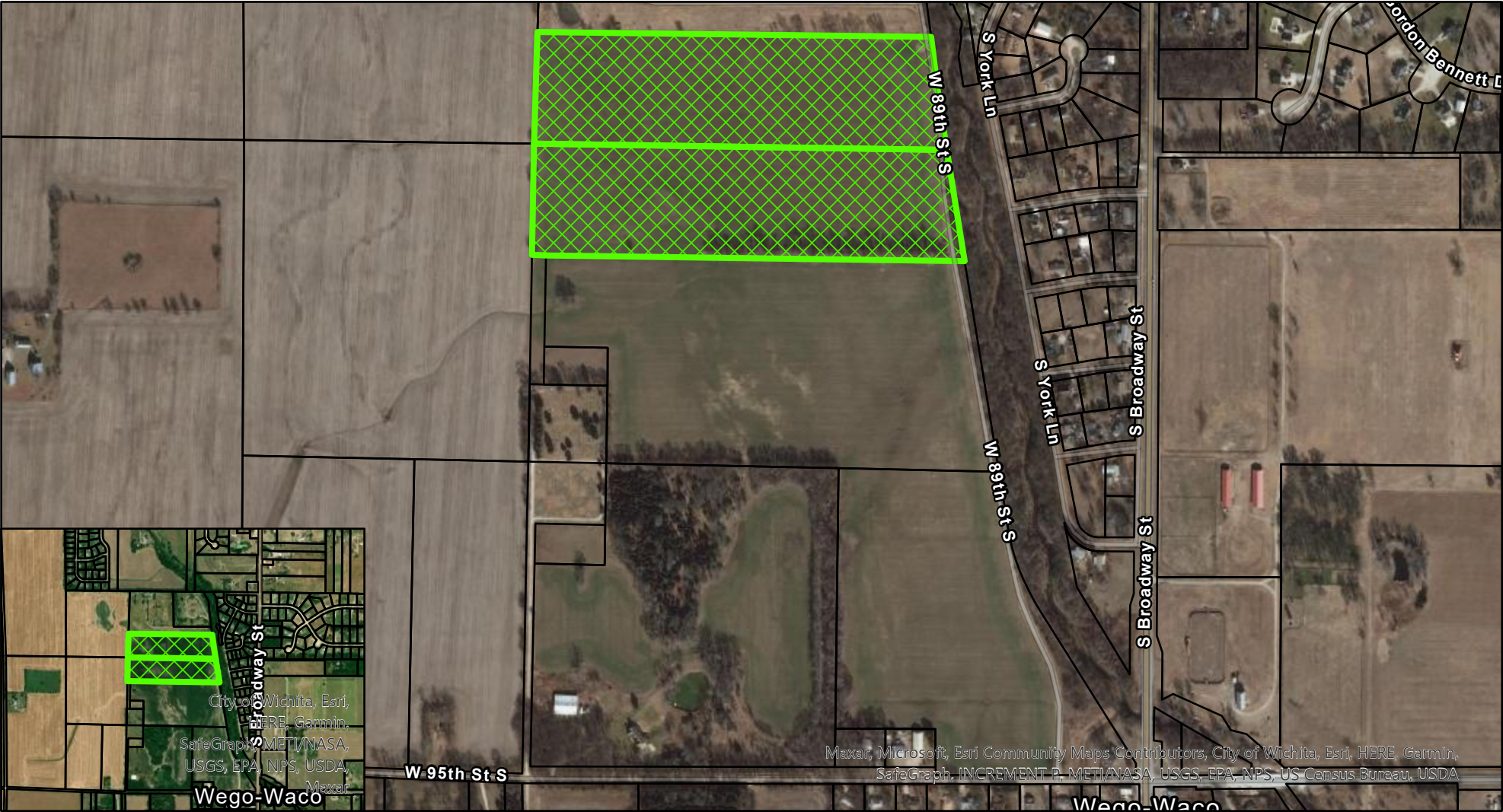
THE CITY OF HAYSVILLE, KANSAS

By: Robert D Hay
Robert Hay, Lessee



By: _____
Mayor Russ Kessler, Lessor



City of Haysville, KS Farm Land for Lease



Legend

-  Land for Lease
-  Sedgwick County Parcel Layer

This map depicts farm land owned by the City of Haysville, KS available for leasing.



City of Haysville, KS
Public Works
CS:WGS1984
Basemap: ESRI
9/8/2021