

**MEETING NOTICE  
MAIZE CITY COUNCIL  
REGULAR MEETING**

**TIME: 7:00 P.M.**  
**DATE: MONDAY, February 17, 2014**  
**PLACE: MAIZE CITY HALL**  
**10100 W. GRADY AVENUE**

**AGENDA  
MAYOR CLAIR DONNELLY PRESIDING**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance/Moment of Silence
- 4) Approval of Agenda
- 5) Public Comments
- 6) Consent Agenda
  - a) Approval of Minutes –City Council Meeting of January 20, 2014 and Special Meeting of January 27, 2014.
  - b) Receive and file minutes from the Park & Tree Board of January 14, 2014.
  - c) Receive and file minutes from the Planning Commission of November 7, 2013.
  - d) Cash Disbursements from January 1, 2014 thru January 31, 2014 in the amount of \$730,713.00. (Check #57516 thru #57717).
  - e) Amend Personnel Manual Sections IX – XVII and Approve the Job Descriptions for: Executive Assistant (replaces the Administrative Assistant); Public Works Director; Public Works Supervisor; Water and Wastewater Controller; Maintenance Worker III, II, and I; and Cemetery Worker.
- 7) New Business
  - A. Watercress Village Vacation
  - B. Carriage Crossing Addition
- 8) Reports
  - Police
  - Public Works
  - City Engineer
  - Planning & Zoning
  - City Clerk
  - Operations
  - Mayor’s Report
  - Council Member’s Reports

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 17, 2014**

- 9) Reports (continued)
  - Operations
  - Mayor's Report
  - Council Member's Reports
- 10) Executive Session
- 11) Adjournment

**MINUTES-REGULAR MEETING  
MAIZE CITY COUNCIL  
Monday, January 20, 2014**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **January 20, 2014** in the Maize City Hall, 10100 Grady Avenue, with **Council President Donna Clasen** presiding. Council members present were **Alex McCreath, Karen Fitzmier, Pat Stivers** and **Kevin Reid**. **Mayor Clair Donnelly** was absent.

Also present were: **Richard LaMunyon**, City Administrator, **Rebecca Bouska**, Deputy City Administrator, **Jocelyn Reid**, City Clerk, **Matt Jensby**, Police Chief, **Ron Smothers**, Public Works Director, **Bill McKinley**, City Engineer, **Kim Edgington**, Planning Administrator, **Larry Kleeman**, Financial Advisor and **Tom Powell**, City Attorney.

**APPROVAL OF AGENDA:**

The Agenda was submitted for Council approval.

**MOTION:** *Fitzmier* moved to approve the Agenda as submitted.  
*Stivers* seconded. Motion declared carried.

**CONSENT AGENDA:**

The Consent Agenda was submitted for approval including the Council Meeting Minutes of December 16, 2013, the Park & Tree Board minutes of December 10, 2013 for receipt and file, the Cash Disbursement Report from December 1, 2013 through December 31, 2013 in the amount of \$506,507.75 (Check #57360 through #57515), adoption of the GAAP Waiver Resolution for the year ended December 31, 2013 (Resolution #550-14), approval of Emprise Bank as the City's Official Depository for 2014 and selection of *The Clarion* as the City's Official Newspaper for 2014 and the approval of Cereal Malt Beverage applications from January 20, 2014 through December 31, 2014 for Kansas International Dragway.

**MOTION:** *Fitzmier* moved to approve the Consent Agenda as submitted.  
*McCreath* seconded. Motion declared carried.

**CENTRAL STREET AMENDING AUTHORIZING RESOLUTION:**

A resolution authorizing the financing of the Central Street Project was submitted for Council approval. The cost of the project increased due additional construction costs.

**MOTION:** *McCreath* moved to approve the amending resolution authorizing the financing of improvements to Central Street in a total amount not to exceed \$400,000 and authorize the Mayor to sign..  
*Stivers* seconded. Motion declared carried.

*City Clerk assigned Resolution #551-14.*

**TEMPORARY NOTES, SERIES 2014A:**

A resolution authorizing the sale of Temporary Notes, Series 2014A was submitted for Council approval.

**MOTION:** *McCreath* moved to approve the Resolution authorizing the sale of the 2014A Temp Notes.  
*Reid* seconded. Motion declared carried.

**EXECUTIVE SESSION:**

*President Clasen* requested a 15-minute executive session to discuss land acquisition.

**MOTION:** *Stivers* moved to enter executive session for 15 minutes to discuss land acquisition.  
*Fitzmier* seconded. Motion declared carried.

The Council entered executive session at 7:50 pm and reconvened at 8:05. No action was taken.

**ADJOURNMENT:**

With no further business before the Council,

**MOTION:** *Reid* moved to adjourn.  
*Fitzmier* seconded. Motion declared carried.  
Meeting adjourned.

**Respectfully submitted by:** \_\_\_\_\_  
Jocelyn Reid, City Clerk

**MINUTES-SPECIAL MEETING  
MAIZE CITY COUNCIL  
Monday, January 27, 2014**

The Maize City Council met in a special meeting at 6:00 p.m., **Monday, January 27, 2014** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Clair Donnelly** presiding. Councilmembers present were **Donna Clasen, Kevin Reid, Pat Stivers,** and **Karen Fitzmier.** **Alex McCreath** was absent

Also present were: **Richard LaMunyon,** City Administrator; **Rebecca Bouska,** Deputy City Administrator; **Jocelyn Reid** City Clerk, **Sue Villarreal,** City Treasurer; **Laura Rainwater,** Administrative Assistant; **Matt Jensby,** Police Chief; **Craig Brasser,** Assistant Police Chief; **Ron Smothers,** Public Works Director and **Jeff Priddle,** Public Works Supervisor

**APPROVAL OF AGENDA:**

The agenda was submitted for Council approval.

**MOTION:** **Clasen** moved to approve the Agenda as presented.  
**Stivers** seconded. Motion declared carried.

**CEREAL MALT BEVERAGE APPLICATION – NANCY’S A-MAIZE-N SANDWICHES:**

The cereal malt beverage application from Nancy’s A-Maize-N Sandwiches for the period of January 27, 2014 through December 31, 2014 was submitted for Council approval.

**MOTION:** **Fitzmier** moved to approve the CMB application for Nancy’s A-Maize-N Sandwiches for January 27,2014 through December 31, 2014.  
**Clasen** seconded. Motion declared carried.

**ADJOURNMENT:**

With no further business before the Council,

**MOTION:** **Clasen** moved to adjourn.  
**Stivers** seconded. Motion declared carried.  
Meeting adjourned.

**Respectfully submitted by:** \_\_\_\_\_  
Jocelyn Reid, City Clerk

**MAIZE PARK AND TREE BOARD  
MINUTES – REGULAR MEETING  
TUESDAY, JANUARY 14, 2014**

The Maize Park and Tree Board met in a regular meeting at 7:03PM, Tuesday, January 14, 2014 with **Becky Keiter Bell** presiding. Board members present were **Betty Pew, Mike Burks, Jennifer Herington, Marina Fulton and Justin Banks**. Member absent was **Tammy Learned**.

Also present were **Laura Rainwater**, Recording Secretary and **Richard LaMunyon**, City Administrator.

**Approval of Agenda:**

**MOTION:** **Pew** moved to approve the agenda.  
**Burks** seconded. Motion declared carried.

**Approval of the December 10, 2013 Minutes:**

**MOTION:** **Fulton** moved to approve the minutes.  
**Herington** seconded. Motion declared carried.

**Splash Park Plan Update:**

- Move Skate Park to NW corner of park. Get cost of demolition of current Skate Park from **Ron Smothers**.
- Prepare cost analysis of new Skate Park construction.
- Consult with Maize PD regarding location.
- **Banks** and **Rainwater** will contact local companies for proposal requests to build 2,000sf Splash Park.

**Arbor Day Planning:**

- Discussion tabled until February meeting.

**Park & Tree Board Monthly Meeting Time:**

- Meeting time – Discussion was to amend the by-laws so the monthly meeting time of the Park and Tree Board can be changed from 7:00pm to 5:30pm on the second Tuesday of each month.

**MOTION:** **Herington** moved to change the by-laws to read: “Section 4. Meetings, Agenda and Disqualifications. The Board shall meet as a body in regular session once

each month on the second Tuesday promptly at **5:30 p.m.** at Maize City Hall, 10100 Grady Ave., Maize, Kansas.”

**Pew** seconded. Motion declared carried.

**Other Items:**

- Mountain Bike Track – **Banks** would like to explore the possibility of establishing mountain bike trails on the 18 acres of land the City owns at 53<sup>rd</sup> and K96. He will contact Kansas Single Track Society for more information.

**Adjournment:**

With no further business before the board:

**MOTION:** **Burks** motioned to adjourn.

**Pew** seconded. Motion declared carried.

Meeting adjourned at 8:08 P.M.

Approved by the Park and Tree Board on Feb. 11, \_\_\_\_\_ 2014.

Rebecca Kirtu Deel  
Park and Tree Board Member

Laura Brunwater  
Recording Secretary

**MINUTES-REGULAR MEETING  
MAIZE CITY PLANNING COMMISSION AND  
BOARD OF ZONING APPEALS  
THURSDAY, NOVEMBER 7, 2013**

The Maize City Planning Commission was called to order at 7:00 p.m., on Thursday, November 7, 2013, for a Regular Meeting with **Gary Kirk** presiding. The following Planning Commission members were present: **Mike Burks, Andy Sciolaro, Bryant Wilks, Gary Kirk, Bryan Aubuchon** and **Josh Donahue**. The following Planning Commissioner was not present: **Gerald Woodard**.

Also present were **Sue Villarreal**, Recording Secretary, **Kim Edgington**, Planning Administrator, **Chuck Woodard**, resident, **Connie Woodard** resident and **Brian Kirkland**, Miracle Signs.

**APPROVAL OF AGENDA**

**MOTION:** **Wilks** moved to approve the agenda as presented.  
**Sciolaro** seconded the motion.  
Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** **Sciolaro** moved to approve the October 3, 2013 minutes as presented:  
**Wilks** seconded the motion.  
Motion carried unanimously.

**RECESS OF THE REGULAR PLANNING COMMISSION MEETING:**

**MOTION:** **Sciolaro** moved to recess as the Planning Commission at 7:06 p.m. and reconvene as the Board of Zoning Appeals.  
**Aubuchon** seconded. Motion carried unanimously.

**NEW BUSINESS – MAIZE BOARD OF ZONING APPEALS**

**V-02-013 – Request to illuminate a wall sign on a building elevation adjacent to residential zoning at 611 E 45<sup>th</sup> Street North, Suite 7**

**Kirkland** stated:

The lighting is less illuminating than the current security lights.  
The applicant is willing to turn off the lights at 11:00 p.m. each night.  
Land to the south is undeveloped.

**Chuck Woodard** asked:

Why is there a need to light the sign at the back of the property when the monument sign in the front of the property is not lit?  
Won't other tenants want their signs in the back lighted as well?

**MOTION:** *Burks* moved to approve BZA-V-02-013 request to illuminate a wall sign on a building elevation adjacent to residential zoning at 611 E 45<sup>th</sup> Street North, Suite 7 with the following conditions:

The light must be indirect, white backlighting  
It must comply within the plans which are submitted  
The brightness of the sign cannot exceed the brightness of the sign on the north side of the building.  
The lighting will be eliminated when a residential permit is pulled within 200 feet of the south property line of the building.  
*Sciolaro* seconded.

*Kirk* requested a roll call vote with the following results:

*Burks* - Approved  
*Wilks* - Approved  
*Scilaro* - Approved  
*Kirk* - Approved  
*Aubuchon* - Approved  
*Donahue* - Approved  
Motion carried.

**MOTION:** *Donahue* moved to adjourn as the Board of Zoning Appeals and reconvene as the Planning Commission at 8:01 p.m.  
*Sciolaro* seconded. Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** With no further business before the Planning Commission,  
*Burks* moved to adjourn.  
*Wilks* seconded the motion.  
Motion carried unanimously.

Meeting adjourned at 8:08PM.

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Sue Villarreal  
Recording Secretary

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Gary Kirk  
Chairman

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 17, 2014**

**CONSENT AGENDA ITEM #6E**

**ITEM:        Personnel Policy Manual Amendment and Job Descriptions Approval**

**BACKGROUND:**

The Personnel Policy requires the City Administrator to review the entire Personnel Policy every 3 years. To accomplish this requirement, President Clasen, Councilmember Fitzmier, and Deputy City Administrator Bouska review one-third (1/3<sup>rd</sup>) of the policy as well as one-third (1/3<sup>rd</sup>) of the job descriptions annually.

This year Sections IX – XVII were reviewed. Job Descriptions for Public Works were scheduled as well.

The recommended changes for Council review are:

- Section IX - updating of the technological communication systems references (i.e. Pagers were in the old description and are no longer used) “E-mail” was changed to “email” as needed
- Sections X and XI - reviewed by the City Attorney and no changes were recommended.
- Section XII – Adds Item 12.02.D *“The Deputy City Administrator and Department Heads shall inform the City Administrator in writing and the Governing Body shall be informed.”* with regards to outside employment
- Section XIII is blank
- Section XIV the organizational chart was reconfigured. The Cemetery Part-Time employee was added to Public Works, the Part-Time Paralegal was added to the Legal Services to reflect current operations. The Administrative Assistant job title and responsibilities were changed, and, the position was moved from the Deputy City Administrator and placed underneath the City Administrator
- Section XV is blank
- Section XVI – Forms remain unchanged
- Section XVII reflects the changes in the job descriptions
  - The Administrative Assistant job description was revised, the title changed to Executive Assistant and now reports to the City Administrator
  - Cemetery Work (Part-Time) was added to reflect the fact the position is now on the payroll and no longer considered contractual for pay and reporting purposes

**FINANCIAL CONSIDERATIONS:**

Currently no changes to the pay plan are recommended.

**LEGAL CONSIDERATIONS:**

The City Attorney has reviewed the changes.

**RECOMMENDATION/ACTION:**

Adopt the Personnel Policy Manual as recommended.

## SECTION IX – USE OF CITY RESOURCES

### 9.01 USE AND MAINTENANCE OF CITY EQUIPMENT

Employees are authorized to use City equipment, facilities, and vehicles for official business only. City vehicles may not be used for transportation to and from work without the approval of the City Administrator, with the exception of police vehicles assigned to Police Officers by the Chief of Police. All equipment is to receive proper maintenance at specified intervals. All City property must be returned upon termination of employment with the City.

### 9.02 USE OF COMMUNICATION SYSTEMS

It is the policy of the City to provide ~~the a~~ communications services system and equipment necessary to promote the efficient conduct of its business. Communication ~~services systems and equipment~~ include mail, electronic mail ('e-mail'), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, computer files, ~~telex systems,~~ video equipment and ~~tapes, tape recorders and digital recorders and~~ recordings, ~~paggers,~~ cellular phones, voice mail, and ~~bulletin boards~~ social media. ~~Supervisors or~~ Department Heads or Supervisors are responsible for instructing employees on the proper use of the ~~communications \_services and equipment systems~~ used by the City for both internal and external business communications.

- A. All City ~~communications services systems and equipment~~ (including the messages transmitted or stored by employees) are the sole property of the City. Accordingly, the City reserves the right to access and monitor employee communications and files as it deems appropriate.
- B. On-line services and the Internet may be accessed only by employees specifically authorized ~~and those employees must disclose all passwords to the City Administrator except where prohibited~~. Employees' on-line use should be limited to work related activities. In addition, employees should not duplicate or download from the Internet or from an email any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material.
- C. Employees should ensure that no personal correspondence of any kind appears to be an official communication of the City. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, should be accurate, appropriate, and work related. Employees may not use the City's address for receiving personal mail or use the City letterhead, postage, or mail supplies for personal use.
- D. There shall be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or

disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.

- E. Any ~~e-mail~~ or other communications sent or received via the Internet must be appropriate for the workplace. Remember that ~~e-mail~~ is a relatively permanent form of communication. Do not transmit anything in an ~~e-mail~~ message that the employee would not be comfortable writing in a letter or memo. Deletion of an ~~e-mail~~ message does not eliminate backup copies of the message that are automatically stored electronically.
- F. Use of the Internet to view, access, upload, download, store, transmit, create, or otherwise manipulate pornographic or other sexually explicit materials is prohibited.
- G. Employees are expected to act in a responsible and professional manner when they use the Internet and ~~e-mail~~. Actions that may cause interference with the Internet or disruption of work activities are prohibited.
- H. Improper use of communication systems includes any misuse as described in this policy and any misuse that would result in violations of other City policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically retrieved or transmitted communications.
- I. Violation of this policy shall result in appropriate disciplinary action, up to and including termination.

### **9.03 CELLULAR TELEPHONE USAGE**

- A. Employees are not permitted to make or receive a cellular call while operating a City vehicle or City equipment or operating any other vehicle while conducting City business.
- B. Unless authorized by the City Administrator, the use of personal cell phones for personal use is prohibited during scheduled work hours except for an emergency.
- C. Employees must adhere to all federal, state, and local laws and regulations regarding the use of cell phones, including rules regarding usage while driving.
- D. Violation of this policy shall subject an employee to disciplinary action up to and including ~~termination immediate dismissal~~.

### **9.04 OTHER ELECTRONIC COMMUNICATION SYSTEMS**

- A. Employees are not permitted to use any hand held device, ~~including pagers, digital assistants~~, laptops, or any other electronic communicative devices while operating a

City vehicle or City equipment or operating any other vehicle when conducting City business.

- B. Unless authorized by the City Administrator, the use of personal electronic equipment for personal reasons is prohibited during scheduled work hours except for an emergency.

No changes to Sections X and XI, so they are not included in the Council Packet.

- D. Violation of this policy shall lead to appropriate disciplinary action, up to and including termination.

#### 11.07 WORKER SAFETY

General Safety - All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to the City or department policy at all times. Failure to comply with safety policies may result in disciplinary action.

Begin reading here:

## SECTION XII - MISCELLANEOUS

### 12.01 POLITICAL ACTIVITY

It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups and to become involved in political activities subject to the restriction of this policy manual.

#### A. Prohibited Activity -

1. An employee must resign from City employment upon filing as a candidate for City Council or Mayor or upon accepting a position as campaign manager or treasurer for a candidate for City Council or Mayor.
2. Employees are not permitted to donate, solicit, or handle political contributions in City elections during City functions or during regular hours of employment.
3. Employees are not permitted to wear or display political badges, buttons, or signs of any kind at the place of employment, during City functions, or during regular hours of employment.
4. Employees are not permitted to distribute campaign stickers, posters, or pamphlets from the employee's place of employment, at City functions, or during regular hours of employment.
5. ~~Supervisors, Department Heads, or the~~ The City Administrator, Department Heads, Supervisors or immediate family shall not solicit employees under their supervision for political contributions or for participation in political activities.
6. City employees are not permitted to be members of the Maize Planning Commission or the Board of Zoning Appeals or the Maize ~~Tree Board or the Maize Park-Park and Tree~~ Board.

### 12.02 OUTSIDE EMPLOYMENT

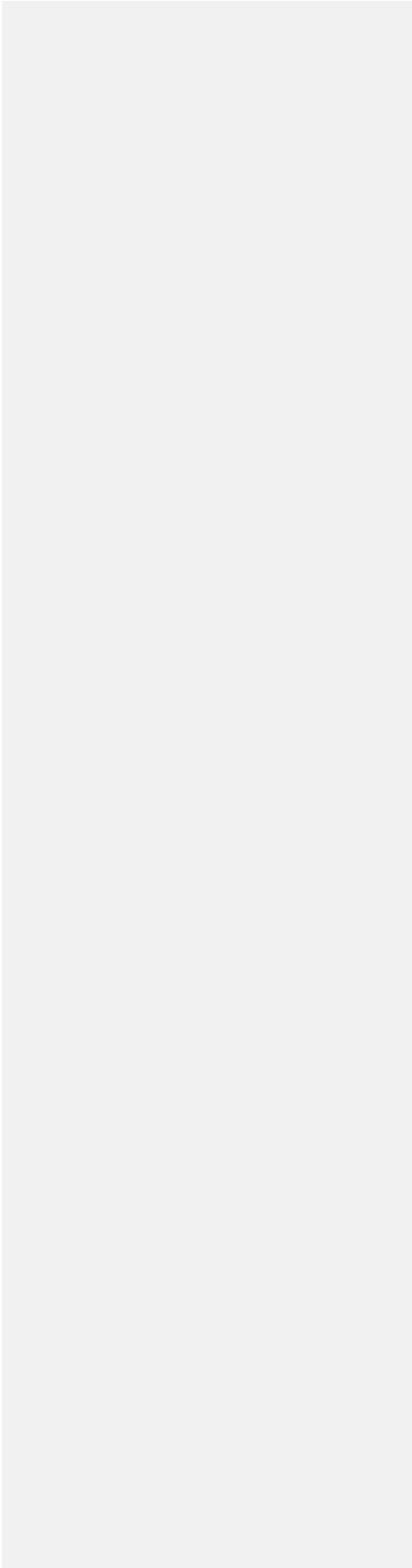
Outside employment ~~constitutes-is defined as~~ a City employee who holds a second job with another employer or is self-employed. Outside employment is permitted ~~only when; such~~ outside employment is:

- A. Considered secondary to service with the City;
- B. Does not interfere with the performance of duties for the City; and
- C. No legal, financial or ethical conflict of interest results from such dual employment.
- D. The Deputy City Administrator or Department Heads shall inform the City Administrator in writing and the Governing Body shall be informed.

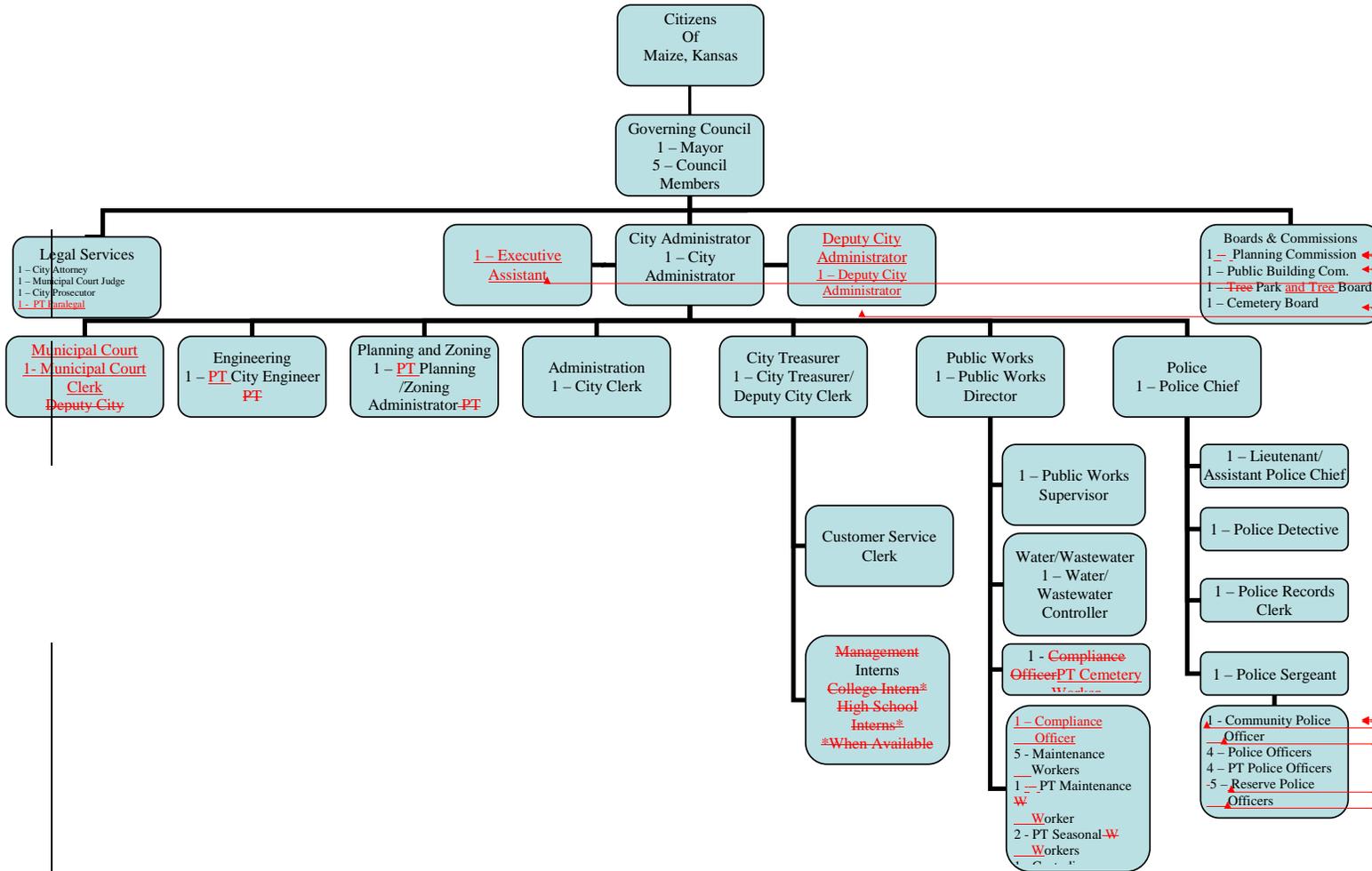
The City Administrator shall consult with the Governing Body prior to engaging in outside employment.

~~An employee shall obtain approval in writing from a Department Head or the City Administrator prior to accepting outside employment or any change in the nature of such outside employment. A request to perform continuous outside employment shall be reviewed annually by the employee and re authorized by a Department Head or the City Administrator.~~

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# SECTION XIV - ORGANIZATIONAL CHART "CHAIN OF COMMAND"

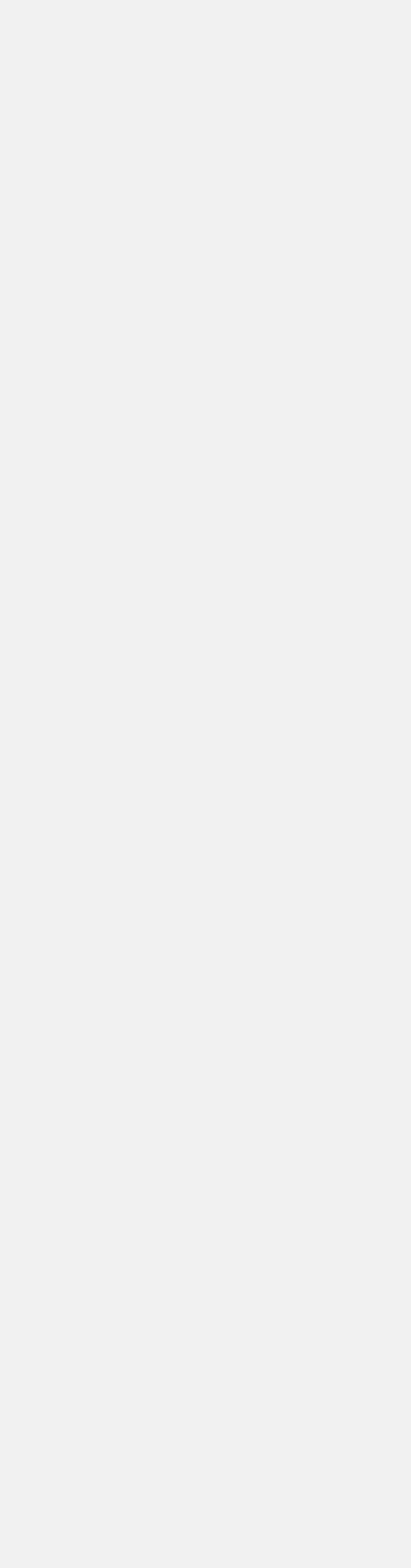


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Revised June 1, 2013 February 17, 2014

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## **SECTION XVI - FORMS**

### **FORMS**

- A. Employment Application**
- B. New Employee Checklist**
- C. Performance Evaluation Form**
- D. Pay Plan**
- E. Reimbursement Request Form**

**SECTION XVII I - POSITION DESCRIPTIONS**

**POSITION DESCRIPTIONS**

- A. Administration
  - Deputy City Administrator
  - City Clerk
  - City Treasurer / Deputy City Clerk
  - ~~Administrative-Executive~~ Assistant
  - Customer Service Clerk
  - Intern (Part-Time)
  - City Engineer (Part-Time)
  - Planning / Zoning Administrator (Part-Time)
  - Municipal Court Clerk
  
- B. Police Department
  - Chief of Police
  - Lieutenant / Assistant Police Chief
  - Police Sergeant
  - Police Records Clerk
  - Police Detective
  - Patrol Officer
  - Patrol Officer (Part-Time)
  - Community Policing Officer
  
- C. Public Works Department
  - Public Works Director
  - Public Works Supervisor
  - Water / Wastewater Controller
  - ~~Compliance Officer~~
  - ~~Custodian~~
  - Maintenance Worker I
  - Maintenance Worker II
  - Maintenance Worker III
  - Maintenance Worker (Part-Time)
  - Maintenance Worker (Seasonal)
  - Compliance Officer
  - Custodian
  - Cemetery Worker (Part-Time)

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## **Executive Assistant Position Description**

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**Status: Non-Exempt, Full-Time Position**

**Supervisor Title: City Administrator**

**Department: Administration**

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### **Responsibilities:**

- Provide administrative support in all areas of city operations
- Assist with Economic Development
- Assist with Annexation Research
- Research and write grants for the City
- Park and Tree Board Liaison
- Assist with cemetery activities in the absence of the City Treasurer
- Attend various meetings as deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned

### **Skills:**

- General knowledge of principles and practices of local city government
- Ability to organize resources and establish priorities
- Ability to maintain data accurately with attention to detail
- Ability to communicate effectively; both orally and in writing in formal and informal public settings
- Ability to access, input, process and retrieve information from the computer
- Working knowledge of Microsoft Office and other computer software
- Ability to be punctual and in regular attendance

### **Education:**

- Prefer college degree with emphasis in administration, marketing or communication

### **Experience:**

Minimum of three (3) years experience in Business or related field



## Public Works Director Position Description

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**Status:** Exempt, Full-Time Position

**Supervisor Title:** City Administrator

**Department:** Public Works

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### **Responsibilities:**

- Responsible for planning, organizing and directing Public Works operations, equipment and City property
- Responsible for enforcement of safety regulations and compliance with City policies and procedures
- Responsible for the annual Public Works budget
- Supervise and train Public Works employees
- Oversee Park maintenance and related activities
- Oversee Cemetery maintenance and related activities
- Designated Safety Coordinator
- Attend various meetings as deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a valid ~~Class A~~ CDL Driver's License with an air brake endorsement

### **Skills:**

- Working knowledge of functions of Public Works
- Ability to research, develop and evaluate contracts and proposals
- Ability to develop project cost estimates, bids and capital improvements planning
- Ability to maintain personnel records, hire, evaluate and fire employees
- Ability to organize resources and establish priorities
- Ability to work in emergency conditions
- Ability to identify and resolve issues
- Ability to communicate effectively; both orally and in writing
- Ability to be punctual and in regular attendance
- 

### **Education:**

- College or related courses
- Supervisory Training required

### **Experience:**

- Minimum ten (10) years experience in maintenance preferably in public works
- Minimum five (5) years of supervisory experience

- Minimum ten (10) years experience in maintenance preferably in public works
- Minimum five (5) years of supervisory experience



## Public Works Supervisor Position Description

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**Status:** Non-Exempt, Full-Time Position

**Supervisor Title:** Public Works Director

**Department:** Public Works

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### **Responsibilities:**

- Responsible for all Public Works operations, equipment and City property in the absence of the Public Works Director
- Responsible for compliance of safety regulations, City policies and procedures
- Assist with supervision and training of Public Works employees
- Assist with Water and wastewater plant operations
- Assist with Supervision of crews engaged in construction and general operation activities
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a ~~Class A~~ CDL Kansas Driver's License with an air brake endorsement

### **Skills:**

- Working knowledge of all functions of Public Works
- Ability to operate all City equipment safely and efficiently
- Ability to evaluate new hires and employees
- Ability to organize resources and establish priorities
- Ability to work in emergency conditions
- Ability to lift and carry up to 90 pounds
- Ability to identify and resolve issues
- Ability to communicate effectively; both orally and in writing
- Ability to be punctual and in regular attendance

### **Education**

- High School ~~Education~~ graduate or equivalent
- ~~Completed the Kansas County Road Scholar Technical Skills Program~~
- Coursework in Class II Water and Sewer Operations
- Supervisory Training required

### **Experience**

- Minimum seven (7) years experience in maintenance preferably in public works



## Water & Wastewater Controller Position Description

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**Status:** Non-Exempt, Full-Time Position

**Supervisor Title:** Public Works Director

**Department:** Public Works

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### **Responsibilities:**

- Responsible for the City water supply and the wastewater treatment plant's daily operation and maintenance
- Responsible for the operation and maintenance of all lift stations
- Responsible for compliance with federal, state and local regulations
- Assist in training Public Works employees in water and wastewater operations
- Promote the good will of the City
- Perform other tasks as assigned
- Possess and maintain a valid **Class A**-CDL Kansas Driver's License with an air brake endorsement

### **Skills:**

- Working knowledge of all functions of water and wastewater operations
- Ability to perform mandated and routine water and wastewater tests
- Ability to diagnose and report problems as arise
- Ability to record and maintain data accurately with attention to detail
- Ability to supervise plant operation and maintenance
- Ability to work in emergency conditions
- Ability to communicate effectively; both orally and in writing
- Ability to lift and carry up to 90 pounds
- Ability to be punctual and in regular attendance

### **Education:**

- College or related courses; **and**
- Class III Water and Wastewater Certification

### **Experience:**

- Minimum seven (7) years experience in Municipal Water and Wastewater



## Maintenance Worker I Position Description

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**Status:** Non-Exempt, Full-Time Position

**Supervisor Title:** ~~Director of Public Works~~ Director

**Department:** Public Works

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### Responsibilities

- Perform construction and general maintenance work
- Perform unskilled and semi-skilled task
- Perform grounds maintenance on City equipment and tools
- Perform proper maintenance on City equipment and tools
- Promote the good will of the City
- Perform other tasks as assigned

### Skills:

- Ability to perform manual labor
- Ability to work in emergency conditions
- Ability to operate a variety of maintenance equipment and tools safely and efficiently
- Ability to work outdoors in inclement weather conditions
- Ability to lift and carry items weighing up to 90 pounds
- Ability to communicate and follow written oral instructions
- Ability to work independently and in a team environment
- Ability to possess and maintain a valid ~~Class B~~-CDL Kansas Driver's License with an air ~~break~~-brake endorsement within a year of hire date
- Ability to be punctual and in regular attendance

### Education

- High School graduate or equivalent

### Experience

- None Required



## Maintenance Worker II Position Description

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**Status: Non-Exempt, Full-Time Position**

**Supervisor Title: ~~Director of Public Works~~ Director**

**Department: Public Works**

---

### Responsibilities

- Perform construction and general maintenance work
- Operate and maintain specific City equipment safely and efficiently
- Perform routine maintenance and repairs on City property and equipment
- Perform concrete and asphalt repairs and maintenance
- Promote the good will of the City
- Perform other tasks as assigned

### Skills:

- Ability to work safely following all safety practices
- Ability to lead a crew
- Ability to pursue a Class II Certification in water and wastewater
- ~~Ability to complete the Kansas County Road Scholar Technical Skills Program~~
- Ability to perform manual labor
- Ability to work in emergency conditions
- Ability to operate a variety of maintenance equipment and tools safely and efficiently
- Ability to work outdoors in inclement weather conditions
- Ability to lift and carry items weighing up to 90 pounds
- Ability to possess and maintain a valid ~~Class-B~~ CDL Kansas Driver's License with an air ~~break-brake~~ endorsement
- Ability to be punctual and in regular attendance

### Education

- High School ~~g~~Graduate or equivalent
- ~~Attending the Kansas County Road Scholar Technical Skills program~~

### Experience

- Minimum two (2) years experience in maintenance preferably in public works



## Maintenance Worker III Position Description

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**Status:** Non-Exempt, Full-Time Position  
**Supervisor Title:** Public Works Director  
**Department:** Public Works

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### Responsibilities:

- Supervise crews engaged in construction and general maintenance activities
- Operate and maintain all City equipment safely and efficiently
- Install water meter taps and sets
- Supervise concrete and asphalt street repairs and maintenance
- Assist in supervision in various phases of daily operations
- Promote the good will of the City
- Perform other tasks as assigned

### Skills:

- Ability to perform building construction projects
- Working knowledge of the installation of water meter taps and sets
- Ability to communicate effectively: both orally and in writing in formal and informal settings
- Ability to supervise a crew
- Ability to work safely following all safety practices
- Ability to work in emergency conditions
- Ability to work outdoors in inclement weather conditions
- Ability to lift and carry items weighing up to 90 pounds
- Ability to work independently and in a team environment
- Ability to possess a valid ~~Class B~~ CDL Kansas Driver's License with an air ~~break~~ brake endorsement
- Ability to be punctual and in regular attendance

### Education:

- High School graduate or equivalent
- ~~Completion of or actively attending the Kansas County Road Scholar Technical Skills Program~~
- Working toward a Class II Water or Sewer Certification

### Experience:

- Minimum five (5) years experience in maintenance preferably in public works



## **Part-Time Maintenance Worker Position Description**

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**Status: Non-Exempt, Full-Time Position**

**Supervisor Title: ~~Director of Public Works~~ Director**

**Department: Public Works**

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### **Responsibilities**

- Perform unskilled tasks as instructed
- Assist with grounds maintenance on all City property
- Promote the good will of the City
- Perform other tasks as assigned

### **Skills:**

- Ability to perform manual labor
- Ability to work in emergency conditions
- Ability to operate a variety of lawn maintenance equipment safely and efficiently
- Ability to work outdoors in inclement weather conditions
- Ability to lift and carry items weighing up to 90 pounds
- Ability to communicate and follow written oral instructions
- Ability to work independently and in a team environment
- Ability to possess and maintain a valid Kansas Driver's License
- Ability to be punctual and in regular attendance

### **Education**

- High School graduate or equivalent

### **Experience**

- None Required, must be 18 years old



## Seasonal Maintenance Worker Position Description

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**Status: Non-Exempt, Full-Time Position**

**Supervisor Title: ~~Director of Public Works~~ Director**

**Department: Public Works**

---

### **Responsibilities**

- Perform unskilled tasks as instructed
- Assist with grounds maintenance on all City property
- Promote the good will of the City
- Perform other tasks as assigned

### **Skills:**

- Ability to perform manual labor
- Ability to work in emergency conditions
- Ability to operate a variety of lawn maintenance equipment safely and efficiently
- Ability to work outdoors in inclement weather conditions
- Ability to lift and carry items weighing up to 90 pounds
- Ability to communicate and follow written oral instructions
- Ability to work independently and in a team environment
- Ability to possess and maintain a valid Kansas Driver's License
- Ability to be punctual and in regular attendance

### **Education**

- High School graduate or equivalent; pursuing a high school diploma

### **Experience**

- None Required, must be 18 years old



## Compliance Officer Position Description

---

**Status:** Non-Exempt, Full-Time Position  
**Supervisor Title:** Public Works Director  
**Department:** Public Works

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### **Responsibilities:**

- Responsible for enforcement, inspection and compliance of Codes and Regulations
- Responsible for compliance of storm water regulations
- Prepare evidence and appear in court as deemed necessary
- Attend various meetings as deemed necessary
- Promote the good will of the City
- Perform other tasks as assigned

### **Skills:**

- Working knowledge of codes and regulations
- Working knowledge of Storm Water Best Management Practices (BMPs)
- Ability to perform Maintenance Worker III skills
- Ability to be a Certified Code Officer
- Ability to deal firmly, but courteously with the public
- Ability to research, analyze and present data in both formal and informal public settings
- Working knowledge of Microsoft Office and other computer software
- Ability to work independently and in a team environment
- Ability to prioritize a work schedule
- Ability to be punctual and in regular attendance

### **Education:**

- High School graduate or equivalent
- Bachelor's Degree preferred

### **Experience:**

- Public Works background preferred
- Minimum 3 years in code enforcement or related field

| Approved ~~June 1, 2013~~ February 17, 2014



## **Custodian Position Description**

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**Status: Non-Exempt, Full-Time Position**  
**Supervisor Title: Public Works Director**  
**Department: Public Works**

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### **Responsibilities:**

- Responsible for scheduling and performing routing and comprehensive custodial maintenance for the City Hall Complex including the Rec Center
- Maintain inventory of supplies
- Respond to service requests and emergency calls
- Implement set up and take down for community events
- Perform preventative maintenance routinely
- Promote the good will of the City
- Perform other tasks as assigned

### **Skills:**

- Working knowledge of custodial and maintenance tasks to ensure an efficient and safe environment
- Ability to work safely with a wide range of chemicals according to federal and state regulations
- Ability to operate job related equipment
- Ability to work in emergency conditions
- Ability to communicate effectively; both orally and in writing
- Ability to lift and carry items weighing up to 50 pounds
- Ability to work independently and in a team environment
- Ability to be punctual and in regular attendance

### **Education:**

- High School graduate or equivalent

### **Experience:**

- Minimum two (2) years of custodial experience in a public setting preferred

| Approved ~~June 1, 2013~~ February 17, 2014



## **Cemetery Worker Position Description**

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***Status: Non-Exempt, Part-Time Position***

***Supervisor Title: Public Works Director***

***Department: Public Works***

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### **Responsibilities:**

- Responsible for grounds maintenance within the Maize Cemetery
- Operate and maintain grounds equipment
- Ensure American Flags are in place on national holidays
- Promote the good will of the City
- Perform other tasks as assigned

### **Skills:**

- Ability to perform all grounds maintenance including, but not limited to grass, trees, shrubs, and flowers
- Ability to operate a variety of maintenance equipment and tools safely and efficiently
- Ability to work outdoors in inclement weather conditions
- Ability to work independently and in a team environment
- Ability to possess a valid Kansas Driver's License

### **Education:**

- High School graduate or equivalent

### **Experience:**

- None

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 17, 2014**

**AGENDA ITEM #7A**

**ITEM:** Vacation of 30 foot building setback along the south property lines of Lots 2-8 inclusive, Block 2, Watercress Village 3<sup>rd</sup> Addition. (V-02-013)

**BACKGROUND:** The applicant is requesting to vacate the platted building setback in the rear yard of these lots. The PUD rear yard building setback of 20 feet will still be in effect if the vacation is approved. The request is being made to allow for an 10 additional feet of buildable area for each lot. The applicant is also proposing to build a wrought iron fence along the south boundary of these lots. The Planning Commission included as a condition of approval that the only structure that may be built in the rear building setback is a wrought iron fence and that a separate easement be granted defining the area in which the wall may be built.

At their February 6, 2014 meeting, Planning Commission recommended unanimous approval of the vacation of the building setback. A copy of the staff report that was presented to the Planning Commission is attached for your review.

**FINANCIAL CONSIDERATIONS:** None

**LEGAL CONSIDERATIONS:** Approved as to form

**RECOMMENDATION/ACTION:** Approve and authorize the mayor to sign the Vacation Order for the 30 foot building setback, authorize staff to file an amendment to the plat with the Sedgwick County Register of Deeds.

**STAFF REPORT**

**CASE NUMBER:** V-02-013

**OWNER/APPLICANT:** Perfection Signature Properties, LLC

**GENERAL LOCATION:** East of Maize Road between Bluestem and 45<sup>th</sup> Street North

**SITE LOCATION:** Lots 2-8 inclusive, Block 2, Watercress Village 3<sup>rd</sup> Addition

**CURRENT ZONING:** PUD-02 Planned Unit Development

**PROPOSED USE:** Construction of a concrete screening wall.

**BACKGROUND:** The applicant is requesting to vacate the rear 30 foot building setback on the south side of these lots in order to construct a concrete screening wall along the south edge of Watercress Village 3<sup>rd</sup> Addition. The applicant proposes to grant a wall easement in place of the building setback. A copy of the proposed easement is included for your review.

**RECOMMENDATION:** Staff recommends that the requested building setback be vacated, subject to the following conditions:

- 1) Wall Easement as submitted shall be recorded with the Sedgwick County Register of Deeds prior to the finalization of Vacation.
- 2) No structure other than one concrete screening wall shall be constructed within the area of building setback being vacated.

**Planning Commission Action**

Having reviewed the above vacation request (V-02-013), I \_\_\_\_\_  
move that the Planning Commission

Approve the vacation request subject to conditions and modifications as heretofore agreed upon and listed, based upon the findings of fact outlined above, or

Disapprove the vacation request for reasons heretofore agreed upon

Or defer the request until the February regular meeting of the Planning Commission for further information or study as heretofore specified

Motion seconded by \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_. Member(s) abstaining from the vote was (were) \_\_\_\_\_.

Note: Except in the case of a tie vote, abstentions are counted as part of the majority vote. Members disqualifying themselves are not a part of the quorum and unable to vote.



2. No private rights will be injured or endangered by the vacation of the above-described building setback, and the public will suffer no loss or inconvenience thereby.

3. In justice to the petitioner(s), the prayer of the petition ought to be granted.

4. No written objection to said vacation has been filed with the City Clerk by any owner or adjoining owner who would be a proper party to the petition.

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

IT IS, THEREFORE, BY THE CITY COUNCIL, on this 17<sup>th</sup> day of February, 2014 ordered that the above-described building setback and drainage easement is hereby vacated. IT IS FURTHER ORDERED that the City Clerk shall certify a copy of this order to the Register of Deeds of Sedgwick County.

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Clair Donnelly, Mayor

ATTEST:

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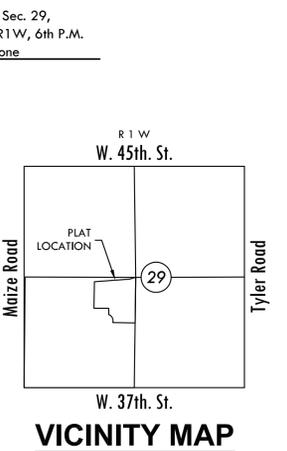
Jocelyn Reid, City Clerk

Approved as to Form:

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Thomas J. Powell, City Attorney





**GENERAL PROVISIONS**

- Architectural Controls:** Residences shall share a uniform architectural character, color, and same predominate exterior building materials.
- Setbacks:**
  - Front Building Setback 20 feet
  - Rear Building Setback 20 feet
  - Side Building Setback 0 feet when adjacent to a Reserve
  - 0 feet on one side, 6 feet on opposite side.
  - Maintain 6 feet clearance between all single family residences
  - Street Side Setback 20' feet
- Building Height:** Shall be as per Single Family 5,000 Zoning District (SF-5)
- Fire wall protection:** Shall be per the adopted Sedgwick County Building Code.
- Cross-Lot Access:** For maintenance by restrictive covenants. The Covenants Conditions and Restrictions for the development shall establish and govern said easements and shall be recorded at the Sedgwick County Register of Deeds.
- Development Amenities:** Reserves "E", Watercress Village Second Addition and "A", Watercress Village Third Addition are reserved for but not limited to a neighborhood community clubhouse, swimming pools, pool house, water features, parking, sidewalks, landscaping, irrigation, monuments, and passive recreation areas.
- Sidewalks:** Sidewalks are shown herein.
- Buffers:** Landscaping, evergreens, berming, walls, and/or opaque fencing shall be utilized for perimeter screening except on South line lots (1-10, Block 1, Watercress Village Second Addition).

**LEGAL DESCRIPTION**

Lots 1-41 inclusive, Block 1, Lots 1-11 inclusive, 13, 19, and 20, Block 2, Lots 4 and 5, Block 3, Reserves "A", "B", "C", "D", and "E", all in Watercress Village Second Addition, an addition to Maize, Sedgwick County, Kansas, TOGETHER WITH: Lots 1-6 inclusive, Block 1, Lots 1-17 inclusive, Block 2, Reserves "A", "B", "C", and "D", all in Watercress Village Third Addition, an addition to Maize, Sedgwick County, Kansas.

Said property containing 19.97 acres of land more or less.

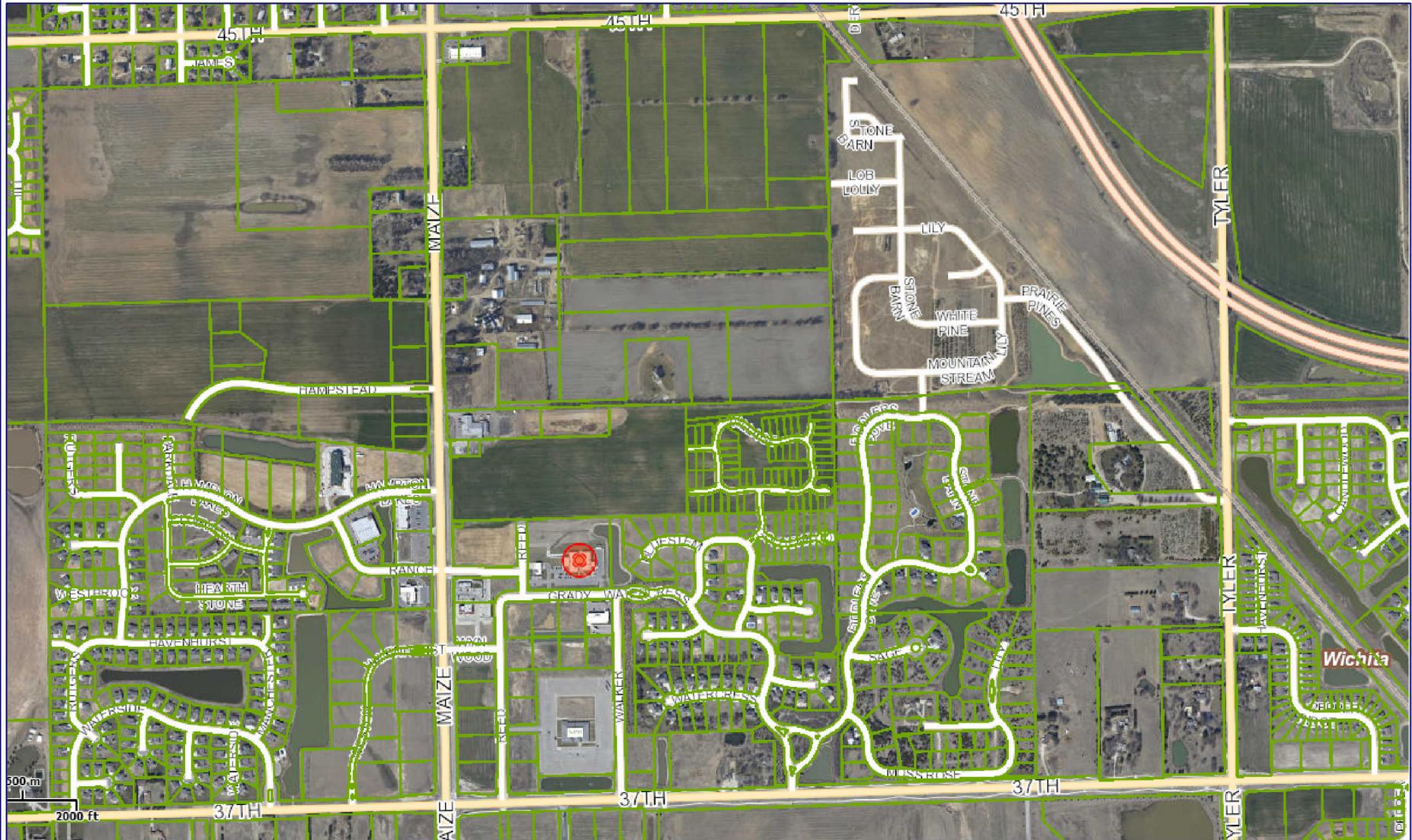
**NOTES**

- LOT TOTAL - 80 Residential
- EXISTING/USES: Agriculture
- ZONING: Existing - MF-18 and SF-5 - present land uses agricultural Proposed - SF-5 w/ PUD overlay - proposed senior living residences
- PUD AREA: Gross - 19.97 acres
- SURVEY DATE: Feb., 2007 (by MKEC)
- PUBLIC UTILITIES: Municipal sanitary sewer shall extended to the property from the south. Water shall be extended from the south and west.
- RESERVES: All reserves shall be platted for drainage, irrigation, landscaping, monuments, passive recreation, walks, public utilities confined to easements, open space, swimming pool, and club house. The Reserves shall be owned and maintained by the homeowners association as the undersigned successors in interest may, at its discretion deed a parcel of Reserves "A", "B", "C", "D", "E", Watercress Village Second Addition, and Reserves "A", "B", "C" and "D", Watercress Village Third Addition to an owner(s) of an adjoining lot subject to the obligation to maintain such deeded parcel in compliance with the provisions hereof and in compliance with the maintenance covenants of any applicable restrictive covenants or regulations.
- FLOOD: According to FEMA FIRM Community Unit Panel 20173CU790E, Effective Date February 7th, 2007; within flood zone "X".
- DRAINAGE: A drainage report shall accompany the final plat.

J:\Civ\081333.dwg; Prop\081333.pud.dwg 11/22/2013 08:56:14 AM CST



# Watercress Village Vacation Case



**Geographic Information Services**  
 Division of Information & Operations  
[www.sedgwickcounty.org/gis](http://www.sedgwickcounty.org/gis)  
 525 N. Main, Suite 212, Wichita, KS 67203  
 Tel: 316.660.9290 Fax: 316.262.1174

DISCLAIMER: It is understood that, while Sedgwick County Geographic Information Services (SCGIS), City of Wichita GIS, (for purposes of the road centerline file), participating agencies, and information suppliers, have no indication or reason to believe that there are inaccuracies in information provided, SCGIS, its suppliers make no representations of any kind, including, but not limited to, warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the information, data or service furnished herein. In no event shall the Data Providers become liable to users of these data, or any other party, for any loss or damages, consequential or otherwise, including but not limited to time, money, or goodwill, arising from the use, operation or modification of the data. In using these data, users further agree to indemnify, defend, and hold harmless the Data Providers for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data. No person shall sell, give or receive for the purpose of selling or offering for sale, any portion of the information provided herein.

Thu Feb 13 12:07:43 GMT-0600 2014

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, FEBRUARY 17, 2014**

**AGENDA ITEM #7B**

**ITEM:        Carriage Crossing Housing and Utility Incentives**

**BACKGROUND:**

Sustained housing development and new housing starts in the Carriage Crossing Addition has been non-existent for the past several years. The addition was platted in the 1980's. Since that time different owners/developers have attempted to make it work, each with minimal progress. This has been further complicated by restrictions placed on the addition by Ground Water Management District #2. The overall result has been less than satisfactory for the City and for each developer. Currently, over half of the development remains unaltered and vacant.

Steve Martin, a local developer and business owner, whose plans were to complete the development, purchased the property approximately three years ago. He has been met with delays, beyond his control, from the beginning. At the time of purchase, he was unaware of some of the restrictions that had been placed on the development. For example, he was told the GWMD #2 issue had been resolved and he was not informed about the second entrance requirement placed on the development by the fire department.

Since that time he has worked vigilantly to get the GWMD #2 issue resolved and has constructed a temporary roadway that will accommodate a second entrance. He has been working with the City and has complied with every request we have made.

The development has become an endless money drain on his finances. He needs to complete the development or he will be required to seek other options for financial relief.

There is a plan in place to complete the entire development. The property is in the process of being re-platted to allow for more homes than originally planned. The first phase of the plan will be to build 50 to 56 single-family homes. They will be rental homes all owned by "one-entity" of investors. In order for the investors to "buy-off" on the plan, one of their stipulations is that the current housing and utility incentives be a part of the equation.

Staff has been in several meetings and discussions with the owner and developer of this phase. It is the opinion of staff that without granting the current housing and utility incentives to this Phase One of the re-plat, the potential investors will not consider building this project.

The current housing and utility incentive policy precludes homes built for rental purposes from being eligible. After review of the history and current circumstances of the development, staff believes that an exception could be made in this situation. Specific criteria would be required and

any incentives would be limited to this first phase of the project only. The criteria to receive the current housing incentives would include:

- Each home must be a single-family with a value of \$100,000 or greater
- Must build fifty homes or more within two years of final re-plat approval
- All homes must remain in one person or one-entity name
- All Maize utilities must remain in one person or one-entity name
- If all or any part of the homes are sold all existing and future incentives terminate
- If the person or one-entity name changes all existing and future incentives terminate

In order to move the development forward the proposed plan has merit.

A representative for the development will be in attendance at Monday's meeting.

**FINANCIAL CONSIDERATIONS:**

Currently the developer is paying all taxes and costs associated with Carriage Crossing. To preclude any potential costs to the City in the future, completing the development is in everyone's best interest.

**LEGAL CONSIDERATIONS:**

This has been discussed with the City Attorney.

If the Council approves the incentives as outlined, an agreement will be drafted and signed by the developer and the Mayor.

**RECOMMENDATION/ACTION:**

Approve Housing & Maize Utility incentives for Carriage Crossing amended plat Phase One as outlined above.

Instruct the City Attorney to prepare the agreement for signatures.

# Monthly Council Report

February 2014



## Department Highlights

- All departmental operations are functioning as they should.
- Officers have been busy with the recent snowfall and traffic issues associated with the slick roads/streets. We have utilized our four wheel drive units, which have provided continued services even in inclement conditions.

## Patrol Mileage:

607- 98,000  
309- 81,326  
709- 82,661  
210- Off-line  
410- 120,393  
111- 31,422  
512- 36,079  
812- 25,442

## Monthly repairs:

No major repairs

**Budget status: 1 / 100%**

**Major purchases:** Two new 2014 Dodge Charger police cars have been ordered. They will replace one 2009 and one 2010 model marked patrol units.

## Current Staff Levels.

8 Full-time  
4 Part-time  
3 Reserve  
2 Reserve -Vacant  
1 Part-time - Vacant

## Monthly Activities

January Police Reports - 60  
January calls for service - 362

## Community Policing:

Officer Rudrow is working on organizing the run-to-believe security detail and other upcoming department events.

## **PUBLIC WORKS REPORT 2-11-2014**

### **Regular Maintenance**

- Graded all streets several times this past month. Hauled rock and sand on some of the gravel streets to keep them in better shape for winter.
- Continue to check the water quality and lift stations daily.
- Did some crack-sealing before we were forced to go to snow and ice control.

### **Special Projects**

- Changed oil and did maintenance on much of our snow equipment in preparation for whatever the next weather system brings. You never know what may come.
- Working with Lowe's to get the new countertops and faucets installed at City Hall. We will tear the old out on the 18<sup>th</sup> of February and the new should be installed the next day.
- Had a couple of pretty large snow storms as you all know. The first one keep us busy for a while since it got so cold after the snow. The second one was not nearly as bad. It cleaned up very quickly. Seems like that is all we have been doing the last two weeks. Thank you for the equipment to be able to get the streets cleared as quick as we did.
- Worked on the new Police Car and got all the lights, siren, and everything hooked up.
- Have received one engineering estimate for the WWTP upgrades and will get another.

Ron Smothers  
Public Works Director

## **PUBLIC WORKS REPORT 2-11-2014**

### **Regular Maintenance**

- Graded all streets several times this past month. Hauled rock and sand on some of the gravel streets to keep them in better shape for winter.
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- Worked on the new Police Car and got all the lights, siren, and everything hooked up.
- Have received one engineering estimate for the WWTP upgrades and will get another.

Ron Smothers  
Public Works Director

**Water and Wastewater Report  
January 15, 2014 – February 12, 2014**

**Water Operations**

Maximum Contaminant Level (MCL) for both chlorine and fluoride is 4.0 mg/L.  
Minimum allowable free chlorine residual to the last free flowing tap is 0.2 mg/L.  
Recommended fluoride dosage for this area is now 0.7 mg/L.

Routine bacteriological samples remain good (non-detect).

February 3 – Repaired the fire hydrant at Hampton Lake and Manchester. It had been hit in a slide off accident.

**Wastewater Operation**

January 27 – Replaced the original metal “P” trap on the lab sink. It was not responding well to the acidic reagents going through it.

February 5 – The furnace for the plant office failed. It was estimated that repairs would be half the cost of a replacement unit. The unit was replaced on February 10.

February 8 – Began having problems with the Long Branch lift station. The problem was finally traced to a failing motor starter (we think) on the #1 pump. We are currently running on one pump and waiting on parts. Mayer’s vacuumed the grease out of the wet well on the 11<sup>th</sup> to make sure that there was no interference with the alarm float.

All annual water and wastewater reports have been completed and submitted.

We received a written scope of services and fee schedule concerning plant upgrades on February 10 from Wilson and Company. MKEC has been contacted for a second appraisal.

Routine maintenance continues as scheduled.

Matt Meeks  
Water and Wastewater Operator

**City Engineer's Report**  
**02/17/14**

**New Home Permits**

Since the last City Council meeting eight (8) new single-family permits have been issued; three in The Woods at Watercross, two in Fiddler's Cove and three in Hampton Lakes.

**Sims Insurance Addition**

Permit pulled and contractor has installed footings for a 2,000 square foot addition.

# **PLANNING ADMINISTRATOR'S REPORT**

**DATE:** February 17, 2014  
**TO:** Maize City Council  
**FROM:** Kim Edgington, Planning Administrator  
**RE:** Regular February Council Meeting

The following is a summary intended to keep the Commission apprised of the status of ongoing planning projects:

1. Watercress Village – the developer has requested an amendment to the PUD to eliminate any multi-family uses and a vacation of some of the building setbacks to construct concrete wall screening. The Planning Commission approved an amendment to the PUD to allow the construction of a concrete screening wall along the west boundary, to remove all multi-family uses, and to construct a wrought iron fence along a portion of the south boundary. The Planning Commission also recommended approval of the building setback vacation along a portion of the south boundary. The vacation case is on the current City Council agenda.
2. Amendments to Zoning Code – The Planning Commission voted at their February meeting to hold a public hearing on March 6, 2014 for the purpose of discussing amendments to the Zoning Code.
3. Vacation of Mikado street right-of-way – The Planning Commission voted at their February meeting to defer this request until further study is completed regarding the need for drainage improvements.
4. General planning issues – I continue to meet, both on the phone and in person, with citizens and developer's representatives requesting information on general planning matters, such as what neighboring property owners are planning to do, what they are allowed to do on their property, and what the process is for submitting various applications and materials to the Planning Commission.



**City Clerk Report  
REGULAR COUNCIL MEETING  
February 17, 2014**

Year to date status (Through 01/31/13):

<b>General Fund –</b>			
	Budget	YTD	
Rev.	\$2,577,446	\$ 813,612	31.57%
Exp.	\$3,030,450	\$ 271,400	8.96%
 <b>Streets –</b>			
Rev.	\$280,040	\$ 36,401	13.00%
Exp.	\$268,000	\$ 39,929	14.90%
 <b>Wastewater Fund-</b>			
Rev.	\$681,000	\$ 66,174	9.72%
Exp.	\$681,000	\$ 68,901	10.12%
 <b>Water Fund-</b>			
Rev.	\$749,600	\$ 66,155	8.83%
Exp.	\$749,600	\$ 64,781	8.64%

**Health & Dental Benefits**

Per Council's request, here are the 2013 numbers (through 01/31/2014) for employee health, dental, and life (including accidental death and short-term disability).

	<u>City Portion</u>	<u>Employee Portion</u>	<u>Total Paid</u>
<b>Health:</b>	\$ 14,292.62	\$ 3,573.50	\$ 17,866.12
<b>Dental:</b>	1,365.66	341.44	1,707.10
<b>Life:</b>	<u>545.37</u>	<u>0</u>	<u>545.37</u>
	\$ 16,203.65	\$ 3,914.94	\$ 20,118.59

**Administrative Employees:**

As of 01/31/2014, we had the following number of administrative employees:

Part-Time:	6 (City Engineer, Planning Administrator, Code Enforcement, City Attorney, City Attorney's Assistant, Intern)
Full-Time:	7 (City Administrator, Deputy City Administrator, City Clerk, City Treasurer, Administrative Assistant, Court Clerk, Police Clerk)

**Dugan Park Funds**

Per Council's request, the following is a breakdown of the Dugan Park funds (as of 01/31/2014)

<b>Starting Balance:</b>	<b>\$304,736.57</b>
<b>Phase II Playground Equipment:</b>	<b>- 18,563.00</b>
<b>Master Park Plan:</b>	<b>- 10,000.00</b>
<b>Park Equipment:</b>	<b>- 8,000.00</b>
<b>Community Building Remodel:</b>	<b>- 36,580.00</b>
<b>Emergency Lighting Upgrade</b>	<b>- 1,057.47</b>
<b>Playground Signs (5-12 year old):</b>	<b>- 120.00</b>
<b>Volunteer Supplies:</b>	<b>- 19.12</b>
<b>Soap/Towel Dispensers:</b>	<b>- 454.56</b>
<b>Epoxy for Picnic Tables:</b>	<b>- 71.33</b>
<b>New Ceiling Registers:</b>	<b>- 123.33</b>
<b>Parts to Install Picnic Tables:</b>	<b>- 44.33</b>
<b>Concrete to Install Benches:</b>	<b>- 13.16</b>
<b>Ceiling Fans, Wall Plates:</b>	<b>- 171.44</b>
<b>Guttering for Comm. Building</b>	<b>- 955.50</b>
<b>New Chairs for Comm. Building</b>	<b>- 558.82</b>
<b>Appliances for Comm. Building</b>	<b>- 1,313.94</b>
<b>Electrical Receptacles at Park</b>	<b>- 1,679.21</b>
<b>Skate Park Equipment</b>	<b>- 7,214.04</b>
<b>Supplies to Install Equipment</b>	<b>- 871.80</b>
<b>Signs for Skate Park</b>	<b>- 340.00</b>
<b>Clean Up/Repair Bathrooms</b>	<b>- 127.49</b>
<b>Park Shelters</b>	<b>- 52,443.10</b>
<b>Remaining Balance:</b>	<b>\$164,014.93</b>

**Out of the Office:**

I will be out of the office starting Monday, February 10 and will return on Tuesday, February 18.  
Sue will be covering the regular Council meeting for me.



# CITY OPERATIONS REPORT

**DATE:** February 13, 2014  
**TO:** Maize City Council  
**FROM:** Richard LaMunyon-Becky Bouska-Sue Villarreal-Laura Rainwater  
**RE:** February Report

## 1) February 24<sup>th</sup> Council Special Meeting/Workshop

The Special meeting/workshop will begin at 6PM. A meal will be available prior to the meeting/workshop at 5:30PM.

The two action items are:

- 2014A Temp Notes - accept bids & issue resolution for issuance
- Maize Hotel, LLC, and Rose Hill Bank, the owner of the referenced bonds. The Bank and the Company have agreed to a reduction in the interest rate on the outstanding bonds. In order to finalize this change, we will need to amend the Trust Indenture entered into in connection with the issuance of the bonds.
- Larry & Kim will be there with explanations and paper work. They have assured us it should take less than five minutes per item?

After the special meeting adjournment the informal workshop will commence. This workshop will be for Council and Richard only. The Mayor intends the workshop to stimulate discussion and an interchange of ideas and thoughts among the council members. While there is no specific topic it is anticipated the dialog will identify specific topics of discussion and ideas for future Council workshops. No formal action will be taken during the workshop.

## 2) Economic Development Items

A few of the economic development items staff is currently working include:

- a. ACES (202 N Park) wants to move forward on their proposed expansion.
  - Vacation of Mikado street provides 30 additional feet for expansion
  - They would like 40 feet so they could make the expansion – two story
  - Reviewing options
- b. Industrial Development
  - Staff is in discussions with some business and property owners regarding the development of a portion of an industrial park

- Nothing official to report at this time.
- c. Potential new housing development
- Staff is in discussion with a developer and land owner regarding a new housing development.
  - Nothing official to report at this time

**3) Policy Manuals**

- The Personnel Policy Manual updates will be considered at the February regular meeting.
- A new policy manual that gathers all of the current policies in place will be developed this year as well.

**4) International Property Maintenance Code**

Included in the Agenda Packet is a copy of the International Property Maintenance Code for your review. Staff proposes to have it on the March agenda for your consideration. Adoption of this code would provide staff with the ability to enforce maintenance and condemnation issues for properties in Maize.

**5) City Meetings**

- February 17<sup>th</sup> @ 7PM Council
- February 24<sup>th</sup> @ 6PM Special Meeting/Workshop
- March 6<sup>th</sup> @ 7PM Planning Commission
- March 11<sup>th</sup> @ 5:30PM Park & Tree Board
- March 17<sup>th</sup> @ 7PM Council



**Equipment Reserve 2013 (As of 01/31/2014)**

<u>Detail</u>	<u>Reason</u>	<u>January Revenue</u>	<u>January Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/14					\$ 96,949.54
Interest	From Bank Accounts	2.53		100.00	2.53
Transfers	From General Fund	12,500.00		150,000.00	12,500.00
Total Revenues		\$ 12,502.53		\$ 150,100.00	\$ 12,502.53
<b>Total Resources</b>					<b>\$ 109,452.07</b>
Trucks/Heavy Equipment			\$ 9,751.43	\$ 75,000.00	\$ 9,751.43
Computers			77.58	45,000.00	77.58
Police Department Expenses			3,585.37	75,000.00	3,585.37
Total Expenditures			\$ 13,414.38	\$ 195,000.00	\$ 13,414.38
Cash Balance - 01/31/2014					<b>\$ 96,037.69</b>

**CIP 2014 (As of 01/31/2014)**

<u>Detail</u>	<u>Reason</u>	<u>January Revenue</u>	<u>January Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/14					\$ 418,717.74
Ad Valorem	Tax			-	-
Motor Vehicle	Tax			-	-
Delinquent	Tax	45.56		250.00	45.56
Interest	From Bank Accounts	28.95		500.00	28.95
Transfers	From General Fund	14,583.33		175,000.00	14,583.33
Total Revenues		14,657.84		175,750.00	14,657.84
<b>Total Resources</b>					<b>433,375.58</b>
Street Improvements				- 150,000.00	-
Park Improvements	From Dugan Park Funds			- 164,000.00	-
Central Street				150,000.00	
Other Capital Costs				- 100,000.00	-
Total Expenditures				- 564,000.00	-
Cash Balance - 01/31/14					<b>\$ 433,375.58</b>

CITY OF MAIZE/REC COMMISSION  
 SHARED COSTS FOR CITY HALL COMPLEX  
 THRU 01/31/2014

	MONTHLY BILL	CITY PORTION	REC PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	REC PORTION YEAR TO DATE	PERCENT OR FLAT RATE
Phone	\$746.26	\$610.29	\$135.97	\$746.26	\$610.29	\$135.97	Flat - based on number of lines
Internet	495.00	445.50	49.50	\$495.00	445.50	49.50	Flat - \$49.50/month
Gas	1,492.22	822.21	670.01	\$1,492.22	822.21	670.01	44.90%
Electric	1,830.16	1,008.42	821.74	\$1,830.16	1,008.42	821.74	44.90%
Janitor	2,678.52	1,475.86	1,202.66	\$2,678.52	1,475.86	1,202.66	44.90%
Water/Sewer	0.00	0.00	0.00	\$0.00	0.00	0.00	
Trash	51.75	28.51	23.24	\$51.75	28.51	23.24	44.90%
Insurance (Annual Bill)	0.00	0.00	0.00	\$0.00	0.00	0.00	44.90%
Pest Control	275.00	255.00	20.00	\$275.00	255.00	20.00	Flat - Exterminator breaks rate out
Lawn Service	0.00	0.00	0.00		0.00	0.00	Provided by Public Works
<b>Total</b>	<b>\$7,568.91</b>	<b>\$4,645.80</b>	<b>\$2,923.11</b>	<b>\$7,568.91</b>	<b>\$4,645.80</b>	<b>\$2,923.11</b>	

**CITY OF MAIZE**

Cash and Budget Position

Thru January 31, 2014

FUND	NAME	BEGINNING	MONTH	MONTH	END MONTH	ANNUAL	YTD	YTD	REMAINING	REMAINING
		CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	EXPENSE BUDGET	REVENUE	EXPENSE	EXPENSE BUDGET	BUDGET PERCENTAGE
01	General Fund	\$ 606,419.74	\$ 813,612.13	\$ 271,399.58	\$ 1,148,632.29	\$ 3,030,450.00	\$ 813,612.13	\$ 271,399.58	\$ 2,759,050.42	91.04%
02	Street Fund	105,358.15	36,401.16	39,928.67	101,830.64	268,000.00	36,401.16	39,928.67	228,071.33	85.10%
04	Capital Improvements Fund	418,717.74	14,657.84	-	433,375.58	564,000.00	14,657.84	-	564,000.00	100.00%
05	Long-Term Projects	372,399.90	-	233,499.34	138,900.56	-	-	233,499.34	-	-
10	Equipment Reserve	96,949.54	12,502.53	13,414.38	96,037.69	195,000.00	12,502.53	3,662.95	191,337.05	98.12%
11	Police Training Fund	5,996.34	476.00	905.00	5,567.34	10,000.00	476.00	905.00	9,095.00	90.95%
12	Municipal Court Fund	10,060.19	1,330.00	300.00	11,090.19	-	1,330.00	300.00	-	-
16	Bond & Interest Fund	466,191.53	714,298.33	117,728.75	1,062,761.11	2,191,290.00	714,298.33	117,728.75	2,073,561.25	94.63%
19	Wastewater Reserve Fund	142,264.46	1,000.00	1,498.00	141,766.46	-	1,000.00	-	-	-
20	Wastewater Treatment Fund	367,639.69	66,173.95	68,900.74	364,912.90	681,000.00	66,173.95	68,900.74	612,099.26	89.88%
21	Water Fund	323,957.86	66,155.28	64,781.20	325,331.94	749,600.00	66,155.28	64,781.20	684,818.80	91.36%
22	Water Reserve Fund	90,563.81	1,000.00	-	91,563.81	35,000.00	1,000.00	-	-	-
23	Water Bond Debt Reserve Fund	268,000.00	2,000.00	-	270,000.00	-	2,000.00	-	-	-
24	Wastewater Bond Debt Reserve Fund	147,800.09	2,000.00	-	149,800.09	-	2,000.00	-	-	-
32	Drug Tax Distribution Fund	4,603.57	-	-	4,603.57	-	-	-	-	-
38	Cafeteria Plan	400.63	1,380.45	2,366.11	(585.03)	-	1,380.45	2,366.11	-	-
40	Carlson Assessments Fund	59,025.21	-	-	59,025.21	-	-	-	-	-
47	53rd & Maize Road Expansion	106,293.12	-	-	106,293.12	-	-	-	-	-
61	Carriage Crossing VI	114,522.87	-	-	114,522.87	-	-	-	-	-
71	Fiddlers Cove 3rd	(342.00)	-	-	(342.00)	-	-	-	-	-
73	Hampton Lakes Commercial	13,068.00	-	-	13,068.00	-	-	-	-	-
74	Hampton Lakes 2nd Addition	46,835.15	-	-	46,835.15	-	-	-	-	-
76	Series 2013B Refunding Bonds	463.25	-	-	463.25	-	-	-	-	-
98	Maize Cemetery	161,878.82	4,478.06	12,386.20	153,970.68	140,265.00	4,478.06	12,386.20	127,878.80	91.17%
<b>Report Totals</b>		<b>\$ 3,929,067.66</b>	<b>\$ 1,737,465.73</b>	<b>\$ 827,107.97</b>	<b>\$ 4,839,425.42</b>	<b>\$ 7,864,605.00</b>	<b>\$ 1,737,465.73</b>	<b>\$ 815,858.54</b>	<b>\$ 7,249,911.91</b>	<b>92.18%</b>

**CAPITAL PROJECTS**

**Temporary Note Resolution  
Series A 2013**

<b>Project</b>	<b>Fund</b>	<b>Resolution of Advisability</b>	<b>Total Resolution Amount</b>	<b>Expenditures thru 12/31/13</b>	<b>Expenditures 1/1/14 thru 01/31/14</b>	<b>Total Expenditures</b>	<b>Resolution Authorization Less Expenditures</b>
Hampton Lakes Commercial Park Storm Water	73	470-09	\$ 117,000.00	\$ 66,990.79		\$ 66,990.79	\$ 50,009.21
Hampton Lakes Commercial Park Sanitary Sewer	73	471-09	\$ 64,000.00	\$ 61,791.69		\$ 61,791.69	\$ 2,208.31
Hampton Lakes Commercial Park Drainage Pond	73	472-09	\$ 328,000.00	\$ 291,241.61		\$ 291,241.61	\$ 36,758.39
Hampton Lakes 2nd Addition Phase 1 Storm Water	74	481-10	\$ 226,000.00	\$ 143,453.22		\$ 143,453.22	\$ 82,546.78
Hampton Lakes 2nd Addition Phase 1 Sanitary Sewer	74	482-10	\$ 92,000.00	\$ 71,906.30		\$ 71,906.30	\$ 20,093.70
Hampton Lakes 2nd Addition Phase 1 Water	74	483-10	\$ 56,000.00	\$ 54,761.95		\$ 54,761.95	\$ 1,238.05
Hampton Lakes 2nd Addition Phase 1 Paving	74	484-10	\$ 168,000.00	\$ 148,043.38		\$ 148,043.38	\$ 19,956.62
Maize Road Improvements	47	Temp Note Resolution #494-11	\$ 1,001,240.00	\$ 1,001,240.00	\$ -	\$ 1,001,240.00	\$ -
Carriage Crossing 6 - High Plains Paving	61	480-10	\$ 212,000.00	\$ 8,331.76		\$ 8,331.76	\$ 203,668.24
Watercress Village 2nd Addition Phase 2 Water	05	509-12	\$ 57,000.00	\$ 48,360.32		\$ 48,360.32	\$ 8,639.68
Watercress Village 2nd Addition Phase 2 Paving	05	510-12	\$ 164,000.00	\$ 141,943.27		\$ 141,943.27	\$ 22,056.73

Watercress Village 2nd Addition Phase 2 Sewer	05	511-12	\$ 70,000.00	\$ 61,640.82		\$ 61,640.82	\$ 8,359.18
Watercress Village 2nd Addition Phase 2 Storm Water	05	512-12	\$ 249,000.00	\$ 161,281.73		\$ 161,281.73	\$ 87,718.27
Watercress Village 2nd Addition Phase 3 Water	05	513-12	\$ 57,000.00	\$ 40,722.47		\$ 40,722.47	\$ 16,277.53
Watercress Village 2nd Addition Phase 3 Paving	05	514-12	\$ 103,000.00	\$ 93,803.50		\$ 93,803.50	\$ 9,196.50
Watercress Village 2nd Addition Phase 3 Sewer	05	515-12	\$ 64,000.00	\$ 53,869.13		\$ 53,869.13	\$ 10,130.87
Central Street Project	05	549-13	\$ 400,000.00	\$ 390,010.89		\$ 390,010.89	\$ 9,989.11
Woods @ Watercress Water	05	523-13	\$ 191,000.00	\$ 173,618.26		\$ 173,618.26	\$ 17,381.74
Woods @ Watercress Paving	05	524-13	\$ 444,000.00	\$ 214,666.32	\$ 180,017.55	\$ 394,683.87	\$ 49,316.13
Woods @ Watercress Sewer	05	525-13	\$ 222,000.00	\$ 208,082.65		\$ 208,082.65	\$ 13,917.35
Woods @ Watercress Storm Water	05	526-13	\$ 164,000.00	\$ 95,198.15	\$ 7,255.00	\$ 102,453.15	\$ 61,546.85
<b>Totals for Series A 2013</b>				\$ 3,530,958.21	\$ 187,272.55	\$ 3,718,230.76	\$ 731,009.24

**Temporary Note Resolution Series B 2011**

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/13	Expenditures 1/1/14 thru 01/31/14	Total Expenditures	Resolution Authorization Less Expenditures
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Watercress Village 2nd Addition Storm Water	70	495-11	\$ 138,000.00	\$ 131,750.00		\$ 131,750.00	\$ 6,250.00	Included in 2013 Series A GO Bonds
Watercress Village 2nd Addition Water	70	496-11	\$ 111,000.00	\$ 86,050.52		\$ 86,050.52	\$ 24,949.48	Included in 2013 Series A GO Bonds
Watercress Village 2nd Addition Paving	70	497-11	\$ 272,000.00	\$ 246,497.53		\$ 246,497.53	\$ 25,502.47	Included in 2013 Series A GO Bonds
Watercress Village 2nd Addition Sanitary Sewer	70	500-11	\$ 69,000.00	\$ 62,750.00		\$ 62,750.00	\$ 6,250.00	Included in 2013 Series A GO Bonds
Maize Road Improvements	47	Temp Note Res #502-11	\$ 800,000.00	\$ 800,000.00		\$ 800,000.00	\$ -	
Maize Road Improvements	47	Temp Note Res #466-09	\$ 600,000.00	\$600,000.00	\$0.00	\$600,000.00	\$0.00	
<b>Totals for Series B 2011 Notes</b>			<b>\$ 1,990,000.00</b>	<b>\$ 1,927,048.05</b>	<b>\$ -</b>	<b>\$ 1,927,048.05</b>	<b>\$ 62,951.95</b>	

**Temporary Note Resolution Series A 2012**

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/13	Expenditures 1/1/14 thru 01/31/14	Total Expenditures	Expenditures Reimbursed by County	Resolution Authorization Less Expenditures
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Maize Road Improvements	47	Temp Note Res #506-12	\$ 1,658,413.00	\$1,888,458.29	\$1,888,458.29	\$315,439.50	\$85,394.21
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**Temp Notes  
Series 2013B**

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/13	Expenditures 1/1/14 thru 01/31/14	Total Expenditures	Resolution Authorization Less Expenditures
Watercress Village 3rd Water	05	532-13	\$ 98,000.00	\$ 69,275.18	\$ 181.00	\$ 69,456.18	\$ 28,543.82
Watercress Village 3rd Paving	05	533-13	\$ 230,000.00	\$ 121,863.17	\$ 39,801.13	\$ 161,664.30	\$ 68,335.70
Watercress Village 3rd Sewer	05	534-13	\$ 129,000.00	\$ 78,304.28	\$ 181.00	\$ 78,485.28	\$ 50,514.72
Hampton Lakes 2nd Phase 2 Water	05	543-13	\$ 40,000.00	\$ 33,020.23	\$ 69.35	\$ 33,089.58	\$ 6,910.42
Hampton Lakes 2nd Phase 2 Paving	05	536-13	\$ 89,000.00	\$ 89,000.00	\$ 5,754.96	\$ 94,754.96	\$ (5,754.96)
Hampton Lakes 2nd Phase 2 Sewer	05	537-13	\$ 35,000.00	\$ 33,063.33	\$ 239.35	\$ 33,302.68	\$ 1,697.32
North Maize Road Paving	05	540-13	\$ 345,000.00	\$ 325,449.11	\$ -	\$ 325,449.11	\$ 19,550.89
Lakelane Paving	05	541-13	\$ 100,000.00	\$ 89,335.01	\$ -	\$ 89,335.01	\$ 10,664.99
<b>Totals</b>			<b>\$ 1,066,000.00</b>	<b>\$ 839,310.31</b>	<b>\$ 46,226.79</b>	<b>\$ 885,537.10</b>	<b>\$ 180,462.90</b>

**Grand Totals  
Series A  
2011, Series  
B 2011,  
Series B  
2012, Series  
A 2013**

**\$8,185,774.86    \$233,499.34    \$8,419,274.20    \$1,289,863.59    \$85,394.21**

PACKET: 00290 013114 AP  
 VENDOR SET: 0 CITY OF MAIZE AP  
 SEQUENCE : A BATIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME--	DISTRIBUTION
01-0024		AMAZON					
I-201401291456	1/09/2014	AMAZON		365.04			
	AP		DUE: 1/09/2014 DISC: 1/09/2014		1099: N		
		AMAZON			01 5-20-8111	TOOLS/EQUIPMENT	138.22
		AMAZON			01 5-10-8802	OFFICE EQUIPMEN	159.13
		AMAZON			02 5-00-8005	OFFICE SUPPLIES	67.69
			=== VENDOR TOTALS ===	365.04			
01-0034		ARC - SOUTH CENTRAL					
I-74-644869	1/16/2014	MAPPING SUPPLIES		146.84			
	AP		DUE: 1/16/2014 DISC: 1/16/2014		1099: N		
		MAPPING SUPPLIES			01 5-10-8005	OFFICE SUPPLIES	146.84
I-74-645320	1/20/2014	MASTER PARK PLAN		280.60			
	AP		DUE: 1/20/2014 DISC: 1/20/2014		1099: N		
		MASTER PARK PLAN			01 5-90-7982	TREE BOARD EXPE	280.60
			=== VENDOR TOTALS ===	427.44			
01-0044		BEAR TIRE, INC.					
I-C54850	1/17/2014	SERVICE - 2006 FORD 1-TON		2,112.56			
	AP		DUE: 1/17/2014 DISC: 1/17/2014		1099: N		
		SERVICE - 2006 FORD 1-TON			02 5-00-8105	TRUCKS/HEAVY EQ	2,112.56
			=== VENDOR TOTALS ===	2,112.56			
01-0367		BRYAN MEARS					
I-201401301461	1/29/2014	2013 HOUSING GRANT		3,106.05			
	AP		DUE: 1/29/2014 DISC: 1/29/2014		1099: N		
		2013 HOUSING GRANT			01 5-80-9015	HOUSING GRANT	3,106.05
			=== VENDOR TOTALS ===	3,106.05			
1-0427		BURL G & J DARLENE ANDERSON					
I-201401291451	1/27/2014	2013 HOUSING GRANT		927.58			
	AP		DUE: 1/27/2014 DISC: 1/27/2014		1099: N		
		2013 HOUSING GRANT			01 5-80-9015	HOUSING GRANT	927.58
			=== VENDOR TOTALS ===	927.58			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0066		CINTAS FIRST AID & SAFETY				
I-0417115725	1/24/2014 AP	FIRST AID KIT-MAINT SHOP DUE: 1/24/2014 DISC: 1/24/2014 FIRST AID KIT-MAINT SHOP	79.22	1099: N 02 5-00-8503	SAFETY EQUIPMEN	79.22
I-0417115726	1/24/2014 AP	FIRST AID KITS-PD & ADMIN DUE: 1/24/2014 DISC: 1/24/2014 FIRST AID KITS-PD & ADMIN FIRST AID KITS-PD & ADMIN	103.86	1099: N 01 5-10-8603 01 5-20-8603	COMMODITIES COMMODITIES	66.46 37.40
=== VENDOR TOTALS ===			183.08			
01-0070		CITY OF WICHITA				
I-AR442003	1/06/2014 AP	ANIMAL CONTROL SERVICE-DEC DUE: 1/06/2014 DISC: 1/06/2014 ANIMAL CONTROL SERVICE-DEC	50.00	1099: N 01 5-20-7502	PROFESSIONAL SE	50.00
=== VENDOR TOTALS ===			50.00			
01-0071		CITY PRINT, INC.				
I-35929	1/13/2014 AP	HIGHLIGHTS PRINTING DUE: 1/13/2014 DISC: 1/13/2014 HIGHLIGHTS PRINTING	741.00	1099: N 01 5-10-7204	NEWSLETTER/PRIN	741.00
=== VENDOR TOTALS ===			741.00			
1-0082		CUSTOM CAGE				
I-6336	1/13/2014 AP	PD CAR EQUIPMENT INSTALLATION DUE: 1/13/2014 DISC: 1/13/2014 PD CAR EQUIPMENT INSTALLATION	240.00	1099: N 10 5-00-9102	POLICE DEPT EQU	240.00
=== VENDOR TOTALS ===			240.00			
1-0091		DEPT OF HEALTH & ENVIRONMENT				
I-201401291450	1/14/2014 AP	LAB SERVICES - WATER DUE: 1/14/2014 DISC: 1/14/2014 LAB SERVICES - WATER	96.00	1099: N 21 5-00-7111	LAB ANALYSIS	96.00
=== VENDOR TOTALS ===			96.00			

PACKET: 00290 013114 AP  
VENDOR SET: 0 CITY OF MAIZE AP  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====						
01-0093		DIGITAL OFFICE SYSTEMS				
I-1062885	1/16/2014 AP	NEW PD CAR VIDEO EQUIPMENT DUE: 1/16/2014 DISC: 1/16/2014 NEW PD CAR VIDEO EQUIPMENT	85.00	1099: N 10 5-00-9102	POLICE DEPT EQU	85.00
I-244595	1/27/2014 AP	COPIERS/PRINTERS MAINTENANCE DUE: 1/27/2014 DISC: 1/27/2014 COPIERS/PRINTERS MAINTENANCE	67.50	1099: N 01 5-10-7601	EQUIPMENT RENTAL	67.50
		=== VENDOR TOTALS ===	152.50			
=====						
01-0426		DLT SOLUTIONS				
I-SI243770	1/10/2014 AP	AUTOCAD MAP SOFTWARE DUE: 1/10/2014 DISC: 1/10/2014 AUTOCAD MAP SOFTWARE	722.03	1099: N 01 5-10-8003	COMPUTER SOFTWA	722.03
		=== VENDOR TOTALS ===	722.03			
=====						
01-0385		DONALD F NEISES				
I-201401291447	1/28/2013 AP	2013 HOUSING GRANT DUE: 1/28/2013 DISC: 1/28/2013 2013 HOUSING GRANT	481.45	1099: N 01 5-80-9015	HOUSING GRANT	481.45
		=== VENDOR TOTALS ===	481.45			
=====						
01-0308		EDWARDS EXTERMINATING				
I-2174	12/27/2013 AP	PEST CONTROL DUE: 12/27/2013 DISC: 12/27/2013 PEST CONTROL PEST CONTROL PEST CONTROL	275.00	1099: N 01 5-40-7502 02 5-00-7502 21 5-00-7502	PROFESSIONAL SE PROFESSIONAL SE PROFESSIONAL SE	235.00 20.00 20.00
		=== VENDOR TOTALS ===	275.00			
=====						
01-0102		FIRST WIRELESS, INC.				
I-WT39655	1/22/2014 AP	ANTENNAS- CAR #214 DUE: 1/22/2014 DISC: 1/22/2014 ANTENNAS- CAR #214	87.20	1099: N 10 5-00-9102	POLICE DEPT EQU	87.20
		=== VENDOR TOTALS ===	87.20			

-----ID-----	ITM DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0103			FISHNET SECURITY				
I-10085747	1/21/2014	AP	REPLACEMENT KCJIS TOKENS DUE: 1/21/2014 DISC: 1/21/2014 REPLACEMENT KCJIS TOKENS	50.84	1099: N 01 5-20-8603	COMMODITIES	50.84
I-10085748	1/21/2014	AP	REPLACEMENT KCJIS TOKENS DUE: 1/21/2014 DISC: 1/21/2014 REPLACEMENT KCJIS TOKENS	101.68	1099: N 01 5-20-8603	COMMODITIES	101.68
=== VENDOR TOTALS ===				152.52			
01-0104			FOLEY TRACTOR CO.				
I-PS000003887	12/31/2013	AP	PARTS FOR 1967 FORD TRACTOR DUE: 12/31/2013 DISC: 12/31/2013 PARTS FOR 1967 FORD TRACTOR	80.88	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	80.88
=== VENDOR TOTALS ===				80.88			
01-0107			GALLS INCORPORATED				
I-001432011	1/02/2014	AP	UNIFORM BELT DUE: 1/02/2014 DISC: 1/02/2014 UNIFORM BELT	33.48	1099: N 01 5-20-8007	UNIFORMS	33.48
=== VENDOR TOTALS ===				33.48			
01-0428			GARY & MELANIE HERREN				
I-201401291457	1/28/2014	AP	2013 HOUSING GRANT DUE: 1/28/2014 DISC: 1/28/2014 2013 HOUSING GRANT	846.06	1099: N 01 5-80-9015	HOUSING GRANT	846.06
=== VENDOR TOTALS ===				846.06			
01-0340			HANNA LAMUNYON				
I-201401291443	1/28/2014	AP	MILEAGE-12/10/13 THRU 12/23/13 DUE: 1/28/2014 DISC: 1/28/2014 MILEAGE-12/10/13 THRU 12/23/13	30.24	1099: N 01 5-10-6305	MILEAGE/TRAVEL	30.24
I-201401291444	1/28/2014	AP	MILEAGE-12/24/13 THRU 01/09/14 DUE: 1/28/2014 DISC: 1/28/2014 MILEAGE-12/24/13 THRU 01/09/14	30.24	1099: N 01 5-10-6305	MILEAGE/TRAVEL	30.24
I-201401291445	1/28/2014	AP	MILEAGE-01/10/14 THRU 01/20/14 DUE: 1/28/2014 DISC: 1/28/2014 MILEAGE-01/10/14 THRU 01/20/14	28.00	1099: N 01 5-10-6305	MILEAGE/TRAVEL	28.00

*A11 Approved*

1/30/2014 9:15 AM  
 PACKET: 00290 013114 AP  
 VENDOR SET: 01 CITY OF MAIZE AP  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0340	HANNA LAMUNYON		( ** CONTINUED ** )				
I-201401291446	1/28/2014	AP	MILEAGE-01/22/14 THRU 01/27/14 DUE: 1/28/2014 DISC: 1/28/2014 MILEAGE-01/22/14 THRU 01/27/14	13.44	1099: N 01 5-10-6305	MILEAGE/TRAVEL	13.44
=== VENDOR TOTALS ===				101.92			
01-0120	ICE MASTERS						
I-4072418	1/25/2014	AP	ICE MACHINE RENTAL DUE: 1/25/2014 DISC: 1/25/2014 ICE MACHINE RENTAL	80.00	1099: N 01 5-40-8603	COMMODITIES	80.00
=== VENDOR TOTALS ===				80.00			
01-0127	J.P. COOKE						
I-269932	1/14/2014	AP	2014 DOG LICENSES DUE: 1/14/2014 DISC: 1/14/2014 2014 DOG LICENSES	59.90	1099: N 01 5-20-8603	COMMODITIES	59.90
=== VENDOR TOTALS ===				59.90			
01-0342	JAMES R & AMY J PAVLACKA						
I-201401291452	1/27/2014	AP	2013 HOUSING GRANT DUE: 1/27/2014 DISC: 1/27/2014 2013 HOUSING GRANT	2,999.09	1099: N 01 5-80-9015	HOUSING GRANT	2,999.09
=== VENDOR TOTALS ===				2,999.09			
01-0130	JOCELYN REID						
I-201401291434	1/29/2014	AP	CAFE PLAN REIMBURSEMENT DUE: 1/29/2014 DISC: 1/29/2014 CAFE PLAN REIMBURSEMENT	80.00	1099: N 38 5-00-9300	DEPENDENT CARE	80.00
=== VENDOR TOTALS ===				80.00			
01-0134	K-96 CORRIDOR DEVELOPMENT ASSO						
I-2014-0005	1/13/2014	AP	ANNUAL MEMBERSHIP DUES DUE: 1/13/2014 DISC: 1/13/2014 ANNUAL MEMBERSHIP DUES	2,000.00	1099: N 01 5-10-6302	CONFERENCES/WOR	2,000.00
=== VENDOR TOTALS ===				2,000.00			

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	---ACCOUNT NAME--	DISTRIBUTION
01-0143			KANSAS DEPT OF REVENUE				
I-201401291441	1/28/2014	AP	SALES TAX - 4TH QTR 2013 DRAFT CK# 012814 1/28/2014 SALES TAX - 4TH QTR 2013	242.03	1099: N 21 5-00-9200	WATER TAX EXPEN	242.03
			=== VENDOR TOTALS ===	242.03			
01-0144			KANSAS DEPT OF TRANSPORTATION				
I-201401291449	1/22/2014	AP	ROW PURCHASE-NW BYPASS DUE: 1/22/2014 DISC: 1/22/2014 ROW PURCHASE-NW BYPASS	2,500.00	1099: N 02 5-00-8603	COMMODITIES	2,500.00
			=== VENDOR TOTALS ===	2,500.00			
01-0145			KANSAS EMPLOYMENT SECURITY FUN				
I-201401291440	1/27/2014	AP	UNEMPLOYMENT - 4TH QTR 2013 DRAFT CK# 012714 1/28/2014 UNEMPLOYMENT - 4TH QTR 2013	340.86	1099: N 01 5-80-5212	UNEMPLOYMENT IN	340.86
			=== VENDOR TOTALS ===	340.86			
01-0155			KANSAS STATE TREASURER				
I-201401291458	1/30/2014	AP	INTEREST-WATER REVENUE BOND DRAFT CK# 013014 1/30/2014 INTEREST-WATER REVENUE BOND	117,728.75	1099: N 16 5-00-9904	BOND INTEREST	117,728.75
			=== VENDOR TOTALS ===	117,728.75			
01-0158			KANSASLAND TIRE				
I-075833	1/22/2014	AP	OIL CHANGE - CAR #812 DUE: 1/22/2014 DISC: 1/22/2014 OIL CHANGE - CAR #812	26.45	1099: N 01 5-20-8304	OIL CHANGES	26.45
			=== VENDOR TOTALS ===	26.45			
1-0161			KEENAN KELLEY				
I-1264	1/20/2014	AP	SLUDGE REMOVAL DUE: 1/20/2014 DISC: 1/20/2014 SLUDGE REMOVAL	2,940.00	1099: N 20 5-00-7500	CONTRACTORS	2,940.00
			=== VENDOR TOTALS ===	2,940.00			

*one more year to pay 2500*

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	---ACCOUNT NAME---	DISTRIBUTION
01-0162	KIM EDGINGTON					
I-201401291435	1/29/2014 AP	CAFE PLAN REIMBURSEMENT DUE: 1/29/2014 DISC: 1/29/2014 CAFE PLAN REIMBURSEMENT	128.00	1099: N 38 5-00-9301	MEDICAL EXPENSE	128.00
=== VENDOR TOTALS ===			128.00			
01-0165	KWIK SHOP, INC.					
I-201401301460	1/15/2014 AP	UNLEADED FUEL DUE: 1/15/2014 DISC: 1/15/2014 UNLEADED FUEL	1,252.09	1099: N 01 5-20-8306	UNLEADED FUEL	1,252.09
=== VENDOR TOTALS ===			1,252.09			
01-0171	LAURA RAINWATER					
I-201401291439	1/28/2014 AP	MILEAGE REIMBURSEMENT DUE: 1/28/2014 DISC: 1/28/2014 MILEAGE REIMBURSEMENT	42.00	1099: N 01 5-10-6305	MILEAGE/TRAVEL	42.00
=== VENDOR TOTALS ===			42.00			
01-0174	LEAGUE OF KANSAS MUNICIPALITIES					
I-14-399	12/02/2013 AP	ANNUAL DUES AND SUBSCRIPTION DUE: 12/02/2013 DISC: 12/02/2013 ANNUAL DUES AND SUBSCRIPTION ANNUAL DUES AND SUBSCRIPTION	1,806.71	1099: N 01 5-10-6301 01 5-10-6302	ORGANIZATION ME CONFERENCES/WOR	1,626.71 180.00
=== VENDOR TOTALS ===			1,806.71			
01-0175	LEE REED ENGRAVING, INC.					
I-128147	1/08/2014 AP	NAME PLATE-PROSECUTOR DUE: 1/08/2014 DISC: 1/08/2014 NAME PLATE-PROSECUTOR	16.10	1099: N 01 5-30-8603	COMMODITIES	16.10
I-128152	1/09/2014 AP	NAME PLATE HOLDER-PROSECUTOR DUE: 1/09/2014 DISC: 1/09/2014 NAME PLATE HOLDER-PROSECUTOR	11.00	1099: N 01 5-30-8603	COMMODITIES	11.00
=== VENDOR TOTALS ===			27.10			

*Based on population decreased  
 according to league 3700 Population  
 1,626.71  
 180.00  
 1,446.71*

*W.A. KORTZ*

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1	MISCELLANEOUS VENDOR						
I-130561	1/15/2014	AP	D & R ELECTRONICS:CAR #214 DUE: 1/15/2014 DISC: 1/15/2014 D & R ELECTRONICS:CAR #214	306.82	1099: N 10 5-00-9102	POLICE DEPT EQU	306.82
I-201401291454	1/16/2014	AP	DAVID TICE: TREE REIMBURSEMEN DUE: 1/16/2014 DISC: 1/16/2014 DAVID TICE: TREE REIMBURSEMENT	100.00	1099: N 01 5-90-7982	TREE BOARD EXPE	100.00
=== VENDOR TOTALS ===				406.82			
01-0200	O'REILLY AUTOMOTIVE, INC.						
I-4598-108105	1/07/2014	AP	PARTS FOR 2008 FORD TRUCK DUE: 1/07/2014 DISC: 1/07/2014 PARTS FOR 2008 FORD TRUCK	16.78	1099: N 02 5-00-8104	AUTOMOTIVE	16.78
I-4598-109077	1/17/2014	AP	PARTS-2004 GMC TRUCK DUE: 1/17/2014 DISC: 1/17/2014 PARTS-2004 GMC TRUCK	34.23	1099: N 02 5-00-8104	AUTOMOTIVE	34.23
I-4598-109093	1/17/2014	AP	PARTS-2004 GMC TRUCK DUE: 1/17/2014 DISC: 1/17/2014 PARTS-2004 GMC TRUCK	7.49	1099: N 02 5-00-8104	AUTOMOTIVE	7.49
I-4598-109776	1/24/2014	AP	PD CAR EQUIPMENT INSTALLATION DUE: 1/24/2014 DISC: 1/24/2014 PD CAR EQUIPMENT INSTALLATION	7.49	1099: N 10 5-00-9102	POLICE DEPT EQU	7.49
I-4598-110123	1/27/2014	AP	PD CAR EQUIPMENT INSTALLATION DUE: 1/27/2014 DISC: 1/27/2014 PD CAR EQUIPMENT INSTALLATION	19.09	1099: N 10 5-00-9102	POLICE DEPT EQU	19.09
I-4598-110220	1/28/2014	AP	PATROL CAR EQUIPMENT INSTALL DUE: 1/28/2014 DISC: 1/28/2014 PATROL CAR EQUIPMENT INSTALL	8.81	1099: N 10 5-00-9102	POLICE DEPT EQU	8.81
=== VENDOR TOTALS ===				93.89			
01-0205	PAVING MAINTENANCE SUPPLY, INC						
I-I0139201	1/14/2014	AP	SAFETY RAIN SUITS DUE: 1/14/2014 DISC: 1/14/2014 SAFETY RAIN SUITS	486.86	1099: N 02 5-00-8503	SAFETY EQUIPMEN	486.86
I-I0139287	1/16/2014	AP	CRACK-SEAL MATERIAL DUE: 1/16/2014 DISC: 1/16/2014 CRACK-SEAL MATERIAL	1,380.00	1099: N 02 5-00-8203	ASPHALT -HOT/CO	1,380.00

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0205			PAVING MAINTENANCE SUPPLY, INC ( ** CONTINUED ** )				
I-10139357	1/22/2014	AP	SURVEY FLAGS, WARNING LIGHTS DUE: 1/22/2014 DISC: 1/22/2014	517.00	1099: N		
			SURVEY FLAGS, WARNING LIGHTS		21 5-00-8310	OTHER SUPPLIES	240.00
			SURVEY FLAGS, WARNING LIGHTS		20 5-00-8310	OTHER SUPPLIES	160.00
			SURVEY FLAGS, WARNING LIGHTS		02 5-00-8105	TRUCKS/HEAVY EQ	117.00
			=== VENDOR TOTALS ===	2,383.86			
01-0206			PEREGRINE CORPORATION				
I-902776	1/21/2014	AP	ADVERTISING-VET CLINIC DUE: 1/21/2014 DISC: 1/21/2014	219.20	1099: N		
			ADVERTISING-VET CLINIC		01 5-10-8004	PRE-PRINTED FOR	219.20
			=== VENDOR TOTALS ===	219.20			
01-0209			PITNEY BOWES, INC.				
I-1017193-JA14	1/13/2014	AP	POSTAGE MACHINE RENTAL DUE: 1/13/2014 DISC: 1/13/2014	159.00	1099: N		
			POSTAGE MACHINE RENTAL		01 5-10-7601	EQUIPMENT RENTAL	159.00
			=== VENDOR TOTALS ===	159.00			
01-0375			RALPH J NEISES				
I-201401291448	1/28/2013	AP	2013 HOUSING GRANT DUE: 1/28/2013 DISC: 1/28/2013	481.44	1099: N		
			2013 HOUSING GRANT		01 5-80-9015	HOUSING GRANT	481.44
			=== VENDOR TOTALS ===	481.44			
01-0219			REBECCA BOUSKA				
I-201401291442	1/23/2014	AP	LUNCH- PERSONNEL POLICY DUE: 1/23/2014 DISC: 1/23/2014	26.86	1099: N		
			LUNCH- PERSONNEL POLICY		01 5-10-8603	COMMODITIES	26.86
I-201401291453	1/17/2014	AP	MILEAGE REIMBURSEMENT DUE: 1/17/2014 DISC: 1/17/2014	34.72	1099: N		
			MILEAGE REIMBURSEMENT		01 5-10-6305	MILEAGE/TRAVEL	34.72
			=== VENDOR TOTALS ===	61.58			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0221		RESNIK MOTORS				
I-58466	12/03/2013 AP	SPOTLIGHT-CAR #214 DUE: 12/03/2013 DISC: 12/03/2013 SPOTLIGHT-CAR #214	502.40	1099: N 10 5-00-9102	POLICE DEPT EQU	502.40
		=== VENDOR TOTALS ===	502.40			
01-0224		ROBERT'S HUTCH-LINE				
C-17078CM	12/17/2013 AP	ITEM RETURN DUE: 12/17/2013 DISC: 12/17/2013 ITEM RETURN	31.39CR	1099: N 01 5-10-8005	OFFICE SUPPLIES	31.39CR
I-281778	1/16/2014 AP	OFFICE SUPPLIES DUE: 1/16/2014 DISC: 1/16/2014 OFFICE SUPPLIES	468.24	1099: N 01 5-10-8005	OFFICE SUPPLIES	468.24
I-282746	1/23/2014 AP	OFFICE SUPPLIES DUE: 1/23/2014 DISC: 1/23/2014 OFFICE SUPPLIES	135.35	1099: N 01 5-10-8005	OFFICE SUPPLIES	135.35
I-283186	1/27/2014 AP	PRINTER INK CARTRIDGES DUE: 1/27/2014 DISC: 1/27/2014 PRINTER INK CARTRIDGES	123.98	1099: N 01 5-10-8005	OFFICE SUPPLIES	123.98
		=== VENDOR TOTALS ===	696.18			
01-0229		SAFETY-KLEEN				
I-62534665	1/09/2014 AP	CLEANING SOLVENT DUE: 1/09/2014 DISC: 1/09/2014 CLEANING SOLVENT	170.83	1099: N 02 5-00-8403	GARAGE/SHOP EQU	170.83
		=== VENDOR TOTALS ===	170.83			
01-0252		THE CLARION				
I-406	1/22/2014 AP	NOTICE OF VACATION HEARING DUE: 1/22/2014 DISC: 1/22/2014 NOTICE OF VACATION HEARING	50.00	1099: N 01 5-10-7205	LEGAL PUBLICATI	50.00
		=== VENDOR TOTALS ===	50.00			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0253		THE RADAR SHOP				
I-RS-8093	1/21/2014 AP	RADAR CERT-CAR #812 DUE: 1/21/2014 DISC: 1/21/2014 RADAR CERT-CAR #812	35.00	1099: N 01 5-20-8111	TOOLS/EQUIPMENT	35.00
		=== VENDOR TOTALS ===	35.00			
01-0429		TIMOTHY W & GENEVA G SCHLITTEN				
I-201401291436	1/29/2014 AP	2013 HOUSING GRANT DUE: 1/29/2014 DISC: 1/29/2014 2013 HOUSING GRANT	2,113.35	1099: N 01 5-80-9015	HOUSING GRANT	2,113.35
		=== VENDOR TOTALS ===	2,113.35			
01-0256		TkFAST				
I-17529	1/25/2014 AP	MONTHLY BACKUP SERVICES DUE: 1/25/2014 DISC: 1/25/2014 MONTHLY BACKUP SERVICES	450.00	1099: N 01 5-10-7504	COMPUTER TECH S	450.00
		=== VENDOR TOTALS ===	450.00			
01-0331		TRACY'S AUTOMOTIVE				
I-27414	1/16/2014 AP	SERVICE - 2008 FORD TRUCK DUE: 1/16/2014 DISC: 1/16/2014 SERVICE - 2008 FORD TRUCK	1,922.01	1099: N 02 5-00-8104	AUTOMOTIVE	1,922.01
		=== VENDOR TOTALS ===	1,922.01			
01-0260		TRANSYSTEMS CORPORATION				
I-0002575355	12/31/2013 AP	INDUSTRIAL PARK STUDY DUE: 12/31/2013 DISC: 12/31/2013 INDUSTRIAL PARK STUDY	9,701.04	1099: N 01 5-90-7981	ECONOMIC DEVELO	9,701.04
		=== VENDOR TOTALS ===	9,701.04			
01-0264		TYLER TECHNOLOGIES				
I-025-87484	1/29/2013 AP	ONLINE HOSTING-COURT/UTILITIE DUE: 1/29/2013 DISC: 1/29/2013 ONLINE HOSTING-COURT/UTILITIES ONLINE HOSTING-COURT/UTILITIES ONLINE HOSTING-COURT/UTILITIES	190.00	1099: N 01 5-30-7504 20 5-00-7504 21 5-00-7504	COMPUTER TECH S COMPUTER TECH S COMPUTER TECH S	116.67 36.67 36.66

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0264	TYLER TECHNOLOGIES	( ** CONTINUED ** )				
I-02580747	11/01/2013 AP	CUSTOMER RELATIONSHIP SUITE DUE: 11/01/2013 DISC: 11/01/2013	4,194.00	1099: N		
		CUSTOMER RELATIONSHIP SUITE		01 5-10-7504	COMPUTER TECH S	1,048.50
		CUSTOMER RELATIONSHIP SUITE		01 5-30-7504	COMPUTER TECH S	1,048.50
		CUSTOMER RELATIONSHIP SUITE		20 5-00-7504	COMPUTER TECH S	1,048.50
		CUSTOMER RELATIONSHIP SUITE		21 5-00-7504	COMPUTER TECH S	1,048.50
		=== VENDOR TOTALS ===	4,384.00			
01-0266	UNI FIRST					
I-2400446270	1/21/2014 AP	UNIFORMS AND MATS DUE: 1/21/2014 DISC: 1/21/2014	544.07	1099: N		
		UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	136.02
		UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	136.02
		UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	136.02
		UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	136.01
		=== VENDOR TOTALS ===	851.19			
01-0267	UNIVERSITY OF KS CONTINUING ED					
I-LE140310-33485-I	1/22/2014 AP	PD TRAINING - RHODES DUE: 1/22/2014 DISC: 1/22/2014	55.00	1099: N		
		PD TRAINING - RHODES		11 5-00-7806	MAIZE POLICE TR	55.00
		=== VENDOR TOTALS ===	55.00			
01-0269	UNUM PROVIDENT					
I-201401291455	1/13/2014 AP	LIFE, STD & A D & D PREMIUMS DUE: 1/13/2014 DISC: 1/13/2014	545.37	1099: N		
		UNUM PROVIDENT		01 5-80-5211	HEALTH/DENTAL/L	545.37
		=== VENDOR TOTALS ===	545.37			

*First year for maint 3644  
 Bill [unclear] 550'*

*Previously (4194.00) included  
 in installation.*

-----ID-----	ITM DATE	DESCRIPTION	GROSS DISCOUNT	P.O. #	G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0270		USA BLUE BOOK					
I-244197	1/15/2014	CHLORIMETER & CHEMICALS	687.54				
	AP	DUE: 1/15/2014 DISC: 1/15/2014		1099: N			
		CHLORIMETER & CHEMICALS		21 5-00-8603		COMMODITIES	178.80
		CHLORIMETER & CHEMICALS		21 5-00-8310		OTHER SUPPLIES	508.74
		=== VENDOR TOTALS ===	687.54				
01-0291		WILLIAM MCKINLEY					
I-201401291438	1/28/2014	MILEAGE REIMBURSEMENT	104.72				
	AP	DUE: 1/28/2014 DISC: 1/28/2014		1099: N			
		MILEAGE REIMBURSEMENT		05 5-00-6305		MILEAGE REIMBUR	52.36
		MILEAGE REIMBURSEMENT		01 5-10-6305		MILEAGE/TRAVEL	52.36
		=== VENDOR TOTALS ===	104.72				
		=== PACKET TOTALS ===	169,509.19				

*F 9 I:*  
 All equipment/parts for new police car from  
 equipment reserve (police).  
 Jocelyne will give us a total for new police  
 in March.

*Donna Clark  
 2/3/2014*

1/16/2014 11:26 AM  
 PACKET: 00281 011714 AP  
 VENDOR SET: 01 Y OF MAIZE AP  
 SEQUENCE : ALPHA .PIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	---ACCOUNT NAME--	DISTRIBUTION
01-0056			CASEY'S GENERAL STORES, INC.				
I-201401161393	12/31/2013	AP	UNLEADED FUEL DUE: 12/31/2013 DISC: 12/31/2013	2,007.46	1099: N		
			UNLEADED FUEL		01 5-20-8306	UNLEADED FUEL	1,046.83
			UNLEADED FUEL		02 5-00-8306	UNLEADED FUEL	320.21
			UNLEADED FUEL		20 5-00-8306	UNLEADED FUEL	320.21
			UNLEADED FUEL		21 5-00-8306	UNLEADED FUEL	320.21
			--- VENDOR TOTALS ---	2,007.46			
01-0338			CHARLES F & JANICE A CLUPNY				
I-201401161394	1/15/2013	AP	LEASE PURCHASE EASEMENT DUE: 1/15/2013 DISC: 1/15/2013	1,013.59	1099: N		
			LEASE PURCHASE AGREEMENT		20 5-00-8975	UTILITY EASEMEN	506.80
			LEASE PURCHASE AGREEMENT		21 5-00-8975	UTILITY EASEMEN	506.79
			--- VENDOR TOTALS ---	1,013.59			
01-0067			CITY ATTORNEYS ASSOCIATION OF K				
I-14-312	1/07/2014	AP	2014 MEMBERSHIP DUES DUE: 1/07/2014 DISC: 1/07/2014	35.00	1099: N		
			2014 MEMBERSHIP DUES		01 5-10-6301	ORGANIZATION ME	35.00
			--- VENDOR TOTALS ---	35.00			
01-0326			CORNEJO & SONS, LLC				
I-100164	12/31/2013	AP	SALT/SAND MIX DUE: 12/31/2013 DISC: 12/31/2013	3,159.10	1099: N		
			SALT/SAND MIX		02 5-00-8604	SNOW/ICE REMOVA	3,159.10
			--- VENDOR TOTALS ---	3,159.10			
01-0096			ERIC HARTENSTEIN				
I-201401161395	1/09/2014	AP	PUBLIC DEFENDER SERVICES DUE: 1/09/2014 DISC: 1/09/2014	150.00	1099: N		
			PUBLIC DEFENDER SERVICES		12 5-00-7908	PUBLIC DEFENDER	150.00
			--- VENDOR TOTALS ---	150.00			

1/16/2014 11:26 AM  
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 SEQUENCE : ALPH. PIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0421			HARRIET A HICKMAN				
I-201401161396	1/15/2014	AP	2013 HOUSING GRANT DUE: 1/15/2014 DISC: 1/15/2014 2013 HOUSING GRANT	1,335.14	1099: N 01 5-80-9015	HOUSING GRANT	1,335.14
			=== VENDOR TOTALS ===	1,335.14			
01-0119			IACP				
I-201401161397	1/15/2014	AP	2014 MEMBERSHP - JENSBY DUE: 1/15/2014 DISC: 1/15/2014 2014 MEMBERSHP - JENSBY	120.00	1099: N 01 5-20-6301	ORGANIZATION ME	120.00
			=== VENDOR TOTALS ===	120.00			
01-0129			JEAN E. WOODARD				
I-201401161398	1/16/2014	AP	LEASE PURCHASE EASEMENT DUE: 1/16/2014 DISC: 1/16/2014 LEASE PURCHASE AGREEMENT LEASE PURCHASE AGREEMENT	1,638.05	1099: N 20 5-00-8975 21 5-00-8975	UTILITY EASEMEN UTILITY EASEMEN	819.03 819.02
			=== VENDOR TOTALS ===	1,638.05			
01-0130			JOCELYN REID				
I-201401161399	1/16/2014	AP	CAFETERIA PLAN REIMBURSEMENT DUE: 1/16/2014 DISC: 1/16/2014 CAFETERIA PLAN REIMBURSEMENT	80.00	1099: N 38 5-00-9300	DEPENDENT CARE	80.00
			=== VENDOR TOTALS ===	80.00			
01-0150			KANSAS MUNICIPAL UTILITIES				
I-12227	1/03/2014	AP	2014 MEMBERSHIP DUES DUE: 1/03/2014 DISC: 1/03/2014 2014 MEMBERSHIP DUES 2014 MEMBERSHIP DUES	773.00	1099: N 20 5-00-6301 21 5-00-6301	ORGANIZATION ME ORGANIZATION ME	386.50 386.50
			=== VENDOR TOTALS ===	773.00			
01-0151			KANSAS ONE-CALL SYSTEM, INC.				
I-3120362	12/31/2013	AP	DECEMBER LOCATES DUE: 12/31/2013 DISC: 12/31/2013 DECEMBER LOCATES DECEMBER LOCATES	187.20	1099: N 20 5-00-7502 21 5-00-7502	PROFESSIONAL SE PROFESSIONAL SE	93.60 93.60
			=== VENDOR TOTALS ===	187.20			

-----ID-----	ITEM DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0152	KANSAS PAVING						
I-201401161400	10/16/2013	AP	WOODS@WC PAVING/SWS	187,272.55			
			DUE: 10/16/2013 DISC: 10/16/2013		1099: N		
			WOODS@WC PAVING/SWS		05 5-00-7500	CONTRACTORS	180,017.55
			WOODS@WC PAVING/SWS		05 5-00-7500	CONTRACTORS	7,255.00
			=== VENDOR TOTALS ===	187,272.55			
01-0157	KANSAS TRUCK EQUIPMENT						
I-165318	1/08/2014	AP	SNOW PLOW LIGHT	143.04			
			DUE: 1/08/2014 DISC: 1/08/2014		1099: N		
			SNOW PLOW LIGHT		02 5-00-8105	TRUCKS/HEAVY EQ	143.04
			=== VENDOR TOTALS ===	143.04			
01-0423	KANSAS UNDERGROUND/TRAILER TOW						
I-44353	1/13/2014	AP	2003 DODGE TRUCK FOR WWTP	9,520.00			
			DUE: 1/13/2014 DISC: 1/13/2014		1099: N		
			2003 DODGE TRUCK FOR WWTP		10 5-00-8105	TRUCKS/HEAVY EQ	9,520.00
			=== VENDOR TOTALS ===	9,520.00			
01-0161	KEENAN KELLEY						
I-1262	1/02/2014	AP	SLUDGE REMOVAL	3,780.00			
			DUE: 1/02/2014 DISC: 1/02/2014		1099: N		
			SLUDGE REMOVAL		20 5-00-7500	CONTRACTORS	3,780.00
			=== VENDOR TOTALS ===	3,780.00			
01-0162	KIM EDGINGTON						
I-201401161401	1/15/2013	AP	CAFETERIA PLAN REIMBURSEMENT	834.50			
			DUE: 1/15/2013 DISC: 1/15/2013		1099: N		
			CAFETERIA PLAN REIMBURSEMENT		38 5-00-9301	MEDICAL EXPENSE	140.00
			CAFETERIA PLAN REIMBURSEMENT		38 5-00-9300	DEPENDENT CARE	694.50
			=== VENDOR TOTALS ===	834.50			
01-0175	LEE REED ENGRAVING, INC.						
I-128033	12/18/2013	AP	NAME PLATES-TREE/PARK BOARD	37.20			
			DUE: 12/18/2013 DISC: 12/18/2013		1099: N		
			NAME PLATES-TREE/PARK BOARD		01 5-90-7982	TREE BOARD EXPE	37.20
			=== VENDOR TOTALS ===	37.20			

*Final Complete*

*Mat in needed  
 Utility bed (low)  
 truck - cost  
 3x bed as much  
 as this truck*

*Equip Reserve  
 Budget Sp 2014  
 Instead of bed - got truck*

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0178	LOWE'S					
I-201401161402	1/02/2014 AP	PARTS FOR WWTP DUE: 1/02/2014 DISC: 1/02/2014 PARTS FOR WWTP	3.31	1099: N 20 5-00-8310	OTHER SUPPLIES	3.31
		=== VENDOR TOTALS ===	3.31			
01-0238	MABCD					
I-201401161403	1/06/2014 AP	DECEMBER PERMITS DUE: 1/06/2014 DISC: 1/06/2014 DECEMBER PERMITS	2,703.40	1099: N 01 5-80-7971	BUILDING INSPEC	2,703.40
		=== VENDOR TOTALS ===	2,703.40			
01-0353	NATIONAL SIGN COMPANY, INC.					
I-170026	1/10/2014 AP	TRAFFIC SIGNS DUE: 1/10/2014 DISC: 1/10/2014 TRAFFIC SIGNS	783.88	1099: N 02 5-00-8702	PERMANENT SIGNS	783.88
I-170027	1/10/2014 AP	TRAFFIC SIGNS DUE: 1/10/2014 DISC: 1/10/2014 TRAFFIC SIGNS	366.73	1099: N 02 5-00-8702	PERMANENT SIGNS	366.73
		=== VENDOR TOTALS ===	1,150.61			
01-0200	O'REILLY AUTOMOTIVE, INC.					
C-4598-108104	1/07/2014 AP	PRODUCT RETURN DUE: 1/07/2014 DISC: 1/07/2014 PRODUCT RETURN	14.72CR	1099: N 02 5-00-8104	AUTOMOTIVE	14.72CR
I-4598-107706	1/03/2014 AP	PARTS FOR GMC TRUCK DUE: 1/03/2014 DISC: 1/03/2014 PARTS FOR GMC TRUCK	7.28	1099: N 02 5-00-8104	AUTOMOTIVE	7.28
I-4598-108840	1/14/2014 AP	OIL FILTER - 2003 DODGE TRUCK DUE: 1/14/2014 DISC: 1/14/2014 OIL FILTER - 2003 DODGE TRUCK	15.17	1099: N 02 5-00-8104	AUTOMOTIVE	15.17
		=== VENDOR TOTALS ===	7.73			

*Stop/Red crossing, ETC*  
*Replacement due to*  
*New standards*

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. #	G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0213			PRIDE AG RESOURCES					
I-201401161404	12 25/2013	AP	SUPPLIES DUE: 12 25/2013 DISC: 12 25/2013	1,320.04	1099: N			
			SUPPLIES		01	5-20-8104	AUTOMOTIVE	38.91
			SUPPLIES		01	5-20-8304	OIL CHANGES	9.98
			SUPPLIES		01	5-40-8106	LAWN CARE EQUIP	23.45
			SUPPLIES		01	5-40-8109	ELECTRICAL EQUI	197.92
			SUPPLIES		01	5-40-8601	CUSTODIAL SUPPL	7.97
			SUPPLIES		02	5-00-8105	TRUCKS/HEAVY EQ	24.37
			SUPPLIES		02	5-00-8106	LAWN CARE EQUIP	90.36
			SUPPLIES		02	5-00-8310	OTHER SUPPLIES	91.36
			SUPPLIES		02	5-00-8403	GARAGE/SHOP EQU	188.73
			SUPPLIES		02	5-00-8404	FACILITY REPAIR	21.98
			SUPPLIES		02	5-00-8508	HAND TOOLS	305.95
			SUPPLIES		20	5-00-8104	AUTOMOTIVE	6.58
			SUPPLIES		20	5-00-8310	OTHER SUPPLIES	240.78
			SUPPLIES		20	5-00-8508	HAND TOOLS	22.98
			SUPPLIES		20	5-00-8601	CUSTODIAL SUPPL	2.49
			SUPPLIES		21	5-00-8310	OTHER SUPPLIES	26.25
			SUPPLIES		98	5-00-8310	OTHER SUPPLIES	19.98
			=== VENDOR TOTALS ===	1,320.04				
01-0346			PRO GRADE AMMO GROUP LLC					
I-04103	10/16/2013	AP	AMMUNITION - PD DUE: 10/16/2013 DISC: 10/16/2013 AMMUNITION - PD	1,175.00	1099: N			
					01	5-20-8311	FIREARMS/AMMUNI	1,175.00
			=== VENDOR TOTALS ===	1,175.00				
01-0218			WORKFORCE ALLIANCE OF SOUTH CE					
I-21	12/24/2013	AP	2014 ASSESSMENT DUE: 12/24/2013 DISC: 12/24/2013 2014 ASSESSMENT	1,223.00	1099: N			
					01	5-10-6301	ORGANIZATION ME	1,223.00
			=== VENDOR TOTALS ===	1,223.00				
01-0219			REBECCA BOUSKA					
I-201401161405	1 15/2013	AP	CAFETERIA PLAN REIMBURSEMENT DUE: 1 15/2013 DISC: 1 15/2013 CAFETERIA PLAN REIMBURSEMENT	1,243.61	1099: N			
					38	5-00-9301	MEDICAL EXPENSE	1,243.61
			=== VENDOR TOTALS ===	1,243.61				

*2014*  
*2014 REPT Assesment*  
*Pay Workforce instead of REAP (WLU) this year*  
*24,122.00*

1/16/2014 11:26 AM  
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A/P Direct Item Register

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0403		ROASTER JOE'S				
I-20641090055	1/06/2014 AP	COFFEE SERVICE DUE: 1/06/2014 DISC: 1/06/2014 COFFEE SERVICE	44.05	1099: N 01 5-10-8603	COMMODITIES	44.05
		=== VENDOR TOTALS ===	44.05			
01-0224		ROBERT'S HUTCH-LINE				
I-279463.1	1/02/2014 AP	OFFICE SUPPLIES DUE: 1/02/2014 DISC: 1/02/2014 OFFICE SUPPLIES	10.08	1099: N 01 5-10-8005	OFFICE SUPPLIES	10.08
		=== VENDOR TOTALS ===	10.08			
01-0230		SAM'S CLUB				
I-201401161407	1/02/2014 AP	SUPPLIES DUE: 1/02/2014 DISC: 1/02/2014 SUPPLIES SUPPLIES SUPPLIES SUPPLIES	388.37	1099: N 01 5-40-8601 01 5-01-8603 01 5-10-8603 02 5-00-8603	CUSTODIAL SUPPL COMMODITIES COMMODITIES COMMODITIES	219.22 39.80 110.55 18.80
		=== VENDOR TOTALS ===	388.37			
01-0233		SDK LABORATORIES				
I-201401161408	1/06/2014 AP	LAB ANALYSIS - SEWER PLANT DUE: 1/06/2014 DISC: 1/06/2014 LAB ANALYSIS - SEWER PLANT	364.00	1099: N 20 5-00-7008	WASTEWATER LABO	364.00
		=== VENDOR TOTALS ===	364.00			
01-0235		SECURITY 1ST TITLE, LLC				
I-103475	12/27/2013 AP	OWNERSHIP LISTS DUE: 12/27/2013 DISC: 12/27/2013 OWNERSHIP LISTS	150.00	1099: N 01 5-10-7502	PROFESSIONAL SE	150.00
I-103590	12/30/2013 AP	OWNERSHIP LISTS DUE: 12/30/2013 DISC: 12/30/2013 OWNERSHIP LISTS	150.00	1099: N 01 5-10-7502	PROFESSIONAL SE	150.00
		=== VENDOR TOTALS ===	300.00			

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0239		SEDGWICK COUNTY DIVISION OF FI				
I-1800037745	1/06/2014 AP	JAIL HOUSING FEES-12/2013 DUE: 1/06/2014 DISC: 1/06/2014 JAIL HOUSING FEES-12/2013	407.16	1099: N 01 5-30-9909	COUNTY JAIL HOU	407.16
		=== VENDOR TOTALS ===	407.16			
01-0420		SHERRI M WADE				
I-201401161409	1/06/2014 AP	2013 HOUSING GRANT DUE: 1/06/2014 DISC: 1/06/2014 2013 HOUSING GRANT	1,898.38	1099: N 01 5-80-9015	HOUSING GRANT	1,898.38
		=== VENDOR TOTALS ===	1,898.38			
01-0242		SHRED-IT WICHITA				
I-9403042055	1/06/2014 AP	SHREDDING SERVICES DUE: 1/06/2014 DISC: 1/06/2014 SHREDDING SERVICE - 04/30/12 SHREDDING SERVICE - 04/30/12	73.50	1099: N 01 5-10-7502 01 5-20-7502	PROFESSIONAL SE PROFESSIONAL SE	29.40 44.10
		=== VENDOR TOTALS ===	73.50			
01-0419		TIRE DEALERS WAREHOUSE				
I-666674	1/09/2014 AP	TIRES FOR GRADER DUE: 1/09/2014 DISC: 1/09/2014 TIRES FOR GRADER	1,700.00	1099: N 02 5-00-8303	TIRES	1,700.00
		=== VENDOR TOTALS ===	1,700.00			
01-0255		TKE CORP.				
I-3000852983	1/01/2014 AP	ELEVATOR MAINTENANCE DUE: 1/01/2014 DISC: 1/01/2014 ELEVATOR MAINTENANCE	197.46	1099: N 01 5-40-7502	PROFESSIONAL SE	197.46
		=== VENDOR TOTALS ===	197.46			
01-0256		TKFAST				
I-17302	12/20/2013 AP	COMPUTER TECH SUPPORT DUE: 12/20/2013 DISC: 12/20/2013 COMPUTER TECH SUPPORT COMPUTER TECH SUPPORT	380.00	1099: N 01 5-20-7504 01 5-10-7504	COMPUTER TECH S COMPUTER TECH S	40.00 340.00

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0266	UNI FIRST						
I-2400443370	1/07/2014	AP	UNIFORMS AND MATS DUE: 1/07/2014 DISC: 1/07/2014	300.17	1099: N		
			UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	75.05
			UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	75.05
			UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	75.05
			UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	75.02
I-2400444831	1/14/2014	AP	UNIFORMS AND MATS DUE: 1/14/2014 DISC: 1/14/2014	298.52	1099: N		
			UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	74.63
			UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	74.63
			UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	74.63
			UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	74.63
=== VENDOR TOTALS ===				598.69			
01-0279	WASTE CONNECTIONS OF WICHITA						
I-9209578	1/01/2014	AP	TRASH/RECYCLING SERVICES DUE: 1/01/2014 DISC: 1/01/2014	276.54	1099: N		
			CITY HALL		01 5-40-7104	TRASH SERVICE	87.92
			COMMUNITY BUILDING		01 5-40-7104	TRASH SERVICE	49.50
			MAINTENANCE SHOP		02 5-00-7104	TRASH SERVICE	49.50
			SEWER PLANT		20 5-00-7104	TRASH SERVICE	42.00
			CEMETERY		98 5-00-7104	TRASH SERVICE	47.62
I-9214034	1/01/2014	AP	PORTABLE RESTROOMS-CITY PARK DUE: 1/01/2014 DISC: 1/01/2014	80.00	1099: N		
			PORTABLE RESTROOMS-CITY PARK		01 5-90-7982	TREE BOARD EXPE	80.00
=== VENDOR TOTALS ===				356.54			
01-0288	WICHITA TRACTOR CO.						
I-21030	1/06/2014	AP	TRACTOR PARTS DUE: 1/06/2014 DISC: 1/06/2014	630.23	1099: N		
			TRACTOR PARTS		02 5-00-8105	TRUCKS/HEAVY EQ	630.23
=== VENDOR TOTALS ===				630.23			
01-0291	WILLIAM MCKINLEY						
I-201401161411	1/14/2014	AP	MILEAGE REIMBURSEMENT DUE: 1/14/2014 DISC: 1/14/2014	142.24	1099: N		
			MILEAGE REIMBURSEMENT		05 5-00-6305	MILEAGE REIMBUR	47.41
			MILEAGE REIMBURSEMENT		05 5-00-6305	MILEAGE REIMBUR	47.41
			MILEAGE REIMBURSEMENT		01 5-10-6305	MILEAGE/TRAVEL	47.42
=== VENDOR TOTALS ===				142.24			

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 PACKET: 00281 011714 AP  
 VENDOR SET: 01 OF MAIZE AP  
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A/P Direct Item Register

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0294		CIPS EXPRESS CAR WASH				
I-201401161412	11/30/2013 AP	PD CAR WASHES-NOVEMBER DUE: 11/30/2013 DISC: 11/30/2013 PD CAR WASHES-NOVEMBER	36.00	1099: N 01 5-20-8104	AUTOMOTIVE	36.00
I-201401161413	12/31/2013 AP	PD CAR WASHES-DECEMBER DUE: 12/31/2013 DISC: 12/31/2013 PD CAR WASHES-DECEMBER	48.00	1099: N 01 5-20-8104	AUTOMOTIVE	48.00
=== VENDOR TOTALS ===			84.00			
=== PACKET TOTALS ===			231,289.91			

*Wanna Owen*  
 1/16/2014

PACKET: 00270 U 314 AP  
 VENDOR SET: CITY OF MAIZE AP  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

Direct Item Register

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0024	AMAZON					
I-201401021348	12/10/2013 AP	OFFICE & I-PAD SUPPLIES DUE: 12/10/2013 DISC: 12/10/2013 OFFICE & I-PAD SUPPLIES OFFICE & I-PAD SUPPLIES	85.53	1099: N 01 5-10-8302 10 5-00-8801	BATTERIES (NON COMPUTERS	7.95 77.58
=== VENDOR TOTALS ===			85.53			
01-0066	CINTAS FIRST AID & SAFETY					
I-0417114814	12/30/2013 AP	FIRST AID KIT REFILL-SHOP DUE: 12/30/2013 DISC: 12/30/2013 FIRST AID KIT REFILL-SHOP	89.35	1099: N 02 5-00-8503	SAFETY EQUIPMEN	89.35
I-0417114855	12/30/2013 AP	FIRST AID KITS-PD & ADMIN DUE: 12/30/2013 DISC: 12/30/2013 FIRST AID KITS-PD & ADMIN FIRST AID KITS-PD & ADMIN	109.27	1099: N 01 5-10-8603 01 5-20-8603	COMMODITIES COMMODITIES	50.06 59.21
=== VENDOR TOTALS ===			198.62			
01-0080	CS & S GRAPHICS					
I-227397	12/18/2013 AP	MAIZE COASTERS DUE: 12/18/2013 DISC: 12/18/2013 MAIZE COASTERS	512.42	1099: N 01 5-10-8603	COMMODITIES	512.42
=== VENDOR TOTALS ===			512.42			
01-0386	DETROIT INDUSTRIAL TOOL					
I-495549	12/12/2013 AP	SAFETY GLASSES DUE: 12/12/2013 DISC: 12/12/2013 SAFETY GLASSES	134.91	1099: N 02 5-00-8503	SAFETY EQUIPMEN	134.91
=== VENDOR TOTALS ===			134.91			
01-0093	DIGITAL OFFICE SYSTEMS					
I-240396	12/26/2013 AP	MAINTENANCE CONTRACT DUE: 12/26/2013 DISC: 12/26/2013 MAINTENANCE CONTRACT	67.50	1099: N 01 5-10-7601	EQUIPMENT RENTAL	67.50
=== VENDOR TOTALS ===			67.50			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0096	ERIC HARTENSTEIN					
I-201300140	12/17/2013 AP	PUBLIC DEFENDER SERVICES DUE: 12/17/2013 DISC: 12/17/2013 PUBLIC DEFENDER SERVICES	150.00	1099: N 12 5-00-7908	PUBLIC DEFENDER	150.00
	=== VENDOR TOTALS ===		150.00			
01-0110	GREATER WICHITA YMCA					
I-17185	12/15/2013 AP	YMCA MEMBERSHIPS DUE: 12/15/2013 DISC: 12/15/2013 YMCA MEMBERSHIPS	825.00	1099: N 11 5-00-7806	MAIZE POLICE TR	825.00
	=== VENDOR TOTALS ===		825.00			
01-0120	ICE MASTERS					
I-4071757	12/25/2013 AP	ICE MACHINE RENATL DUE: 12/25/2013 DISC: 12/25/2013 ICE MACHINE RENATL	80.00	1099: N 01 5-40-8603	COMMODITIES	80.00
	=== VENDOR TOTALS ===		80.00			
01-0123	IET					
I-8094	12/27/2013 AP	CONDUIT-D.O. FEEDBACK LOOP DUE: 12/27/2013 DISC: 12/27/2013 CONDUIT-D.O. FEEDBACK LOOP	1,498.00	1099: N 19 5-00-8954	EQUIPMENT REPLA	1,498.00
	=== VENDOR TOTALS ===		1,498.00			
01-0332	INTERLINGUAL SERVICES, INC.					
I-201312311345	12/04/2013 AP	INTERPRETER SERVICES DUE: 12/04/2013 DISC: 12/04/2013 INTERPRETER SERVICES	177.50	1099: N 01 5-30-7502	PROFESSIONAL SE	177.50
	=== VENDOR TOTALS ===		177.50			
01-0131	JOHN D PALMER					
I-201312311341	12/30/2013 AP	CEMETERY GROUNDS MAINTENANCE DUE: 12/30/2013 DISC: 12/30/2013 CEMETERY GROUNDS MAINTENANCE	400.00	1099: N 98 5-00-7520	CEMETERY GROUND	400.00
	=== VENDOR TOTALS ===		400.00			

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01-0132	JOHN DEERE FINANCIAL					
I-201312311339	12/20/2013 AP	SALT SPREADER PARTS DUE: 12/20/2013 DISC: 12/20/2013 SALT SPREADER PARTS	99.96	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	99.96
		=== VENDOR TOTALS ===	99.96			
01-0139	KANSAS ASSOCIATION FOR COURT M					
I-201312311343	12/31/2013 AP	2014 MEMBERSHIP-SARA JAVIER DUE: 12/31/2013 DISC: 12/31/2013 2014 MEMBERSHIP-SARA JAVIER	50.00	1099: N 01 5-30-6301	ORGANIZATION ME	50.00
		=== VENDOR TOTALS ===	50.00			
01-0135	KANSAS ASSOCIATION OF CITY/COU					
I-14-16	12/17/2013 AP	2014 MEMEBERSHIP DUES DUE: 12/17/2013 DISC: 12/17/2013 2014 MEMEBERSHIP DUES	70.00	1099: N 01 5-10-6301	ORGANIZATION ME	70.00
		=== VENDOR TOTALS ===	70.00			
01-0143	KANSAS DEPT OF REVENUE					
I-201312311338	12/31/2013 AP	WATER PROTECTION FEES DUE: 12/31/2013 DISC: 12/31/2013 WATER PROTECTION FEES	1,351.91	1099: N 21 5-00-9200	WATER TAX EXPEN	1,351.91
		=== VENDOR TOTALS ===	1,351.91			
01-0147	KANSAS MAYORS ASSOCIATION					
I-14-352	12/16/2013 AP	2014 MEMBERSHIP DUE: 12/16/2013 DISC: 12/16/2013 2014 MEMBERSHIP	50.00	1099: N 01 5-01-6301	ORGANIZATION ME	50.00
		=== VENDOR TOTALS ===	50.00			
01-0148	KANSAS MUNICIPAL INSURANCE TRU					
I-13-341	12/03/2013 AP	2014 WORK COMP PREMIUM DUE: 12/03/2013 DISC: 12/03/2013 2014 WORK COMP PREMIUM	26,199.00	1099: N 01 5-80-5210	WORKERS COMP IN	26,199.00
		=== VENDOR TOTALS ===	26,199.00			

*2013 27006*

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01-0152		KANSAS PAVING				
I-10062754	12/17/2013 AP	WC VILL 3RD PAVING DUE: 12/17/2013 DISC: 12/17/2013 WC VILL 3RD PAVING	39,620.13	1099: N 05 5-00-7500	CONTRACTORS	39,620.13
		=== VENDOR TOTALS ===	39,620.13			
01-0157		KANSAS TRUCK EQUIPMENT				
I-165112	12/24/2013 AP	SNOW PLOW DEFLECTOR DUE: 12/24/2013 DISC: 12/24/2013 SNOW PLOW DEFLECTOR	244.60	1099: N 02 5-00-8604	SNOW/ICE REMOVA	244.60
		=== VENDOR TOTALS ===	244.60			
01-0165		KWIK SHOP, INC.				
I-201312311337	12/15/2013 AP	UNLEADED FUEL DUE: 12/15/2013 DISC: 12/15/2013 UNLEADED FUEL	1,331.21	1099: N 01 5-20-8603	COMMODITIES	1,331.21
		=== VENDOR TOTALS ===	1,331.21			
01-0166		L.B. SIGNS				
I-7211	12/17/2013 AP	NEW ADDRESSES-EAGLE POINT DUE: 12/17/2013 DISC: 12/17/2013 NEW ADDRESSES-EAGLE POINT	54.00	1099: N 01 5-10-7502	PROFESSIONAL SE	54.00
		=== VENDOR TOTALS ===	54.00			
01-0183		MAUGHAN & MAUGHAN				
I-201401021347	12/31/2013 AP	CITY PROSECUTOR-DEC 2013 DUE: 12/31/2013 DISC: 12/31/2013 CITY PROSECUTOR-DEC 2013	900.00	1099: N 01 5-30-7502	PROFESSIONAL SE	900.00
		=== VENDOR TOTALS ===	900.00			
01-0416		MENARDS				
I-34487	12/18/2013 AP	SHOP SUPPLIES DUE: 12/18/2013 DISC: 12/18/2013 SHOP SUPPLIES	15.98	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	15.98
		=== VENDOR TOTALS ===	15.98			

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01-0189	MKEC					
I-102072	12/17/2013 AP	HL 2ND PH 2 ENGINEERING DUE: 12/17/2013 DISC: 12/17/2013 HL 2ND PH 2 ENGINEERING	5,891.26	1099: N 05 5-00-7501	ENGINEERING SER	5,891.26
		=== VENDOR TOTALS ===	5,891.26			
01-0200	O'REILLY AUTOMOTIVE, INC.					
C-4598-104786	12/05/2013 AP	BATTERY RETURN DUE: 12/05/2013 DISC: 12/05/2013 BATTERY RETURN	30.00CR	1099: N 02 5-00-8301	AUTO BATTERIES	30.00CR
I-4598-106272	12/20/2013 AP	SHOP SUPPLIES DUE: 12/20/2013 DISC: 12/20/2013 SHOP SUPPLIES	14.72	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	14.72
I-4598-106306	12/20/2013 AP	SHOP SUPPLIES DUE: 12/20/2013 DISC: 12/20/2013 SHOP SUPPLIES	3.29	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	3.29
I-4598-106659	12/23/2013 AP	WIPER BLADES-DUMP TRUCK DUE: 12/23/2013 DISC: 12/23/2013 WIPER BLADES-DUMP TRUCK	11.54	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	11.54
I-4598-107416	12/31/2013 AP	LIGHT BULB - FORD TRUCK DUE: 12/31/2013 DISC: 12/31/2013 LIGHT BULB - FORD TRUCK	11.38	1099: N 02 5-00-8104	AUTOMOTIVE	11.38
		=== VENDOR TOTALS ===	10.93			
01-0207	PETERSEN'S SMALL ENGINE REPAIR					
I-4812513	12/15/2013 AP	CEMETER LAWN MOWER SERVICE DUE: 12/15/2013 DISC: 12/15/2013 CEMETER LAWN MOWER SERVICE	30.00	1099: N 98 5-00-8106	LAWN CARE EQUIP	30.00
I-4812526	12/15/2013 AP	CEMETER LAWN MOWER SERVICE DUE: 12/15/2013 DISC: 12/15/2013 CEMETER LAWN MOWER SERVICE	85.30	1099: N 98 5-00-8106	LAWN CARE EQUIP	85.30
		=== VENDOR TOTALS ===	115.30			

*Appears to be complete*

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01-0079		PUBLIC ENGINES, INC.				
I-19107	12/01/2013 AP	2014 SUBSCRIPTION RENEWAL DUE: 12/01/2013 DISC: 12/01/2013 2014 SUBSCRIPTION RENEWAL	588.00	1099: N 01 5-20-6303	SUBSCRIPTIONS	588.00
		=== VENDOR TOTALS ===	588.00			
01-0224		ROBERT'S HUTCH-LINE				
I-279463	12/31/2013 AP	OFFICE SUPPLIES DUE: 12/31/2013 DISC: 12/31/2013 OFFICE SUPPLIES	188.39	1099: N 01 5-10-8005	OFFICE SUPPLIES	188.39
		=== VENDOR TOTALS ===	188.39			
01-0252		THE CLARION				
I-372	12/22/2013 AP	PLANNING COMMISSION NOTICES DUE: 12/22/2013 DISC: 12/22/2013 PLANNING COMMISSION NOTICES	100.00	1099: N 01 5-10-7205	LEGAL PUBLICATI	100.00
I-383	12/23/2013 AP	WINTER SPORTS AD DUE: 12/23/2013 DISC: 12/23/2013 WINTER SPORTS AD	100.00	1099: N 01 5-80-7970	COMMUNITY SERVI	100.00
		=== VENDOR TOTALS ===	200.00			
01-0256		TkFAST				
I-17340	12/25/2013 AP	MONTHLY BACK-UP SERVICE DUE: 12/25/2013 DISC: 12/25/2013 MONTHLY BACK-UP SERVICE	450.00	1099: N 01 5-10-7504	COMPUTER TECH S	450.00
		=== VENDOR TOTALS ===	450.00			
01-0260		TRANSYSTEMS CORPORATION				
I-0002561419	12/06/2013 AP	INDUSTRIAL PARK PLAN DUE: 12/06/2013 DISC: 12/06/2013 INDUSTRIAL PARK PLAN	9,591.43	1099: N 01 5-90-7981	ECONOMIC DEVELO	9,591.43
		=== VENDOR TOTALS ===	9,591.43			

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01-0266	UNI FIRST					
I-2400440463	12/24/2013 AP	UNIFORMS AND MATS DUE: 12/24/2013 DISC: 12/24/2013	506.07	1099: N		
		UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	126.52
		UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	126.52
		UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	126.52
		UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	126.51
I-2400441915	12/31/2013 AP	UNIFORMS AND MATS DUE: 12/31/2013 DISC: 12/31/2013	298.52	1099: N		
		UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	74.63
		UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	74.63
		UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	74.63
		UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	74.63
		=== VENDOR TOTALS ===	804.59			
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01-0417	VAN R & MARY ANN HARROLD					
I-201312311340	12/31/2013 AP	2013 HOUSING GRANT DUE: 12/31/2013 DISC: 12/31/2013	1,375.94	1099: N		
		2013 HOUSING GRANT		01 5-80-9015	HOUSING GRANT	1,375.94
		=== VENDOR TOTALS ===	1,375.94			
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01-0278	WALMART COMMUNITY					
I-201312311342	12/16/2013 AP	SUPPLIES-SHOP, XMAS PARTY DUE: 12/16/2013 DISC: 12/16/2013	3,583.61	1099: N		
		SUPPLIES-SHOP, XMAS PARTY		02 5-00-8104	AUTOMOTIVE	34.13
		SUPPLIES-SHOP, XMAS PARTY		01 5-40-8603	COMMODITIES	24.91
		SUPPLIES-SHOP, XMAS PARTY		02 5-00-8403	GARAGE/SHOP EQU	26.27
		SUPPLIES-SHOP, XMAS PARTY		01 5-40-8601	CUSTODIAL SUPPL	79.88
		SUPPLIES-SHOP, XMAS PARTY		01 5-10-8603	COMMODITIES	3,418.42
		=== VENDOR TOTALS ===	3,583.61			
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01-0414	WICHITA FENCE CO., INC.					
I-50063	12/27/2013 AP	FENCE AT CEMETERY DUE: 12/27/2013 DISC: 12/27/2013	10,383.00	1099: N		
		FENCE AT CEMETERY		98 5-00-7701	BUILDING/GROUND	10,383.00
		=== VENDOR TOTALS ===	10,383.00			

*Shopping cards 3100.00*

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01-0291		WILLIAM MCKINLEY				
I-201312311344	12/30/2013 AP	MILEAGE REIMBURSEMENT DUE: 12/30/2013 DISC: 12/30/2013 MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT	11.30	1099: N 05 5-00-6305 05 5-00-6305	MILEAGE REIMBUR MILEAGE REIMBUR	5.65 5.65
		=== VENDOR TOTALS ===	11.30			
01-0329		WILLIAM R & RITA K YOUNG				
I-201401021346	12/20/2013 AP	LEASE AGREEMENT - 8/26/09 DUE: 12/20/2013 DISC: 12/20/2013 LEASE AGREEMENT - 8/26/09	4,845.61	1099: N 20 5-00-8975	UTILITY EASEMEN	4,845.61
		=== VENDOR TOTALS ===	4,845.61			
		=== PACKET TOTALS ===	112,155.63			

*Donna Clask*  
*1/2/2014*