



Phone: (502) 863-7865

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May 14, 2020

Dear Board Member,

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on May 18, 2020 at 5:30 pm at the Pavilion. Meeting Protocol per Commonwealth of Kentucky, Office of the Secretary:

In recognition of the fact that there are confirmed cases of COVID-19 in Kentucky, and with more expected, all Kentucky Boards and Commissions are encouraged to take proper health precautions to mitigate the spread, including the use of video software for meetings. All meetings shall be conducted in accordance with the Kentucky Open Meetings Act, including, but not limited to, KRS 61.826.

The public can view this meeting livestream on Facebook Live at <https://www.facebook.com/GSCParks/>. Several important topics will be discussed. Your presence will be greatly appreciated.

Sincerely,

Julie Wash

Office Manager



Georgetown-Scott County
Parks & Recreation
140 Pavilion Drive
Georgetown, KY 40324

Phone: (502) 863-7865

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AGENDA May 18, 2020

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The public can view this meeting livestream on Facebook Live at <https://www.facebook.com/GSCParks/>.

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
 1. Approval of the minutes
 2. Bills for Approval
- 5) Staff Reports;
 1. Bookkeepers Report – Julie Wash
 2. Pavilion Report – Ed Maynard
 3. Facilities Maintenance – Bill Parker
 4. Outdoor Maintenance – Larry Brandenburg
 5. Director’s Report – Kim Rice
- 6) Old Business;
 1. ATT Phone Proposal
 2. SFAC Repairs
 3. Comprehensive Policies
 4. Sutton Field Repairs
 5. Football Field Building
 6. Financial Disclosure Statement
 7. Horsepark and Concessions Contract – Kim Rice
 8. SFAC Repairs – Bill Parker
- 7) New Business;
 1. Organizational Chart
 2. Re-opening Plan
 3. Open Chemical Bids
- 8) Board Members Comments;
- 9) Adjournment

Georgetown Scott County Parks and Recreation Board

Minutes

April 20, 2020

1) Call to Order and Roll Call; Bill Hamilton called the April 20, 2020 meeting of the Parks and Recreation Board to order. Bill Hamilton brought the Boards attention to the new style Agenda. Members Present Erik Flaig, Bill Hamilton, Ben Van Meter, DT Wells, Andrea Giusti. Others Present Kim Rice, Julie Wash, Ed Maynard, Vicki Miller, Cam Culbertson, Mary Franey, Larry Brandenburg, Bill Parker, Lily Caudill.

2) Approval of Agenda;

3) Public Comments; None

4) Consent Agenda;

1. Approval of the minutes - A motion was made by Erik Flaig to accept the minutes of the March 16, 2020 meeting, with the addition of the exact fence lines locations that were cleaned out. Seconded by Ben Van Meter. The motion carried unanimously.
2. Bills for Approval – A motion was made by Andrea Giusti to approve to pay the bills as presented, seconded by Erik Flaig. The motion carried unanimously.

5) Staff Reports;

1. Bookkeepers Report – Julie Wash reported that the balance on hand is \$729,982.69. The balance on hand this date last year was \$640,321.94. A financial report was also provided.
2. Pavilion Report – Ed Maynard reported the Pavilion program March attendance 1,386. The total Pavilion attendance 4,408. The Ed Davis Learning Center March total attendance 153
3. Q1 Marketing Report – Kim Rice presented the marketing report and update website on Covid19 response.
4. Facilities Maintenance – Bill Parker presented a list of items completed and still working on during this shutdown. Bill Parker requested approval to put out bids. Erik Flaig motioned to approve getting bids on the Dectron Compressor and Quarterly Preventative Maintenance for the 2 Dectrons and 4 Aaons, seconded by Ben Van Meter. The motion carried unanimously
5. Outdoor Maintenance – Larry Brandenburg has put a few projects on hold due to Covid19. Due to increased usage of the Parks the trash has increased also. Which in turn has caused them to fall behind in other tasks. The Sheriff and Police have intervened in breaking up large groups.
6. Director's Report – Kim Rice presented a comp time report for employees. The 2020-2021 budget has been amended and sent to the County. All Capital was cut plus an additional \$40,000.00. The total cut to original budget is \$325,000.00. With Covid19, Ed Maynard presented the onboarding plan for employees to have standard training, which will be a digital procedure. This will assist when we finally are able to open and hire seasonal employees. Kim requested approval to waive the 60-day background checks on returning employees off due to Covid19. Erik Flaig motioned to waive the background checks for employees gone for 60 days due to Covid19 for the 2020 season,

seconded by Ben Van Meter. The motion carried unanimously. The Elkhorn Float Fest has been moved to August.

6) Old Business;

1. ATT Phone Proposal - Tabled
2. SFAC Repairs - Ongoing
3. Comprehensive Policies – Tabled waiting on feedback.
4. Sutton Field Repairs -Holding Covid19
5. Football Field Building -Holding Covid19
6. Financial Disclosure Statement – Due from Board Members annually. To be sent to Tracie Hoffman at City Hall.

7) New Business;

1. FFA Alumni Truck Pull – Jason Gibson requested the Board recommendation whether to go ahead and cancel their truck pull scheduled for May 23, 2020. All agreed they should cancel the May event.
2. Interview Committee Report – Bill Hamilton reported the committee had a recommendation and a motion for the Director position. Ben Van Meter motioned to hire Kim Rice as the Executive Director of Parks and Recreation (Director of Parks), seconded by Erik Flaig. The motion carried unanimously. Bill Hamilton offered an amendment to put a salary in of \$70,000.00. Bill Hamilton motioned to accept the amendment of \$70,00.00 salary, seconded by Erik Flaig. The motion carried unanimously. Bill Hamilton thanked Ed Maynard for applying for the position.
3. Horsepark and Concessions Contract – Kim Rice is working with the Horsepark and whether the pool will open. She has also spoken with the previous concession contractor at SFAC to see if she has interest in continuing.
4. SFAC Repairs – Kim Rice presented additional repairs needed to repair leaks. Erik Flaig motioned to approve the SFAC repairs, seconded by DT Wells. The motion carried unanimously.

8) Board Members Comments; Congratulations to Kim Rice. Bill Hamilton reported the Suffoletta Batting Cage has some safety issues. The Fire Marshall has posted an occupancy limit, some benches need to be moved, electrical outlets need repair, exit sign moved. Bill Hamilton requested Kim get with baseball league to discuss these items. Bill Hamilton requested the interview committee put on hold the Assistant Director position for a short period of time. Due to budget issues, Covid19, closures and cancellations.

9) Adjournment

*This meeting was streamed on Facebook Live

Georgetown-Scott County Parks and Recreation
Paid Bills Detail
As of May 11, 2020

	Date	Memo	Account	Debit	Credit
American Business Systems Inc.					
	05/08/2020		2000 · Accounts Payable		560.84
	05/08/2020	Park/Pavilion Copier Lease	4270 · Office Supplies and Equipment	497.99	
	05/08/2020	Ed Davis Copier Lease	9230 · ED - Office Supplies	62.85	
Total American Business Systems Inc.				560.84	560.84
American Mini Storage					
	05/08/2020		2000 · Accounts Payable		150.00
	05/08/2020	Storage Fee 5/9-6/8	4810 · Supplies	150.00	
Total American Mini Storage				150.00	150.00
Columbia Gas of Kentucky					
	04/30/2020		2000 · Accounts Payable		2,085.22
	04/30/2020	140 Pavilion Way	8066 · Pavilion - Columbia Gas	2,085.22	
	04/30/2020		2000 · Accounts Payable		182.68
	04/30/2020	1240 Cincinnati Rd	4600 · Scott County Park	182.68	
Total Columbia Gas of Kentucky				2,267.90	2,267.90
Georgetown Municipal Water					
	04/30/2020		2000 · Accounts Payable		21.33
	04/30/2020	Batting Cage	4510 · Suffoletta Park	21.33	
	04/30/2020		2000 · Accounts Payable		11.28
	04/30/2020	Horse Shoe Pit	4510 · Suffoletta Park	11.28	
	04/30/2020		2000 · Accounts Payable		21.33
	04/30/2020	Concession Stand	4510 · Suffoletta Park	21.33	
	04/30/2020		2000 · Accounts Payable		21.33
	04/30/2020	Picnic Shelter	4510 · Suffoletta Park	21.33	
	04/30/2020	Field #3	2000 · Accounts Payable		11.27
	04/30/2020		4510 · Suffoletta Park	11.27	
	04/30/2020	Field #2 & #4	2000 · Accounts Payable		11.27
	04/30/2020		4510 · Suffoletta Park	11.27	

Georgetown-Scott County Parks and Recreation Paid Bills Detail As of May 11, 2020

Date	Memo	Account	Debit	Credit
04/30/2020		2000 · Accounts Payable		11.27
04/30/2020	Field #1	4510 · Suffoletta Park	11.27	
04/30/2020		2000 · Accounts Payable		21.38
04/30/2020	200 Airport Rd Aquatic Center	5050 · SFAC Georgetown Water	21.38	
04/30/2020		2000 · Accounts Payable		91.34
04/30/2020	151 Ed Davis Lane	9313 · ED - Georgetown Water	91.34	
04/30/2020		2000 · Accounts Payable		11.27
04/30/2020	145 Ed Davis Lane	4540 · Ed Davis Park	11.27	
04/30/2020		2000 · Accounts Payable		11.27
04/30/2020	Scott Co Park	4600 · Scott County Park	11.27	
04/30/2020		2000 · Accounts Payable		11.27
04/30/2020	0 Long Lick Entrance	4600 · Scott County Park	11.27	
04/30/2020		2000 · Accounts Payable		1,167.87
04/30/2020	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	1,167.87	
04/30/2020		2000 · Accounts Payable		11.28
04/30/2020	1260 Cincinnati Pike	4600 · Scott County Park	11.28	
04/30/2020		2000 · Accounts Payable		70.42
04/30/2020	Pavilion Upstairs	8070 · Pavilion - Georgetown Water	70.42	
04/30/2020		2000 · Accounts Payable		21.33
04/30/2020	1240 Cincinnati Pike	4600 · Scott County Park	21.33	
04/30/2020		2000 · Accounts Payable		58.91
04/30/2020	200 Airport Rd Parks & Rec	4570 · Marshall Park	58.91	
04/30/2020		2000 · Accounts Payable		21.34
04/30/2020	Marshall Park Dr	4570 · Marshall Park	21.34	
04/30/2020		2000 · Accounts Payable		11.27
04/30/2020	S. Water Street Park	4650 · Royal Spring Park	11.27	
04/30/2020		2000 · Accounts Payable		11.27
04/30/2020	Royal Spring Park	4650 · Royal Spring Park	11.27	
	Total Georgetown Municipal Water		1,629.30	1,629.30
	Nextiva Inc.			
04/30/2020		2000 · Accounts Payable		921.31
04/30/2020		4240 · Office Phone	588.05	

Georgetown-Scott County Parks and Recreation
Paid Bills Detail
As of May 11, 2020

	Date	Memo	Account	Debit	Credit
	04/30/2020		5060 · SFAC Center Phone	204.62	
	04/30/2020		9310 · ED - Telephone	64.32	
	04/30/2020		4600 · Scott County Park	64.32	
Total Nextiva Inc.				921.31	921.31
Republic Services Inc.					
	05/08/2020		2000 · Accounts Payable		1,349.06
	05/08/2020	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,349.05	
Total Republic Services Inc.				1,349.05	1,349.06
Time Warner Cable					
	05/11/2020		2000 · Accounts Payable		1,053.27
	05/11/2020	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	414.93	
	05/11/2020	TV, Internet Ed Davis	9315 · ED Internet Service	238.39	
	05/11/2020	Internet Maintenance	4600 · Scott County Park	134.98	
	05/11/2020	Internet Suffoletta	5060 · SFAC Center Phone	134.98	
	05/11/2020	Internet Concession Bldg	4810 · Supplies	129.99	
Total Time Warner Cable				1,053.27	1,053.27
Verizon Wireless					
	04/30/2020		2000 · Accounts Payable		798.42
	04/30/2020	Cell Phones	4750 · Cell phones	798.42	
Total Verizon Wireless				798.42	798.42
Wal-Mart					
	04/30/2020		2000 · Accounts Payable		46.84
	04/30/2020	Cleaning Supplies	8074 · Pavilion - Supp., Serv., Repair	46.84	
Total Wal-Mart				46.84	46.84
Total				8,776.93	8,776.93

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of May 14, 2020**

	Date	Memo	Account	Debit	Credit
4imprint Inc.					
	05/14/2020		2000 · Accounts Payable		943.10
	05/14/2020	Face Mask With Logo To Be Sold	8036 · Pavilion - Miscellaneous	943.10	
Total 4imprint Inc.				943.10	943.10
Amazon					
	04/30/2020		2000 · Accounts Payable		517.19
	04/30/2020	Zogics Wellness Wipes	8100 · Pavilion - Fitness/Wgt Rm Suppl	269.90	
	04/30/2020	Wall Clock	8094 · Pavilion - Aquatics Supplies	29.95	
	04/30/2020	Aquatics Egg Hunt Supplies	8089 · Pavilion - Special Events Suppl	187.35	
	04/30/2020	Solar Spotlights	8074 · Pavilion - Supp., Serv., Repair	29.99	
Total Amazon				517.19	517.19
Brenntag Mid-South, Inc.					
	05/08/2020		2000 · Accounts Payable		653.57
	05/08/2020	Hydrochloric Acid, Sodium Bicarbonate	8094 · Pavilion - Aquatics Supplies	653.57	
Total Brenntag Mid-South, Inc.				653.57	653.57
CDW Government, Inc.					
	05/13/2020		2000 · Accounts Payable		2,635.76
	05/13/2020	Licensing Renewal Adobe Stock & Creative Cloud Qty 2	4270 · Office Supplies and Equipment	2,635.76	
Total CDW Government, Inc.				2,635.76	2,635.76
City of Georgetown					
	05/14/2020	Finance Department	2000 · Accounts Payable		9,013.60
	05/14/2020	Netgain Services Jan-Mar 2020	4320 · Technology Support	9,013.60	
Total City of Georgetown				9,013.60	9,013.60

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of May 14, 2020

	Date	Memo	Account	Debit	Credit
Columbia Gas of Kentucky					
	04/30/2020		2000 · Accounts Payable		-328.69
	04/30/2020	Overpaid March Invoice	9311 · ED - Columbia Gas	-328.69	
	04/30/2020		2000 · Accounts Payable		123.48
	04/30/2020	Ed Davis stmnt 4-22-20	9311 · ED - Columbia Gas	123.48	
Total Columbia Gas of Kentucky				-205.21	-205.21
Comfort & Process Solutions					
	05/08/2020		2000 · Accounts Payable		1,480.00
	05/08/2020	Replaced 3-Way Water Valve On Lap Pool	8074 · Pavilion - Supp., Serv., Repair	1,480.00	
	05/14/2020		2000 · Accounts Payable		7,200.00
	05/14/2020	Repairs To Circuit 1 On Slide Pool Unit	8074 · Pavilion - Supp., Serv., Repair	7,200.00	
	05/14/2020		2000 · Accounts Payable		776.04
	05/14/2020	Repairs To Unit In Weight Room	8074 · Pavilion - Supp., Serv., Repair	776.04	
Total Comfort & Process Solutions				9,456.04	9,456.04
Cooper Wholesale Inc.					
	04/30/2020		2000 · Accounts Payable		1,083.38
	04/30/2020	Blue Disposable Gloves M.L.XL Qty 19 Cases	8074 · Pavilion - Supp., Serv., Repair	1,083.38	
	04/30/2020		2000 · Accounts Payable		59.78
	04/30/2020	Hand Soap	8074 · Pavilion - Supp., Serv., Repair	59.78	
	04/30/2020		2000 · Accounts Payable		305.36
	04/30/2020	Toilet Tissue, Paper Towels	8074 · Pavilion - Supp., Serv., Repair	305.36	
	04/30/2020		2000 · Accounts Payable		89.64
	04/30/2020	Vacuum Bags Qty 30	8074 · Pavilion - Supp., Serv., Repair	89.64	
	04/30/2020		2000 · Accounts Payable		102.09
	04/30/2020	Vinyl Gloves Qty 3 Cases	8074 · Pavilion - Supp., Serv., Repair	102.09	
	04/30/2020		2000 · Accounts Payable		89.12
	04/30/2020	Surface Cleaner Quarts 2	8074 · Pavilion - Supp., Serv., Repair	89.12	
	04/30/2020		2000 · Accounts Payable		190.00
	04/30/2020	FDA Face Masks Qty 200	8074 · Pavilion - Supp., Serv., Repair	190.00	
Total Cooper Wholesale Inc.				1,919.37	1,919.37

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of May 14, 2020**

	Date	Memo	Account	Debit	Credit
D-C Elevator Company, Inc.					
	05/14/2020		2000 · Accounts Payable		97.54
	05/14/2020	Scheduled Maintenance May	8074 · Pavilion - Supp., Serv., Repair	97.54	
Total D-C Elevator Company, Inc.				97.54	97.54
Everman's Aluminum					
	04/30/2020		2000 · Accounts Payable		36.00
	04/30/2020	Qty 2 Plexi Glass 24X24	8074 · Pavilion - Supp., Serv., Repair	36.00	
Total Everman's Aluminum				36.00	36.00
Greenville Turf & Tractor INC.					
	04/30/2020		2000 · Accounts Payable		119.79
	04/30/2020	1200A Bunker Rake Parts	4810 · Supplies	119.79	
Total Greenville Turf & Tractor INC.				119.79	119.79
Hillyard					
	04/30/2020		2000 · Accounts Payable		321.88
	04/30/2020	Top Clean, Restroom Cleaner Qty 8	8074 · Pavilion - Supp., Serv., Repair	321.88	
Total Hillyard				321.88	321.88
Kentucky League of Cities					
	05/01/2020		2000 · Accounts Payable		100.68
	05/01/2020	Scag Cheetah Mower	4370 · Liability, Equipment Insurance	100.68	
Total Kentucky League of Cities				100.68	100.68
Kentucky Motor of Gtawn					
	04/30/2020		2000 · Accounts Payable		35.96
	04/30/2020	Bags Of Oil Dry For Paint	8074 · Pavilion - Supp., Serv., Repair	35.96	
	04/30/2020		2000 · Accounts Payable		19.28

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of May 14, 2020**

	Date	Memo	Account	Debit	Credit
	04/30/2020	Airport Rd Field #5	4570 · Marshall Park	35.68	
	04/30/2020	Listle Rd Soccer Gate	4810 · Supplies	32.09	
	04/30/2020	Oxford Dr	4630 · Oxford Road Park	101.42	
Total Kentucky Utilities Company				11,554.83	11,554.83
Kenway Distributors, Inc.					
	05/13/2020		2000 · Accounts Payable		860.10
	05/13/2020	Ea SSS Geneon Decanters Qty 12	8074 · Pavilion - Supp., Serv., Repair	860.10	
Total Kenway Distributors, Inc.				860.10	860.10
Kytech LLC					
	04/30/2020		2000 · Accounts Payable		281.25
	04/30/2020	Remote Support For Cameras and WIFI	4270 · Office Supplies and Equipment	281.25	
Total Kytech LLC				281.25	281.25
Lowe's Home Centers Inc.					
	04/30/2020		2000 · Accounts Payable		545.49
	04/30/2020	Grinder, Cont. Cut Blade, Turbo Cut	5200 · SFAC Pool Supplies/Maintenance	273.55	
	04/30/2020	Screws, Chalking, Painting Supplies,	8074 · Pavilion - Supp., Serv., Repair	225.45	
	04/30/2020	Locks	4810 · Supplies	46.49	
Total Lowe's Home Centers Inc.				545.49	545.49
M.O.S.E.S.S. Inc.					
	04/30/2020		2000 · Accounts Payable		32.00
	04/30/2020	Chainsaw Chains Sharpened	5200 · SFAC Pool Supplies/Maintenance	32.00	
Total M.O.S.E.S.S. Inc.				32.00	32.00
Meade Tractor					
	04/30/2020		2000 · Accounts Payable		411.66
	04/30/2020	TBW 180 Belts	4810 · Supplies	411.66	
	04/30/2020		2000 · Accounts Payable		531.88
	04/30/2020	4310 JD Repair	4810 · Supplies	531.88	
Total Meade Tractor				943.54	943.54

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of May 14, 2020**

	Date	Memo	Account	Debit	Credit
Miracle Recreation of KY & TN					
	04/30/2020		2000 · Accounts Payable		4,774.00
	04/30/2020	Ten Spin	4810 · Supplies	2,899.00	
	04/30/2020	Ten Spin Mat	4810 · Supplies	1,000.00	
	04/30/2020	Shipping And Installation	4810 · Supplies	875.00	
Total Miracle Recreation of KY & TN				4,774.00	4,774.00
New Life Cleaning Services					
	05/08/2020		2000 · Accounts Payable		573.10
	05/08/2020	Carpets Cleaned All Areas	8074 · Pavilion - Supp., Serv., Repair	573.10	
Total New Life Cleaning Services				573.10	573.10
Office Depot					
	04/30/2020		2000 · Accounts Payable		108.97
	04/30/2020	Chair Mat, HDMI/USB Cable Qty 2	4270 · Office Supplies and Equipment	108.97	
Total Office Depot				108.97	108.97
Southern States					
	04/30/2020		2000 · Accounts Payable		1,298.01
	04/30/2020	Fuel For Vehicles	4780 · Fuel and Oil	407.01	
	04/30/2020	Fuel For Mowing/Weedeating	4780 · Fuel and Oil	792.60	
	04/30/2020	Cornerstone Herbicide	5200 · SFAC Pool Supplies/Maintenance	98.40	
Total Southern States				1,298.01	1,298.01
Spear Corporation					
	05/08/2020		2000 · Accounts Payable		6,421.90
	05/08/2020	SFAC Pool Repair	5200 · SFAC Pool Supplies/Maintenance	6,421.90	
	05/08/2020		2000 · Accounts Payable		8,422.36
	05/08/2020	SFAC Repairs	5200 · SFAC Pool Supplies/Maintenance	8,422.36	
	05/08/2020		2000 · Accounts Payable		271.10
	05/08/2020	Paint And Epoxy 2 Gallon Kit	5200 · SFAC Pool Supplies/Maintenance	271.10	
Total Spear Corporation				15,115.36	15,115.36

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of May 14, 2020**

	Date	Memo	Account	Debit	Credit
Whitaker Bank, N.A.					
	04/30/2020		2000 · Accounts Payable		76.50
	04/30/2020	Qty 6 Yard Signs Suff Ballpark No Dumping	4810 · Supplies	76.50	
Total Whitaker Bank, N.A.				76.50	76.50
Younger Inc. Electrical Service					
	04/30/2020		2000 · Accounts Payable		174.50
	04/30/2020	Ed Davis Park Repaired 2 Conduits 1GFI Cover	9320 · ED - Supplies, Serv., Repair	174.50	
Total Younger Inc. Electrical Service				174.50	174.50
Total				62,788.96	62,788.96