



Phone: (502) 863-7865

Fax: (502) 867-3710

March 10, 2021

Dear Board Member,

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on March 15, 2021 at 5:30 pm at the Ed Davis Learning Center, 151 Ed Davis Lane Georgetown KY. 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.

Several important topics will be discussed. Your presence will be greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Julie Wash". The signature is written in a cursive, flowing style.

Julie Wash

Office Manager



Phone: (502) 863-7865

Fax: (502) 867-3710

AGENDA

March 15, 2021

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on March 15, 2021 at 5:30 pm at the Ed Davis Learning Center, 151 Ed Davis Lane, Georgetown KY. 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.

- 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 – Mike Short
 4. Outdoor Maintenance – Larry Brandenburg
 5. Director’s Report – Kim Rice
- 6) Old Business;
 1. Alcohol Policy
- 7) New Business;
 1. City MOA on sick leave
 2. Fire Alarm Bids
 3. SFAC Concession Bids
 4. Executive Session KRS61.810(1)(F)
- 8) Board Members Comments;
- 9) Adjournment

Georgetown Scott County Parks and Recreation Board

Minutes

February 19, 2021

- 1) Call to Order and Roll Call; Dale Stowe called the February 19, 2021 meeting of the Parks and Recreation Board to order. Members Present Bill Hamilton, Dale Stowe. Via zoom Camille Overstreet, Marlin McKay, Ronald Flannery. Others present Kim Rice, Julie Wash, Ed Maynard, Vicki Miller, Robques Mason. Via zoom Cam Culbertson, Larry Brandenburg, Lily Caudill.
- 2) Approval of Agenda; A motion was made by Ronald Flannery to approve the Agenda, seconded by Marlin McKay. The motion carried unanimously.
- 3) Public Comments;
- 4) Consent Agenda items;
 1. Approval of the January 19, 2021 minutes.
 2. Bills for Approval
A motion was made by Camille Overstreet to approve the Consent Agenda as presented, seconded by Bill Hamilton. The motion carried unanimously.
- 5) Staff Reports;
 1. Bookkeepers Report – Julie Wash reported that the balance on hand is \$1,058,832.50. The balance on hand this date last year was \$867,436.34. A financial report was also provided.
 2. Pavilion Report – Ed Maynard reported the Pavilion program January attendance was 1,407. The total Pavilion attendance was 4,846. The Ed Davis Learning Center January total attendance was 152.
 3. Facilities Maintenance – Mike Short lost Zoom connection. Nothing to report.
 4. Outdoor Maintenance – Larry Brandenburg stated that snow removal has been challenging.
 5. Director’s Report – Kim Rice reported that due to the weather there were several facility closures. Our audit should be completed in March. Our Board Member Orientation has been moved to March 22nd -25th. Each night will pertain to a specific Committee. Kim is waiting on the appointment of our City Board Member. Our Board tour is March 20th. There is a Kentucky Parks Board training being held in Oldham County on March 16th. If anyone is interested let her know and she will get you registered. Questions concerning our Committee functions were discussed. Mr. Flannery inquired about our multiple full time position openings. Kim stated there are 6 openings. We have been holding on those positions due to Covid-19 to try and cut expenses at the recommendation of the Board. The Assistant Director position will be the first one to be appointed.
- 6) Old Business;
No old business was discussed.
- 7) New Business;
 1. Alcohol Policy Discussion – Administrative & Finance Committee with Kim’s assistance is responsible for the drafting of a policy development. The Judge requested the policy be presented to the fiscal court. Ultimately the policy making decisions come from our Board. The recommendations come from the Judge. Previously only Royal Springs Park have approved events that were

allowed to serve alcohol with permits issued by the city. This policy will expand the opportunities to Brooking Park but with more restrictions. Kim will email the policy to all Board Members and request feedback with recommendations or discussion. Only approved planned special events would be authorized to serve alcohol.

2. Financial Interest Statement – Board Members, Director and Assistant Director are required to complete this document annually. They may be turned in to Julie Wash or Tracie Hoffman at City Hall.

8) Board Members Comments;

9) Adjournment – Ronald Flannery motioned to adjourn, seconded by Bill Hamilton.
Meeting adjourned

**Georgetown-Scott County Parks and Recreation
Paid Bills
As of March 10, 2021**

	Date	Memo	Account	Debit	Credit
Amazon					
	02/26/2021		2000 · Accounts Payable		1,127.03
	02/26/2021	Office Chairs, Label Tape.	4270 · Office Supplies and Equipment	1,023.65	
	02/26/2021	2 Way Radios for Gym and Fitness Personal	8102 · Pavilion - Gymnasium Supplies	80.99	
	02/26/2021	Garden Hose	8074 · Pavilion - Supp., Serv., Repair	22.39	
Total Amazon				1,127.03	1,127.03
American Business Systems Inc.					
	03/09/2021		2000 · Accounts Payable		589.22
	03/09/2021	Pavilion and Parks Copier Lease Payment	4270 · Office Supplies and Equipment	516.37	
	03/09/2021	Ed Davis Copier Lease Payment	9230 · ED - Office Supplies	72.85	
Total American Business Systems Inc.				589.22	589.22
Columbia Gas of Kentucky					
	02/28/2021		2000 · Accounts Payable		386.53
	02/28/2021	1240 Cincinnati Rd	4600 · Scott County Park	386.53	
	02/28/2021		2000 · Accounts Payable		5,045.97
	02/28/2021	140 Pavilion Way	8066 · Pavilion - Columbia Gas	5,045.97	
	02/28/2021		2000 · Accounts Payable		354.55
	02/28/2021	146 Ed Davis Lane	9311 · ED - Columbia Gas	354.55	
Total Columbia Gas of Kentucky				5,787.05	5,787.05
Georgetown Municipal Water					
	02/28/2021		2000 · Accounts Payable		29.14
	02/28/2021	200 Airport Rd Aquatic Center	5050 · SFAC Georgetown Water	29.14	
	02/28/2021		2000 · Accounts Payable		23.14
	02/28/2021	Picnic Shelter	4510 · Suffoletta Park	23.14	
	02/28/2021		2000 · Accounts Payable		23.16
	02/28/2021	Batting Cage	4510 · Suffoletta Park	23.16	
	02/28/2021		2000 · Accounts Payable		12.12
	02/28/2021	Field #3	4510 · Suffoletta Park	12.12	

**Georgetown-Scott County Parks and Recreation
Paid Bills
As of March 10, 2021**

Date	Memo	Account	Debit	Credit
02/28/2021		2000 · Accounts Payable		12.12
02/28/2021	Horse Shoe Pit	4510 · Suffoletta Park	12.12	
02/28/2021		2000 · Accounts Payable		23.14
02/28/2021	Concession Stand	4510 · Suffoletta Park	23.14	
02/28/2021		2000 · Accounts Payable		18.12
02/28/2021	Field #1	4510 · Suffoletta Park	18.12	
02/28/2021		2000 · Accounts Payable		12.12
02/28/2021	Field #2 & #4	4510 · Suffoletta Park	12.12	
02/28/2021		2000 · Accounts Payable		12.47
02/28/2021	S. Water St. Park	4650 · Royal Spring Park	12.47	
02/28/2021		2000 · Accounts Payable		12.47
02/28/2021	Royal Spring Park	4650 · Royal Spring Park	12.47	
02/28/2021		2000 · Accounts Payable		12.49
02/28/2021	Scott Co Park	4600 · Scott County Park	12.49	
02/28/2021		2000 · Accounts Payable		18.47
02/28/2021	145 Ed Davis Ln	4540 · Ed Davis Park	18.47	
02/28/2021		2000 · Accounts Payable		99.52
02/28/2021	151 Ed Davis Ln	9313 · ED - Georgetown Water	99.52	
02/28/2021		2000 · Accounts Payable		23.49
02/28/2021	200 Airport Rd Parks & Rec	4570 · Marshall Park	23.49	
02/28/2021		2000 · Accounts Payable		98.82
02/28/2021	140 Pavilion Dr Upstairs	8070 · Pavilion - Georgetown Water	98.82	
02/28/2021		2000 · Accounts Payable		23.49
02/28/2021	1240 Cincinnati Pike	4600 · Scott County Park	23.49	
02/28/2021		2000 · Accounts Payable		29.49
02/28/2021	Marshall Park Dr	4570 · Marshall Park	29.49	
02/28/2021		2000 · Accounts Payable		12.47
02/28/2021	0 Long Lick Entrance	4600 · Scott County Park	12.47	
02/28/2021		2000 · Accounts Payable		2,658.84
02/28/2021	140 Pavilion Dr	8070 · Pavilion - Georgetown Water	2,658.84	
02/28/2021		2000 · Accounts Payable		12.49
02/28/2021	1260 Cincinnati Pike	4600 · Scott County Park	12.49	
	Total Georgetown Municipal Water		3,167.57	3,167.57

Georgetown-Scott County Parks and Recreation Paid Bills As of March 10, 2021

	Date	Memo	Account	Debit	Credit
Nextiva Inc.					
	02/28/2021		2000 · Accounts Payable		961.72
	02/28/2021	Parks/Pavilion Phones	4240 · Office Phone	612.90	
	02/28/2021	Suffoletta Phones	5060 · SFAC Center Phone	220.18	
	02/28/2021	Ed Davis Phones	9310 · ED - Telephone	64.32	
	02/28/2021	Maintenance Phones	4600 · Scott County Park	64.32	
Total Nextiva Inc.				961.72	961.72
Republic Services Inc.					
	03/09/2021		2000 · Accounts Payable		1,349.05
	03/09/2021	Garbage Service	8074 · Pavilion - Supp., Serv., Repair	1,349.05	
Total Republic Services Inc.				1,349.05	1,349.05
Tractor Supply Company					
	02/28/2021		2000 · Accounts Payable		94.97
	02/28/2021	Tires, Hitch Ball	4810 · Supplies	94.97	
Total Tractor Supply Company				94.97	94.97
Verizon Wireless					
	02/28/2021		2000 · Accounts Payable		511.35
	02/28/2021	Cell Phones	4750 · Cell phones	511.35	
Total Verizon Wireless				511.35	511.35
Wal-Mart					
	02/28/2021		2000 · Accounts Payable		214.35
	02/28/2021	Shop Vac	8094 · Pavilion - Aquatics Supplies	56.48	
	02/28/2021	Painting Supplies, Calculator Paper, Tissue	4270 · Office Supplies and Equipment	157.87	
Total Wal-Mart				214.35	214.35
Total				13,802.31	13,802.31

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of March 10, 2021**

	Date	Memo	Account	Debit	Credit
1 Better, LLC					
	03/09/2021		2000 · Accounts Payable		349.00
	03/09/2021	Movie Theater Ad	4300 · Advertising, Print, Marketing	349.00	
Total 1 Better, LLC				349.00	349.00
American Red Cross					
	03/09/2021		2000 · Accounts Payable		200.00
	03/09/2021	Lifeguarding Review Qty 5	8094 · Pavilion - Aquatics Supplies	200.00	
Total American Red Cross				200.00	200.00
American Welding & Gas					
	02/28/2021		2000 · Accounts Payable		250.95
	02/28/2021	Annual Lease Payment For Oxygen, Acetylene, Cyl Maint.	4810 · Supplies	250.95	
Total American Welding & Gas				250.95	250.95
Bates Security LLC					
	03/09/2021		2000 · Accounts Payable		429.84
	03/09/2021	Annual Burglary Service Outdoor Maint. 3/1/21-2/28/22	4810 · Supplies	429.84	
Total Bates Security LLC				429.84	429.84
Bluegrass RV Storage					
	03/10/2021		2000 · Accounts Payable		840.00
	03/10/2021	Storage Unit #85	8085 · Pavilion - Dance/Gym Supplies	840.00	
Total Bluegrass RV Storage				840.00	840.00
City of Georgetown					
	03/09/2021	Attn: Finance Dept	2000 · Accounts Payable		8,528.19
	03/09/2021	Netgain Quarterly Fee Dec 2020	4280 · Professional Fees	8,528.19	
Total City of Georgetown				8,528.19	8,528.19

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of March 10, 2021**

	Date	Memo	Account	Debit	Credit
Cooper Wholesale Inc.					
	02/28/2021		2000 · Accounts Payable		249.98
	02/28/2021	Qty 10 Face Mask, 1 Case Med Gloves	8074 · Pavilion - Supp., Serv., Repair	249.98	
	02/28/2021		2000 · Accounts Payable		371.12
	02/28/2021	Tissue Paper, Sof Cling Cleaner, Paper Towels	8074 · Pavilion - Supp., Serv., Repair	371.12	
	02/28/2021		2000 · Accounts Payable		98.90
	02/28/2021	Ice Melt	8074 · Pavilion - Supp., Serv., Repair	98.90	
	02/28/2021		2000 · Accounts Payable		306.06
	02/28/2021	Face Mask, Degreaser, SofCling, Bio Conqueror, Surface Clnr	8074 · Pavilion - Supp., Serv., Repair	306.06	
Total Cooper Wholesale Inc.				1,026.06	1,026.06
Craft, Waninger, Noble & Co. PLLC					
	02/28/2021		2000 · Accounts Payable		3,450.00
	02/28/2021	Audit Year End 6/30/20	4280 · Professional Fees	3,450.00	
Total Craft, Waninger, Noble & Co. PLLC				3,450.00	3,450.00
D-C Elevator Company, Inc.					
	02/28/2021		2000 · Accounts Payable		100.47
	02/28/2021	Scheduled Maintenance February	8074 · Pavilion - Supp., Serv., Repair	100.47	
Total D-C Elevator Company, Inc.				100.47	100.47
ELIFEGUARD, INC.					
	02/28/2021		2000 · Accounts Payable		1,877.50
	02/28/2021	Lifeguard Whistles, Lanyards, Mask for CPR, Hip Pack	8094 · Pavilion - Aquatics Supplies	1,877.50	
Total ELIFEGUARD, INC.				1,877.50	1,877.50
Ferguson Enterprises, Inc.					
	02/28/2021		2000 · Accounts Payable		2,096.20
	02/28/2021	Butterfly Valve Replacement At Sulf	5200 · SFAC Pool Supplies/Maintenance	2,096.20	
Total Ferguson Enterprises, Inc.				2,096.20	2,096.20

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of March 10, 2021**

	Date	Memo	Account	Debit	Credit
Global Supply & Floor Equipment					
	02/28/2021		2000 · Accounts Payable		60.00
	02/28/2021	Qty 2 Cases Toilet Tissue	4810 · Supplies	60.00	
	02/28/2021		2000 · Accounts Payable		26.50
	02/28/2021	Cases Paper Towels	4810 · Supplies	26.50	
Total Global Supply & Floor Equipment				86.50	86.50
Hillyard					
	02/28/2021		2000 · Accounts Payable		98.24
	02/28/2021	Restroom Cleaner	8074 · Pavillion - Supp., Serv., Repair	98.24	
Total Hillyard				98.24	98.24
IdentisSys Inc.					
	03/10/2021		2000 · Accounts Payable		563.81
	03/10/2021	Membership Card Printer Supplies	4270 · Office Supplies and Equipment	563.81	
Total IdentisSys Inc.				563.81	563.81
Kentucky Motor of Gtown					
	02/28/2021		2000 · Accounts Payable		58.68
	02/28/2021	Seafoam, Tire Plugs, Wiper Blades	4810 · Supplies	58.68	
	02/28/2021		2000 · Accounts Payable		52.22
	02/28/2021	Wiper Blades, Blaster, WD-40	4810 · Supplies	52.22	
	02/28/2021		2000 · Accounts Payable		22.96
	02/28/2021	Windshield Solvent, Snow Brush	8074 · Pavillion - Supp., Serv., Repair	22.96	
Total Kentucky Motor of Gtown				133.86	133.86
Kentucky Portable Toilets					
	02/28/2021		2000 · Accounts Payable		715.00
	02/28/2021	Portable Toilets	4810 · Supplies	715.00	
Total Kentucky Portable Toilets				715.00	715.00

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of March 10, 2021**

	Date	Memo	Account	Debit	Credit
Kentucky Recreation & Park Society					
	02/28/2021		2000 · Accounts Payable		120.00
	02/28/2021	Park Board Member Training, Stowe/Flannery/Overstreet	4280 · Professional Fees	120.00	
Total Kentucky Recreation & Park Society				120.00	120.00
Lowe's Home Centers Inc.					
	02/28/2021		2000 · Accounts Payable		267.13
	02/28/2021	Shop Supplies, Keys	4810 · Supplies	80.60	
	02/28/2021	Elevator Lights, Plug Repair Ends, Broadcast Spreader, Fuses	8074 · Pavilion - Supp., Serv., Repair	155.53	
	02/28/2021	AA Batteries	4270 · Office Supplies and Equipment	31.00	
Total Lowe's Home Centers Inc.				267.13	267.13
Meade Tractor					
	02/28/2021		2000 · Accounts Payable		427.10
	02/28/2021	Chain Saw, Chain, Saw Case, Gal. Mix	4810 · Supplies	427.10	
	02/28/2021		2000 · Accounts Payable		14.99
	02/28/2021	File Guide	4810 · Supplies	14.99	
	02/28/2021		2000 · Accounts Payable		37.79
	02/28/2021	X530 Parts	4810 · Supplies	37.79	
	02/28/2021		2000 · Accounts Payable		7.48
	02/28/2021	Low Viscosity HY-Gard	4810 · Supplies	487.36	
Total Meade Tractor				487.36	487.36
MLS Powersports LLC					
	02/28/2021		2000 · Accounts Payable		80.02
	02/28/2021	Mower Service Parts	4810 · Supplies	80.02	
Total MLS Powersports LLC				80.02	80.02

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of March 10, 2021**

	Date	Memo	Account	Debit	Credit
Southern States					
	02/28/2021		2000 · Accounts Payable		1,052.66
	02/28/2021	Fuel For Vehicles	4780 · Fuel and Oil	1,052.66	
Total Southern States				1,052.66	1,052.66
Swim Pro Supply					
	03/09/2021		2000 · Accounts Payable		1,356.75
	03/09/2021	Chlorine, Reagent Test	8094 · Pavilion - Aquatics Supplies	1,356.75	
Total Swim Pro Supply				1,356.75	1,356.75
Time Warner Cable					
	03/10/2021		2000 · Accounts Payable		1,068.01
	03/10/2021	Phone, Internet, TV Pavilion	8074 · Pavilion - Supp., Serv., Repair	426.72	
	03/10/2021	TV, Internet Ed Davis	9315 · ED Internet Service/Cable	241.34	
	03/10/2021	Internet Maintenance	4600 · Scott County Park	134.98	
	03/10/2021	Internet Suffoletta	5060 · SFAC Center Phone	134.98	
	03/10/2021	Internet Concession Bldg	4810 · Supplies	129.99	
Total Time Warner Cable				1,068.01	1,068.01
Total				25,177.55	25,177.55

**Georgiawhitehall County Parks and Recreation
Financial Statement
February 2021**

Accounts	Income				
	February 2021 Income	YTD Income	Budget	Balance	% of Budget
3030 · City Funds	91,559.25	809,493.00	1,098,711.00	-289,218.00	73.68%
3040 · City - Capital	0.00	19,461.00	22,500.00	-3,039.00	86.49%
3050 · County - Capital	5,625.00	16,875.00	22,500.00	-5,625.00	75.0%
3060 · County Funds	274,677.75	824,033.25	1,098,711.00	-274,677.75	75.0%
3150 · Pool Income	0.00	0.00	53,000.00	-53,000.00	0.0%
3180 · Horse Park Pool	0.00	0.00	11,555.00	-11,555.00	0.0%
3260 · Pool Concessions- Contract	0.00	0.00	0.00	0.00	0.0%
3400 · Kidzworld Income	0.00	0.00	93,600.00	-93,600.00	0.0%
3430 · Fun Express Income	0.00	-750.00	14,000.00	-14,750.00	-5.36%
3470 · KLC Safety Grant	0.00	0.00	3,000.00	-3,000.00	0.0%
3600 · Facility Rental Income	1,715.00	30,042.60	17,500.00	12,542.60	171.67%
3710 · Special Events Income	0.00	2,750.00	3,500.00	-750.00	78.57%
3720 · Private Donations	0.00	0.00	0.00	0.00	0.0%
3730 · New Programs Income	0.00	0.00	5,000.00	-5,000.00	0.0%
3750 · Miscellaneous Income	0.00	0.00	300.00	-300.00	0.0%
8014 · Pavilion - 20 V Passes	956.50	7,916.80	13,000.00	-5,083.20	60.9%
8015 · Pavilion - Daily Passes	9,927.76	53,495.26	108,000.00	-54,504.74	49.53%
8016 · Pavilion - Annual Pass	13,535.48	116,631.60	280,000.00	-163,368.40	41.65%
8017 · Pavilion - 6 Month Pass	2,278.70	7,401.10	16,000.00	-8,598.90	46.26%
8018 · Pavilion - Aquatics Programs	2,777.00	12,574.00	31,400.00	-18,826.00	40.05%
8020 · Pavilion Gymnasium Programs	280.00	3,729.37	15,000.00	-11,270.63	24.86%
8022 · Pavilion - Dance/Gymnastics Pro	5,815.50	53,801.31	70,000.00	-16,198.69	76.86%
8024 · Pavilion - Aerobics Programs	92.00	1,890.00	17,000.00	-15,110.00	11.12%
8028 · Pavilion - Special Events	0.00	0.00	1,000.00	-1,000.00	0.0%
8030 · Pavilion - Child Care	4.00	30.00	200.00	-170.00	15.0%
8032 · Pavilion - Facility Rental	1,349.50	16,131.00	20,000.00	-3,869.00	80.66%
8034 · Pavilion - Concession/Vending	1,062.05	3,752.80	17,000.00	-13,247.20	22.08%
8036 · Pavilion - Miscellaneous	91.00	142.00	1,000.00	-858.00	14.2%
Total Income	411,746.49	1,979,400.09	3,033,477.00	-1,054,076.91	65.25%

**Georgetown-Scott County Parks and Recreation
Financial Statement
February 2021**

Accounts	Expense				
	February 2021 Expense	YTD Expense	Budget	Balance	% of Budget
4030 · ADMINISTRATIVE SALARIES - FT	8,924.97	73,900.76	187,000.00	113,099.24	39.52%
4060 · Employer FICA Tax	4,853.76	45,808.83	113,000.00	67,191.17	40.54%
4090 · Unemployment Insurance	0.00	1,759.49	16,500.00	14,740.51	10.66%
4120 · Workers Compensation	0.00	27,960.52	54,000.00	26,039.48	51.78%
4130 · Drug Testing	105.00	1,015.00	5,000.00	3,985.00	20.3%
4150 · Employers Retirement	9,345.85	97,614.96	216,500.00	118,885.04	45.09%
4180 · Health Insurance	12,641.07	119,761.14	255,000.00	135,238.86	46.97%
4200 · Staff Uniforms	0.00	0.00	2,000.00	2,000.00	0.0%
4201 · REC. MANAGERS SALARIES - FT	8,615.38	101,153.85	134,000.00	32,846.15	75.49%
4202 · PAV. OPERATIONS SALARIES - PT	8,616.32	76,881.25	170,000.00	93,118.75	45.22%
4240 · Office Phone	612.90	4,874.33	1,800.00	-3,074.33	270.8%
4250 · Standard Life and Casualty	12.00	0.00	0.00	0.00	0.0%
4260 · Equipment rental	0.00	0.00	2,500.00	2,500.00	0.0%
4270 · Office Supplies and Equipment	3,968.08	30,316.15	45,000.00	14,683.85	67.37%
4280 · Professional Fees	3,570.00	8,224.83	16,000.00	7,775.17	51.41%
4300 · Advertising, Print., Marketing	340.01	8,445.02	10,000.00	1,554.98	84.45%
4320 · Technology Support	0.00	18,124.65	30,000.00	11,875.35	60.42%
4360 · Continuing Education	65.00	2,666.00	10,000.00	7,334.00	26.66%
4370 · Liability, Equipment Insurance	0.00	79,591.93	85,000.00	5,408.07	93.64%
4390 · Travel Expense	0.00	2,278.80	3,000.00	721.20	75.96%
4450 · PARKS MAINT. SALARIES - FT	13,532.76	115,321.98	203,595.00	88,273.02	56.64%
4460 · PARKS MAINT. HOURLY - PT	0.00	7,062.38	70,000.00	62,937.62	10.09%
4470 · FACILITY MAINT. SALARIES - PT	3,156.81	30,672.64	61,000.00	30,327.36	50.28%
4480 · FACILITY MAINT. SALARIES - FT	7,163.51	91,060.04	148,500.00	57,439.96	61.32%
4509 · Trail Maintenance	0.00	0.00	5,000.00	5,000.00	0.0%
4510 · Suffoletta Park	613.64	7,288.90	12,500.00	5,211.10	58.31%
4520 · Skate Park	0.00	126.33	5,000.00	4,873.67	2.53%
4540 · Ed Davis Park	189.21	1,941.61	5,000.00	3,058.39	38.83%
4570 · Marshall Park	1,379.38	12,224.96	15,500.00	3,275.04	78.87%
4600 · Scott County Park	1,205.41	7,850.00	12,500.00	4,650.00	62.8%
4610 · Oser Landing Park	173.35	1,391.17	5,000.00	3,608.83	27.82%

**Georgetown-Scott County Parks and Recreation
 Financial Statement
 February 2021**

Accounts	February 2021 Expense	YTD Expense	Budget	Balance	% of Budget
4630 · Oxford Road Park	101.81	814.99	2,000.00	1,185.01	40.75%
4640 · Great Crossing Park	0.00	16.99	12,500.00	12,483.01	0.14%
4650 · Royal Spring Park	24.94	433.50	5,500.00	5,066.50	7.88%
4660 · Vehicle Maintenance and Parts	0.00	639.38	12,000.00	11,360.62	5.33%
4690 · Equipment Maintenance and Parts	0.00	1,768.96	12,000.00	10,231.04	14.74%
4750 · Cell phones	511.35	5,569.83	12,000.00	6,430.17	46.42%
4780 · Fuel and Oil	1,125.16	9,804.39	27,000.00	17,195.61	36.31%
4810 · Supplies	405.85	17,471.34	78,000.00	60,528.66	22.4%
4850 · Parks Equipment	0.00	0.00	3,500.00	3,500.00	0.0%
4880 · Capital Expenditures	0.00	38,922.00	45,000.00	6,078.00	86.49%
4930 · SUFFOLETTA POOL SALARIES	0.00	0.00	65,000.00	65,000.00	0.0%
5000 · HORSE PARK LG HOURS	0.00	0.00	17,000.00	17,000.00	0.0%
5020 · SFAC Kentucky Utilities	592.85	5,593.22	25,000.00	19,406.78	22.37%
5050 · SFAC Georgetown Water	29.14	242.44	27,000.00	26,757.56	0.9%
5060 · SFAC Center Phone	355.16	2,747.92	3,500.00	752.08	78.51%
5140 · SFAC Pool Supplies/Chemicals	0.00	1,213.07	20,000.00	18,786.93	6.07%
5200 · SFAC Pool Supplies/Maintenance	2,096.20	25,965.08	15,500.00	-10,465.08	167.52%
5650 · Tennis Supplies and Equipment	0.00	0.00	500.00	500.00	0.0%
6280 · Little League Baseball	0.00	0.00	500.00	500.00	0.0%
6340 · Youth Softball	0.00	0.00	500.00	500.00	0.0%
6370 · Youth Soccer	0.00	0.00	500.00	500.00	0.0%
6400 · Youth Football	0.00	0.00	500.00	500.00	0.0%
6420 · Youth Volleyball	0.00	0.00	250.00	250.00	0.0%
6430 · Georgetown Stingrays	0.00	0.00	250.00	250.00	0.0%
6440 · Super Sharks	0.00	0.00	250.00	250.00	0.0%
6460 · KIDZWORLD SALARIES	0.00	0.00	58,800.00	58,800.00	0.0%
6490 · Kidzworld Supplies	124.00	124.00	3,000.00	2,876.00	4.13%
6500 · Kidzworld-Transportation	0.00	0.00	12,000.00	12,000.00	0.0%
6520 · Kidzworld Lunch Program	0.00	0.00	500.00	500.00	0.0%
6550 · Fun Express Supplies	0.00	0.00	800.00	800.00	0.0%
6551 · FUN EXPRESS SALARIES	0.00	0.00	12,000.00	12,000.00	0.0%
6700 · SPORTS CAMPS SALARIES PT	0.00	0.00	500.00	500.00	0.0%

**Georgetown-Scott County Parks and Recreation
Financial Statement
February 2021**

Accounts	February 2021 Expense	YTD Expense	Budget	Balance	% of Budget
6720 · Sports Camps Supplies	0.00	0.00	500.00	500.00	0.0%
6840 · NEW PROG/SPEC EVENTS SAL PT	0.00	146.17	2,500.00	2,353.83	5.85%
6850 · New Prog/Sp Events Supplies	0.00	1,998.26	1,000.00	-998.26	199.83%
6880 · Miscellaneous	0.00	458.00	800.00	342.00	57.25%
8066 · Pavilion - Columbia Gas	5,045.97	22,821.61	53,000.00	30,178.39	43.06%
8068 · Pavilion - Kentucky Utilities	10,059.01	87,828.43	130,000.00	42,171.57	67.56%
8070 · Pavilion - Georgetown Water	2,757.66	20,866.61	27,500.00	6,633.39	75.88%
8074 · Pavilion - Supp., Serv., Repair	4,825.77	43,502.34	120,000.00	76,497.66	36.25%
8076 · Pavilion - Equipment	0.00	0.00	4,000.00	4,000.00	0.0%
8080 · PAVILION - GYM PROGRAM SALARIES	350.00	2,751.00	7,400.00	4,649.00	37.18%
8081 · Pavilion - Gym Program Supplies	283.94	2,283.16	1,000.00	-1,283.16	228.32%
8082 · PAVILION - AEROBICS SALARIES	1,422.00	15,556.76	58,000.00	42,443.24	26.82%
8083 · Pavilion - Aerobics Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8084 · PAVILION - DANCE/GYM SALARIES	4,311.87	24,269.24	54,482.00	30,212.76	44.55%
8085 · Pavilion - Dance/Gym Supplies	4,941.89	8,729.31	8,000.00	-729.31	109.12%
8088 · PAVILION - SPECIAL EVENTS SALAR	0.00	0.00	500.00	500.00	0.0%
8089 · Pavilion - Special Events Suppl	0.00	0.00	1,250.00	1,250.00	0.0%
8090 · Pavilion - Concession	793.07	3,591.48	10,000.00	6,408.52	35.92%
8092 · PAVILION - AQUATICS SALARIES PT	8,497.69	72,942.82	156,000.00	83,057.18	46.76%
8094 · Pavilion - Aquatics Supplies	3,458.02	12,453.21	18,000.00	5,546.79	69.19%
8098 · Pavilion - Child Care Supplies	0.00	162.62	500.00	337.38	32.52%
8100 · Pavilion - Fitness/Wgt Rm Suppl	0.00	15.00	2,000.00	1,985.00	0.75%
8102 · Pavilion - Gymnasium Supplies	80.99	80.99	1,000.00	919.01	8.1%
8104 · Pavilion - Miscellaneous Expens	0.00	0.00	800.00	800.00	0.0%
Total Expense	141,278.75	1,407,101.64	3,033,477.00	1,626,375.36	46.39%

**Georgetown-Scott County Parks and Recreation
Bills Added For Board
As of March 15, 2021**

	Date	Memo	Account	Debit	Credit
Bluegrass Business Health					
	02/28/2021		2000 · Accounts Payable		35.00
	02/28/2021	Employee Drug Screen	4130 · Drug Testing	35.00	
Total Bluegrass Business Health				35.00	35.00
Brenntag Mid-South, Inc.					
	02/28/2021		2000 · Accounts Payable		751.32
	02/28/2021	Hydrochloric Acid, Sodium Bicarbonate	8094 · Pavilion - Aquatics Supplies	751.32	
Total Brenntag Mid-South, Inc.				751.32	751.32
D-C Elevator Company, Inc.					
	03/15/2021		2000 · Accounts Payable		100.47
	03/15/2021	Scheduled Maintenance March 2021	8074 · Pavilion - Supp., Serv., Repair	100.47	
Total D-C Elevator Company, Inc.				100.47	100.47
Everman's Aluminum					
	03/15/2021		2000 · Accounts Payable		1,015.00
	03/15/2021	Replaced Gutter At Batting Cage And Bathroom At Suff Fields	4810 · Supplies	1,015.00	
Total Everman's Aluminum				1,015.00	1,015.00
Hilander Feed Co.					
	03/15/2021		2000 · Accounts Payable		2,270.00
	03/15/2021	TLC Seed, 19-19-19 For Fields	4810 · Supplies	2,270.00	
Total Hilander Feed Co.				2,270.00	2,270.00

**Georgetown-Scott County Parks and Recreation
Bills Added For Board
As of March 15, 2021**

	Date	Memo	Account	Debit	Credit
Kentucky Utilities Company					
	02/28/2021		2000 · Accounts Payable		15,570.63
	02/28/2021	Markham	4510 · Sufoletta Park	37.82	
	02/28/2021	Oser	4610 · Oser Landing Park	173.35	
	02/28/2021	Horseshoe Pit	4510 · Sufoletta Park	33.03	
	02/28/2021	Louie B. Nunn Dr. Ball	4510 · Sufoletta Park	307.22	
	02/28/2021	Louie B. Nunn Dr.	4510 · Sufoletta Park	66.49	
	02/28/2021	151 Ed Davis Lane	9312 · ED - Kentucky Utilities	249.86	
	02/28/2021	Marshall Park Dr. PL	4570 · Marshall Park	607.81	
	02/28/2021	Airport Field 4	4570 · Marshall Park	31.88	
	02/28/2021	1220 Cincinnati Rd. Shop	4600 · Scott County Park	478.23	
	02/28/2021	Marshall Park Dr. Field #1	4570 · Marshall Park	161.50	
	02/28/2021	Airport Rd. Conc.St	4570 · Marshall Park	385.01	
	02/28/2021	1080 Cincinnati Rd. Ballfield	4600 · Scott County Park	80.41	
	02/28/2021	SFAC	5020 · SFAC Kentucky Utilities	592.85	
	02/28/2021	Airport Rd Conc	4570 · Marshall Park	42.50	
	02/28/2021	Pavillon	8068 · Pavillon - Kentucky Utilities	10,059.01	
	02/28/2021	Batting Cage TBR SCYB	4810 · Supplies	1,815.77	
	02/28/2021	Ed Davis Park	4540 · Ed Davis Park	170.74	
	02/28/2021	Airport Rd Field #2	4570 · Marshall Park	31.88	
	02/28/2021	Airport Rd. Field #3	4570 · Marshall Park	31.88	
	02/28/2021	Loie B Nunn Dr Ball	4510 · Sufoletta Park	45.16	
	02/28/2021	Airport Rd Field #5	4570 · Marshall Park	33.94	
	02/28/2021	Lisle Rd Soccer Gate	4810 · Supplies	32.48	
	02/28/2021	Oxford Dr	4630 · Oxford Road Park	101.81	
Total Kentucky Utilities Company				15,570.63	15,570.63
Pepsi-Cola Bottling Company					
	02/28/2021		2000 · Accounts Payable		793.07
	02/28/2021	Pepsi Productions	8090 · Pavilion - Concession	793.07	
Total Pepsi-Cola Bottling Company				793.07	793.07

**Georgetown-Scott County Parks and Recreation
Bills Added For Board
As of March 15, 2021**

	Date	Memo	Account	Debit	Credit
Whitaker Bank, N.A.	02/28/2021		2000 · Accounts Payable		-8.99
	02/28/2021	Refund Zoom Us	4300 · Advertising, Print, Marketing	-8.99	
	02/28/2021		2000 · Accounts Payable		5,203.39
	02/28/2021	Weissman Dance Costume TBR By Students	8085 · Pavilion - Dance/Gym Supplies	4,941.89	
	02/28/2021	NRPA For CPRP Renewal Fee	4360 · Continuing Education	65.00	
	02/28/2021	Recreation Gov KDZWorld Field Trip	6490 · Kidzworld Supplies	124.00	
	02/28/2021	Sunoco Fuel For Picking Up Benches	4780 · Fuel and Oil	72.50	
Total Whitaker Bank, N.A.				5,194.40	5,194.40
Total				25,729.89	25,729.89

City Council Members
Willow Hambrick
Greg Hampton
David Lusby
Tammy Lusby Mitchell



City Council Members
Karen Tingle-Sames
Mark Showalter
Todd Stone
Connie Tackett

Tom Prather, Mayor

MUNICIPAL ORDER

2021-01

January 11, 2021

AN ORDER APPROVING A COVID-19 EMERGENCY LEAVE POLICY FOR CITY OF GEORGETOWN EMPLOYEES AND AUTHORIZING THE MAYOR TO SIGN ALL RELEVANT DOCUMENTS.

WHEREAS, due to the discontinuation of the Families First Coronavirus Response Act (FFCRA) and the emergency paid sick leave provided by the Act, and the need for further support for employees who may continue to be affected by COVID-19, the City of Georgetown desires to implement a Policy to address employee leave; and,

WHEREAS, this Policy shall apply to all full-time and permanent part-time employees and will address how COVID-19 related absences, due to quarantine or symptoms/diagnosis, will be paid and/or excused; and,

WHEREAS, this Policy is being implemented during a National, State and Local State of Emergency; as such, this Policy may be modified or amended during the State of Emergency; and,

WHEREAS, this Policy shall be in effect from January 1, 2021 – March 31, 2021; it may be modified, cancelled or extended at any time during the State of Emergency; and,

WHEREAS, any changes will be promptly communicated to all City of Georgetown employees;

NOW THEREFORE, IT IS HEREBY ORDERED by the Georgetown City Council that the following Policy is approved, effective January 1, 2021:

1. **Emergency Paid Sick Leave:** Since passage of the FFCRA in 2020, the City complied with the Act and offered two weeks of paid sick leave to employees quarantined due to exposure or infection. While no longer required to do so by the Act, the City of Georgetown will continue to offer two (2) weeks of paid sick leave to employees quarantined due to exposure or infection.

- Employees who have already used the two (2) weeks of leave provided by the FFCRA in 2020 will qualify for two (2) additional weeks in 2021.
- Once the two (2) weeks of leave have been used, employees must use accrued sick, vacation or compensatory time to cover additional COVID-19 related absences. If an employee exhausts his/her own accrued PTO, his/her absences due to COVID-19 may be unpaid but excused.
- The calculation of a week shall be measured by an employee's normal weekly work hours. There are some City employees who normally work 35 hours per week, 40 hours per week and 56 hours per week. Most part time employees work 20-25 hours per week. For purposes of this Policy, a part-time employee's calculation of a week will be the average of the employee's previous six (6) weeks, as tracked in Paycom.

2. **Procedure and Requirements:** Employees who must use extended time, due to the conditions mentioned herein, shall contact the Director of Human Resources for appropriate application/usage documents and to validate the need for such leave.

- The City of Georgetown will continue to use the same application for Emergency Paid Sick Leave as used in 2020.
- The City will require the same documentation of need for leave as in 2020. For example: a copy of test results, a doctor's note or a quarantine order will be used to verify need for leave.
- The Human Resources Director will enter approved leave into our time and attendance/payroll software (Paycom) for appropriate compensation of employees who must use this leave.

3. **Other Considerations:** Employees using Emergency Paid Sick Leave in order to quarantine are expected to stay home and isolate themselves from others in the community. Employees shall not use this time to travel or participate in other leisure activity outside of the home. Employees found to be disregarding quarantine orders while being paid Emergency Paid Sick Leave will be subject to disciplinary action up to and including termination. Except as specifically set forth in this Order, the City of Georgetown is not extending provisions of the FFCRA, including but not limited to emergency leave for dependent care and emergency leave for school closures.

PASSED AND APPROVED, this January 11, 2021.

Tom Prather

Tom Prather (Jan 27, 2021 09:32 EST)

Tom Prather, Mayor

Tracie Hoffman

ATTEST: Tracie Hoffman (Jan 29, 2021 17:36 EST)

Tracie Hoffman, City Clerk





Policy: Alcohol Rules, Regulations, and Policies - New

Policy Number: POL.A.06.06

Page: TBD

Originator: Kimberly Rice

Date: 2/12/2021

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

POL.A.06.06 – Alcohol Rules, Regulations, and Policies

Purpose

The Alcohol Rules, Regulations and Policies (“Rules”) establishes the rules and regulations regarding the sale and/or service, and the associated consumption of Alcohol Beverages in the GSC Parks facilities and parks. It is the intention of GSC Parks to provide the citizens of Georgetown and Scott County the broadest range of opportunities to enjoy its parks and facilities.

Authority

Section 2 of the [Interlocal Agreement Between the City of Georgetown and Scott County for the Operation of the Joint Parks and Recreation Program](#) (“Interlocal Agreement”) delegates to the GSC Parks Board the duty and power to be responsible for policy decisions and “shall formulate all policies and operational guidelines” to manage, operation and control GSC Parks facilities and parks located within and without the boundaries of the City of Georgetown and Scott County owned by either entity for park and recreational purposes. This includes GSC Parks’ authority to establish rules and regulations, such as those that are set forth in this Alcohol Rules, Regulations, and Policies and to enforce such rules and regulations.

Scope

These rules apply to the GSC Parks operated and maintained parks and facilities within Scott County.

Definitions

- **Alcohol Beverages:** The phrase “Alcohol Beverages”, as used in these Rules, shall conform, at a minimum, to the definition and restrictions imposed by [KRS Chapters 241 to 244](#). This includes “every liquid, solid, powder, or crystal, whether patented or not, containing alcohol in an amount in excess of more than one percent (1%) of alcohol by volume, which is fit for beverage purposes. It includes every spurious or imitation liquor sold as, or under any name commonly used for alcoholic beverages, whether containing alcohol or not.” ([KRS 242.010](#))
- **Permit:** The phrase “Permit”, as used in these Rules, means a revocable and non-transferable permit issued by GSC Parks allowing for the use of specific park property. Permit types include, but are not limited to, public event permits, special occasion permits, event facility permits, race/walk permits, athletic permits, tournament permits, assembly/demonstration permits, and recreation center facility rental permits.
- **Liquor License:** The phrase “Liquor License”, as used in these Rules, shall mean any license or permit issued by the Kentucky Department of Alcoholic Beverage Control, the Kentucky Department of Revenue, and/or other governmental authority as required by and in conformance

with State laws and rules and regulations and Kentucky laws and rules and regulations regarding Alcohol Beverages.

Policy

The sale, service, possession, and consumption of Alcohol Beverages is prohibited in all GSC Parks' parks and recreation buildings and facilities, parks, and other outdoor public spaces; except at the following GSC Parks' parks and recreation parks subject to requirements and restrictions that may be established:

The following parks in accordance with the requirements and restrictions of a duly executed permit:

1. Royal Spring Park
2. Brooking Park

Possession, consumption, sale or service must be in compliance with State Law including, but not limited to, no consumption by persons under the age of twenty-one (21) and as otherwise prohibited. In addition to the above restrictions, the following restrictions apply unless authorized by a contract or GSC Parks Board Approval:

1. Kegs and glass containers are prohibited.
2. Alcohol Beverages may not be possessed or consumed on park trails.
3. Alcohol Beverages may not be possessed or consumed within the boundary of any playground.

Requirements and Restrictions Applicable to all Permitted Activity with Alcohol

The sale, service, and consumption of Alcohol Beverages is allowed as may be conditioned in accordance with certain duly obtained permits. The following requirements, restrictions and prohibitions apply to the sale and/or service of Alcohol Beverages in association with all permit types.

1. Any Alcohol Beverages must be served, sold and consumed at the location (s) and on the premises as specified in the Liquor License and as may be further restricted the permits issued by GSC Parks.
2. The permittee shall comply with all local, state, and federal laws, rules, and regulation applicable to the sale and/or services of Alcohol Beverages.
3. The permittee shall comply with all requirements and restrictions contained in these Rules.
4. All sales and/or service of Alcohol Beverages shall conclude one (1) hour prior to the end of the event but no later than one (1) hour prior to park curfew.
5. Alcohol Beverages selling or serving stations must be located a minimum of fifty feet (50') from any playgrounds.
6. Alcohol Beverages are prohibited from being serviced to the public in glass containers except under a permit where the permitted activity is exclusively indoors.
7. If instructed by the GSC Parks Administrative Office, the permittee must obtain the appropriate Liquor Liability Insurance as may be required based upon the permit type.
8. The permittee shall comply with requirements established by GSC parks regarding Responsible Vendor Programs. Information regarding any such requirement can be found at the GSC Parks Permitting Resource Site.
9. The GSC Parks Director may establish special restrictions and requirements to any permit.

Requirements and Restrictions for Public Event Permits with Alcohol

Permittees may be granted the right to serve and/or sell Alcohol Beverages under a duly issued Public Event permit. Permittees wishing to serve and/or sell Alcohol Beverages under a duly issued Public Event

Permit must agree to and comply with 1) the requirements and restrictions and restrictions 2) all special requirements and restrictions imposed by the GSC Parks Director, and 3) all requirements and restrictions contained in the Public Event Policy.

If Alcohol Beverages are sold or served at a public event, the permittee is required to obtain and pay for off-duty Georgetown Police or Scott County Sheriff's department's officers from the beginning of alcohol service to the end of the event. An exception to this requirement may be granted by GSC Parks Director upon the Applicant demonstrating, to the satisfaction of the GSC Parks Director, that an adequate alternative system of alcohol security will be provided.

Public Events with permitted sale or served Alcohol Beverages in Brooking Park can only a hosted event by Georgetown Scott County Tourism Commission and/or and Georgetown Scott County Parks and Recreation sponsored event.

Requirements and Restrictions for Special Occasion Permits

Special Occasion Permits are issued solely for private events at which all attendees are present by invitation only. Permittees may serve and/or sell Alcohol Beverages as a part of a duly issued Special Occasion Permit. Permittees wishing to serve and/or sell Alcohol Beverages under a Special Occasion Permit must agree to and comply with 1) all requirements and restrictions and 2) all special requirements and restrictions imposed by the GSC Parks Director 3) events are located at Royal Spring Park.

Requirements and Restrictions for Event Facility Permits

The sale and/or services of Alcohol Beverages is prohibited in all GSC Parks facilities.

Requirements and Restrictions for Assembly/Demonstration Permits

The sale and/or service of Alcohol Beverages is prohibited in association with an Assembly or Demonstration Permit.

Requirements and Restrictions for Picnic Shelter Rental Permits

The sale and/or services, possession, and consumption of Alcohol Beverages is prohibited in association with a Picnic Permit.

Requirements and Restrictions for Athletic Permits

The sale and/or service, possession, and consumption of Alcohol Beverages is prohibited in association with an Athletic Permit.

Updated: 1/19/2021

6) Minimizing overall pesticide use

It is the policy of GSC Parks that Integrated Pest Management (IPM) will be used to prevent and control pest problems in all parks and facilities maintained by GSC Parks. The principles of IPM require that non-chemical methods of pest control be given preference over chemical controls and the least hazardous chemical controls be given preference over other chemical controls. The goal of IPM is the reduction of chemical pesticides used in outdoor landscapes and indoor facilities. IPM usually results in a graduated response to any potential problem, with natural control methods being employed first and chemical pesticides used only as a last resort. In the park setting, IPM has become standard practice for many public agencies, which must consider the health of patrons, including young children and people with chemical sensitivities. Instead of relying on pesticides as the first choice for managing pest problems, IPM uses a hierarchy of pest control methods to maintain pest populations at or below levels determined by park management.

- **Green Operations:** GSC Parks will strive to incorporate green cleaning products and practices within the daily operations where possible. When possible, products that carry the Green Seal's GS-37 shall be used in both public and employee areas. Specific language for environmentally safe and sensitive products shall be included in RFP documents when appropriate. GSC Parks shall strive to purchase products for use in facility and park operations to minimize negative environmental impact. Contract award will be considered with a 15% premium for green products when considering lowest responsive and responsible bidder.
- **Recycle & Reuse:** GSC Parks will reduce the amount of material going into landfills by recycling paper, cardboard, aluminum and glass whenever and wherever in the park system it is reasonably possible and by composting landscaping waste.
- **Carry In / Carry Out:** GSC Parks will encourage all our affiliate users to exercise the philosophy of "Carry In / Carry Out" at all playing fields. By trying to be more conscious about generating less waste, using more reusable containers, increasing recycling, assuming responsibility for the trash we make and taking better care of our parks we improve the experience for all users. The waste minimization program's success depends on the cooperation of all coaches, players and families.

A.06 – Parks, Facilities, & Equipment

POL.A.06.01 - Policy for Creating Memorials

In as much as the Parks and Recreation Department receives periodic requests to create memorial sites in its parks and in order to establish an orderly process to review these requests the department hereby designates its policy for the same.

Anyone wishing to erect a memorial in a park or within a park facility must submit a written request to the park's director with a sufficient explanation of the proposal to enable the department to make a determination that the memorial is justified.

The determination as to whether the memorial is acceptable shall be guided by the following:

- 1) The location, design and configuration of a proposed memorial shall be in keeping with the park purpose and usage and shall not interfere with public use of the park or recreational facility;
- 2) The subject for any new memorial should be:

Updated: 1/19/2021

- a. An individual or association that has made a highly significant contribution to the cultural, political or social development of the City of Georgetown and/or Scott County;
- b. An important anniversary or an event unique and highly significant to the history and development of the City of Georgetown and/or Scott County;
- c. A historical or other culturally significant event related to a site.

No new memorial should be considered that commemorates a person, event or occasion already memorialized unless circumstances prove truly exceptional.

- 1) The parks director and staff shall provide input as to the planning, design and construction of a memorial;
- 2) All costs associated with the proposed memorial including planning, design, construction, utilities and maintenance shall be the sole responsibility of the person(s) requesting the memorial;
- 3) The memorial must have a timeless quality and make a statement of significance to future generations;
- 4) The symbolic statement of the memorial is deemed significant to the City of Georgetown or to Scott County;
- 5) No park, facility or memorial shall be named after any person until a period of two (2) years has passed since the death of that person. However, this two (2) year period shall not apply to the naming of a park or facility which was substantially constructed or acquired by a gift from or on behalf of the person for whom the park or facility is to be named.
- 6) The memorial must meet the requirements of all local state and federal laws;
- 7) All permits, licenses, etc. that are required to construct the memorial shall be the sole duty of and be the sole cost of the person(s) requesting the memorial;
- 8) The memorial must not create a dangerous condition or increase the risk of injury to any park patron.
- 9) The following are the types of memorials that are permissible;
 - a. Trees;
 - b. Benches;
 - c. Playground Equipment;
 - d. Buildings; and
 - e. Such other memorials as may be approved by the Parks Department.
- 10) If the application is approved, the applicant will be required to enter into a contractual agreement with the City of Georgetown, the County of Scott or the Parks Department prior to commencement of the work. The contract would outline such issues as insurance, maintenance, ownership and the terms of the construction.

Any request to construct a memorial made to the park's director that meets the above criteria shall be presented by the director to the park's board. The director shall make a recommendation to approve or disapprove the request and shall support that recommendation with appropriate factors.

The request shall be voted on by the park's board with a majority of those members voting being necessary to approve the request.

The result of the vote by the board shall be considered a recommendation to the legislative body which owns the park or facility on which the memorial is to be constructed (Scott Fiscal Court, Georgetown City

Updated: 1/19/2021

Council, Stamping Ground City Commission, Sadieville City Commission). A majority vote of the voting members of the legislative body shall be required to approve the request.

[POL.A.06.02 - Encroachment and Easements](#)

No person may cause or permit physical encroachment upon GSC Parks property including, but not limited to actions such as mowing of grasses, planting of trees or shrubbery, placement of personal property, debris, materials, buildings, sheds, other structures, or signs on GSC Park lands. Park and facility development and design should incorporate measures such as fencing, sidewalks, etc. in order to clearly identify property lines to defend against encroachment in accordance with [2019-003 Encroachment City Ordinance](#).

From time to time, GSC Parks receives requests for temporary easements. The following provisions govern granting of easement requests:

- Granting of easement requests should not interfere with existing development plans of the park site in question.
- Easement requests should not place undue restrictions on the park site during the construction phase, or once the ground is repaired and is available for public use.
- Easement grantee should be expected to restore fully, at his/her expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better, as determined by GSC Parks. The Parks Board will review all requests and staff recommendation for granting or denying the easement. A security deposit or bond, proof of \$1,000,000.00 insurance naming GSC Parks as additional insured, and a written statement from the requesting party that all damages to park property will be fully paid by said owner will be required in addition to any fees assessed.

Fees

- **Residential:** Homeowners may seek temporary easements of access for construction of improvements to their property. In such instances, fees may be waived for residential homeowners.
- **Private Contractor/Developer:** When a private contractor/developer requests to utilize GSC Parks property for the purpose of generating revenues, GSC Parks will determine a reasonable and appropriate fee to the requesting party.
- **Utility Companies:** Fees will be assessed as determined to be reasonable and appropriate by GSC Parks.
- **Governmental Bodies:** Fees may be waived or assessed for governmental bodies depending upon the request and history of the mutual cooperative relationship between the two entities.

[POL.A.06.03 - Enforcement of Park & Facility Rules](#)

The effective management of GSC Parks' parks and facilities is a complex responsibility, due in part to the number and diversity of visitors and recreational opportunities present at these public spaces. While members of Georgetown Police and Scott County Sheriff's Office are authorized to execute law enforcement functions, all GSC Parks employees have an obligation to support these efforts by educating and informing the public of laws, rules, regulations, and policies, enforcing GSC Parks rules and regulations, and deterring unlawful activities.

**Georgetown – Scott County Parks and
Recreation Department Goals 2021-2022**

Mission Statement:

The Georgetown – Scott County Parks and Recreation Department continually strives to develop, provide, and maintain quality programs and facilities that meet the increasing needs of our growing community.

Vision Statement:

To be the state leader in promoting community health and well-being through fun, progressive and memorable parks and recreation experiences and activities for everyone.

Goal 1: Administration and Organization

To systematically and efficiently provide for the park and recreational needs of all Georgetown and Scott County residents by use of both public and private resources.

Objectives:

1. The efficient delivery of park and recreational opportunities to all residents is to be encouraged. Using city and county resources, private organization resources, grants, etc., the residents needs and possible changing demands for services shall be evaluated and updated periodically.
2. Encourage an effective, efficient working relationship with community organization, school system, city, county and surrounding communities for the benefit of the recreational needs of the community.
3. Encourage volunteerism. In recognition that the department resources are limited, it shall be policy to seek volunteers to assist with the provision of parks and recreation services.
4. Work within annually adopted budget and comply with policies and procedures.
5. Update Procedures Manual.
6. Update Comprehensive Parks Master Plan.
7. Update Financial Software to operate within GAF standards and reporting.
8. Continue process towards CAPRA accreditation.
9. Maintain and communicate financial and budgetary data.
10. Utilize budgeted resources in a deliberate and systematic manner throughout the entire fiscal year.
11. Use capital funding to renew aging infrastructure.

Goal 2: Recreation Programs

Offer a comprehensive program of recreation and park activities with the opportunity for a variety of experiences that meet the physical and psychological needs of the residents of Georgetown/Scott County.

1. To identify the demand for and types of programs needed and desired to ensure a wide variety of opportunities for people of all ages, abilities, and interests.
2. To interact with private, public, and other organizations to facilitate services and eliminate wasteful duplication.

3. To enhance public knowledge and appreciation for the natural beauty of open space, green space, and the environmental significance of our surroundings.
4. To plan and maintain programs and services of the highest standards.
5. Improve process for evaluating programs and services for operational efficiency and effectiveness.
6. Enhance health and wellness of our patrons through innovative and diversified recreation, leisure, and park programs.

Goal 3: Recreation Facilities

To provide facilities for both passive and active recreation to meet the needs of all Georgetown/ Scott County residents.

1. The Georgetown – Scott County Parks and Recreation Department includes community parks, neighborhood parks, and other facilities that provide for the recreational needs of the community. It is the department's intent to continue to maintain, develop, and add additional facilities of this nature to keep up with the growth and demand of the community.
2. To identify the public's wants and needs for both active and passive recreation through surveys, comment cards, public meetings, etc.
3. To take inventory of current facilities and evaluate the adequacy of such.
4. To make all facilities available to all community residents.
5. To make all facilities accessible to all community residents.
6. To provide areas for both organized and spontaneous play.
7. Enhance health and wellness of our patrons through innovative and diversified recreation, leisure, and park facilities.
8. Continually strive to improve existing facilities while seeking opportunities for future development.

Goal 4: Open Space and Environmental Conservation

To create open space areas that preserve and protect areas of important environmental consideration, and to incorporate such areas into the parks and recreation system.

1. To identify key areas of environmental/ecological importance such as wetlands, flood plains, and areas of natural scenic beauty with the intent to protect such areas within the parks and recreation system.
2. To reclaim areas of environmental/ecological deterioration using available resources from public and private sectors.
3. To protect and preserve open space areas for recreational use by the community.
4. Advance natural resources educational and interpretation.
5. Integrate environmentally sound practices into park management of natural resources.

Goal 5: Maintenance

To maintain safe and reliable facilities in an efficient and effective manner.

1. To provide a system of safety inspections and maintenance of all equipment and facilities. Inspections and maintenance will be provided on a frequent regular basis.

2. To provide the maximum level of safety at all levels in the department for both participants and employees.
3. Determine life cycles for equipment and schedule maintenance and replacement or renovation funding.
4. Fill staffing needs.
5. Keep all facilities clean and efficient operations.
6. Assess innovative ways to increase cost effectiveness.

Goal 6: Marketing and Citizen Recognition and Participation

To make the citizens of Georgetown/Scott County aware of the programs and facilities available to them. To encourage their involvement and participation in all areas of our programs and facilities.

1. The department shall use the various avenues available, such as social media, news media, mailings, etc. to notify our citizens of the programs and facilities available.
2. The department, in cooperation with various associations, service clubs, citizen and government agencies, shall provide a forum for the exchange of ideas with the purpose of encouraging participation for all.
3. Identify underrepresented groups and help them participate.

Goal 7: Cultivate an Effective and Dynamic Workforce

To have an educated, engaged workforce that strives to represent and achieve the department's vision and mission statements every day.

1. Increase training and professional development opportunities.
2. Recognize and celebrate excellence and innovation through an employee recognition program.
3. Implement approaches to improve accountability.
4. Continue to develop practices that encourage a safe and healthy work environment.
5. Assess staff salaries to understand hiring challenges and reevaluate pay structures for employees.

February 2021 Program Report
For March 15, 2021 GSC Parks & Recreation Board Meeting
Ednal Maynard

Pavilion Operations

Pavilion Program Attendance: **1,283**

Pavilion Annual Membership: **1,431**

Pavilion Daily Passes: **2,795**

Total Pavilion Attendance Including Programs, Passes, Non-Participants, and Rentals: 6,469

Fiscal Year To Date Attendance: **41,087**

Pavilion Operations Income: **\$35,595.71**

Pavilion Expenses: **\$42,055.72**

Pavilion Recovery Rate: **85%**

Ed Davis Learning Center

EDLC Attendance Including Daily Attendance, Programs, Community Services, and Rentals: 340

Daily Attendance: **112**

Community Events: **0**

Programs: **0**

Meetings: **7**

Rentals: **28**

Repast: **193**



Pavilion Operations Revenue / Expense Report for February

Revenue	2017	2018	2019	2020	2021
20 Visit Pass	\$1,922.60	\$2,845.20	\$2,530.60	\$1,559.00	\$1,012.90
6 Month Pass	\$2,492.00	\$2,598.00	\$2,722.50	\$437.25	\$2,278.70
Annual Pass	\$41,164.65	\$38,501.37	\$34,002.86	\$32,443.06	\$12,560.44
Aquatic Programs	\$10,195.20	\$8,983.75	\$4,052.25	\$4,620.00	\$3,268.00
Camp Programs	\$63,678.37	\$60,761.93	\$40,690.75	\$22,529.00	
Child Care	\$26.00	\$8.00	\$34.50	\$36.00	
Concessions	\$1,844.00	\$1,307.00	\$2,034.45	\$1,581.00	\$1,021.00
Daily Pass	\$16,285.79	\$17,783.46	\$16,735.71	\$18,967.50	\$10,406.17
Deposit Fee Return	(\$680.25)	(\$710.00)	(\$883.00)		
Facility Rentals	\$2,296.50	\$2,119.00	\$2,656.00	\$2,924.75	\$1,281.00
Fun Express Program				\$2,031.25	
Gymnasium Programs	\$1,905.00	\$2,037.50	\$1,897.50	\$1,192.50	\$280.00
Land Programs	\$8,509.00	\$3,186.20	\$2,588.00	\$3,504.35	\$3,396.50
Miscellaneous	\$113.01	\$137.00	\$87.00	(\$80.00)	\$91.00
Program Refunds	(\$470.40)	(\$867.55)	(\$969.00)		
Special Events				\$18.00	
Total Revenue	\$149,281.47	\$138,690.86	\$108,180.12	\$91,763.66	\$35,595.71

Expenses	2017	2018	2019	2020	2021
Miscellaneous	\$0.00	\$0.00	\$0.00	\$241.68	
Salaries	\$43,990.30	\$44,854.12	\$40,504.47	\$43,184.58	\$26,354.69
Supplies/ Equipment	\$26,472.12	\$31,421.58	\$15,003.02	\$23,185.18	\$7,897.40
Utilities	\$14,490.25	\$16,619.87	\$15,801.50	\$20,953.46	\$7,803.63
Total Expenses	\$84,952.67	\$92,895.57	\$71,308.99	\$87,564.90	\$42,055.72



FY 2020 - 2021 Attendance

Attendance Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Of Attendance
20 Visit Pass	164	247	213	230	162	171	174	140					1501
20 Visit Walker Pass	39	58		38		56							191
6 Month Pass	94	194	154	139	143	163	173	192					1252
Annual Pass	1304	2051	1493	1694	1406	1128	1635	1431					12142
Complimentary Pass	25	20	5	27	4	7	25	33					146
Daily Pass	1445	1465	713	2437	1437	534	1014	2795					11840
Observer Attendance	86	189	251	302	131	23	168	152					1302
Program Attendance	1015	1533	2153	2124	1620	718	1407	1283					11853
Rental / Meeting Attendance	8		12		11	136	250	443					860
Total:	4180	5757	4994	6991	4914	2936	4846	6469					41,087



FY 2020 - 2021 Pavilion Based Program Attendance

Program	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Aqua Zumba	47	61	63	60	35	11	19	14					310
Cardio Circuit Silver Sneakers	83	93	124	104	90	106	54	59					713
Cardio Fusion	2												2
Dance and Gymnastics		55	119	98	73		95	246					686
Dance Fitness	31	45	44										120
Ignition	28	32	36	34	33	55	27	20					265
KidzZone	82	64	61	48	59	9	52	29					404
Lifeguard Instructor Course		3	3				2						8
Line Dancing	60	60	89	137	96	35	67	51					595
Martial Arts								50					50
Men's Basketball				16	14								30
Open Volleyball				28	71								99
Personal Training			1					5					6
Pickle Ball	112	92	135	133	121	56	186	182					1017
Pilates					14	6	7	8					35
SilverSneakers Classic	144	142	150	149	62	116	64	39					866
Start Smart Basketball				5	6								11
STRONG	1												1
SuperSharks Swim Team	34	479	849	789	729	306	644	470					4300
Swim Lessons	88	122	146	212	44		86	33					731
Water Aerobics	240	213	241	222	129	11	67	49					1172
Zumba	39	47	52	43	25	2	26	16					250
Total:	991	1508	2113	2078	1601	713	1396	1271					11,671



5 Year Attendance Comparison for February

Attendance Type	2017	2018	2019	2020	2021
20 Visit Pass	348	354	338	341	140
20 Visit Walker Pass	416	472	446	316	
6 Month Pass	782	750	605	377	192
Annual Pass	4325	5038	5097	3607	1431
Complimentary Pass	30	41	33	3	33
Coupon Pass					
Daily Pass	3221	3391	2664	2001	2795
Observer Attendance		1115	852	845	152
Off-Site Program Attendance	37	42	29		
Program Attendance	4199	4201	3735	4047	1283
Rental / Meeting Attendance	452	614	691	533	443
	13810	16018	14490	12070	6469



2016 - to Date Fiscal Year Attendance Comparison

AttendanceType	2016-17	2017-18	2018-19	2019-20	2020-21
Daily Pass	35211	39074	34959	20418	11840
Complimentary Pass	656	577	564	338	146
20 Visit Pass	3842	3284	3145	2218	1501
6 Month Pass	6087	6507	5558	3213	1252
20 Visit Walker Pass	3328	3333	2880	1973	191
Rental / Meeting Attendance	4306	3883	5533	5706	860
Annual Pass	45631	52177	46454	30733	12142
Program Attendance	47230	43616	42868	29062	11853
Coupon Pass					
Off-Site Program Attendance	631	488	231	10	
Observer Attendance	39	7900	7763	5031	1302
	146961	160839	149955	98702	41087