



Fees: Facility Rentals - Update

Policy Number: N/A

Page: N/A

Originator: Kimberly Rice

Date: 9/20/2021

Authorized by: _____

Date: _____

Board Chair

References: CAPRA Financial Management 5.1.1

Revision Date: ____9/20/2021_____

******Fee Changes are documented in Board Meeting Minutes. Approved by the GSC Parks Board on October 18, 2021.***

Georgetown Scott County Parks and Recreation Board

Minutes

September 20, 2021

- 1) Call to Order and Roll Call; Dale Stowe called the September 20, 2021, meeting of the Parks and Recreation Board to order. Members Present Erik Flaig, Bill Hamilton, Dale Stowe, Ron Flannery, Ben Van Meter, Andrea Giusti. Others present Kim Rice, Cam Culbertson, Mike Short, Courtlyn Ledesma, Bryan Parker, Ed Maynard, Larry Brandenburg, and Vicki Miller.
- 2) Approval of Agenda; This agenda was not approved by the board.
- 3) Public Comments;
- 4) Consent Agenda items;
 1. Approval of the August 16, 2021, board minutes. Ron Flannery made a motion to approve the minutes seconded by Ben VanMeter. The motion carried unanimously.
 2. Bills for Approval. Erik Flaig made a motion to approve the bills seconded by Ben VanMeter, the motion carried unanimously.
- 5) Staff Reports;
 1. Bookkeepers Report – Vicki Miller reported that the balance on hand is \$1,102,540.75 The balance on hand this date last year was \$635,293.99. A financial report was also provided.
 2. Facilities Report – Ed Maynard reported Pavilion attendance was 4951, and Ed Davis attendance was 1103 for the month of August and Suffoletta attendance was 5811 for August. Our Paws in the Pool event participation was 121 which brought in \$1210.00 dollars in revenue. Suffoletta total revenue for 2021 was \$174,073.34. The pavilion is getting ready for the delivery of the new treadmills and crossfit equipment. Ed Davis back to school bash which supplied over 500 backpacks filled with various snack items along with a free cookout provided by Kroger.
 3. Facilities Maintenance – Mike Short stated that they were still working on installing the rest of the LED lighting and closing the Suffoletta facility with a few tiling repairs needing to be addressed.

4. Outdoor Maintenance – Larry Brandenburg report that he is 95% done with the field 5 conversion at Marshall Park. The trees are down at Cardome Park and has 5 pads and benches placed for the Friends of the Park memorial program.
5. Directors Report- Kim Rice talked about our KLC liability review and our current rating is 58.46% we need to be above 59% to receive additional discounts and KLC has given us recommendations how to make up the difference through class participation and training. Kim informed the board that a gate had been installed by the county at the lower Great Crossing Park entrance to close during high water and asked the board to consider putting up gates at Oser landing and Cardome so that we would be consistent with our procedures at all locations, the board decided that our current procedure dealing with high water was effective and declined adding gates. Kim invited all the board members to attend the KRPS conference training at Somerset November 2nd-4th let Kim know and she would get them registered. There are Operation Master Plan meetings scheduled to take place this next week to start the evaluation process. We are helping the city conduct a community survey to get feedback on how they would like to see some of the ARPA funding spent.
- 6) Old Business;
 1. Fraud Inquiry- Kim Rice requested that any board members that have not filled out the inquiry please do so as soon as possible and send it back to the auditor.
- 7) New Business;
 1. Policy Update –
 - a. Signing Official Documents- Determines who can sign official documents. Ben VanMeter made a motion to approve the policy seconded by Bill Hamilton, the motion carried unanimously.
 - b. Education and Training for Employees-This lines out the responsibility of the employee to get on Neo Gov or Power DMS and do their training. Erik Flaig made a motion to approve the policy seconded by Ben VanMeter the motion carried unanimously.
 - c. Compensation Update-Change is giving a defined line between interim and temporary assignment. Ron Flannery made a motion to approve the policy change seconded by Ben VanMeter the motion carried unanimously.
 2. RFQ-Ballfield Dirt- Larry Brandenburg presented the proposed bids for the fill dirt and gave his recommendation to use Chris Shane Co. for 13,440.00. Ben VanMeter made a motion to accept Larry's recommendation seconded by Erik Flaig, the motion carried unanimously.
 3. Quotes on Seeder-Larry Brandenburg received 3 quotes but recommended the one costing \$7424.00 which is under budget on capital request. Erik Flaig motioned to approve the purchase of the seeder Larry recommended seconded by Ben VanMeter the motion carried unanimously.
 4. Special Request- Eve Oakley Celebration of Life-Rachelle Gill asked the board to wave the fees for the Royal Spring Shelter for her mother's celebration of life event. Ben VanMeter made a motion seconded by Erik Flaig the motion carried unanimously.

5. Special Request- Georgetown Woman's Club-Vicki Miller presented a request on the behalf of the Georgetown Woman's Club that the board wave the fees for the shelter at Royal Spring for there October meeting. Ben VanMeter made a motion seconded by Ron Flannery the motion carried unanimously.
6. Approval of Surplus -Ed Maynard presented a list of items for the board to approve for surplus. Ron Flannery made a motion seconded by Ben VanMeter the motion carried unanimously.
7. Request to change rental deposits- Kim Rice requested the board to change the rental deposit for the shelters from \$25 deposit \$50 rental fee to a \$75-dollar rental fee, the concession building deposit from \$100 to \$250 with the board adding to also change the rental fee to \$250 and multi-purpose room from \$11 deposit \$22 rental fee to \$33 dollar per hour rental fee. These changes are scheduled to take place January 2022. Erik Flaig made a motion seconded by Ben VanMeter the motion carried unanimously.
8. Lois Holmes Field Renovation-Phil McMillian- Requesting that the softball high school boosters be allowed to replace the sprinkler system at the Lois Holmes field. Ben VanMeter made a motion seconded by Ron Flannery the motion carried unanimously.
9. Executive session- Kim requested to go into executive session for hiring KRS61.810, Ben Van Meter made a motion seconded by Ron Flannery the motion carried unanimously.
Ben VanMeter made a motion to come out of executive session seconded by Erik Flaig motion carried unanimously with no action taken.
Ben VanMeter made a motion to hire Victoria Miller for \$47000.00 a year as the grade 8 office manager effective September 25, 2021, seconded by Andrea Giusti the motion carried unanimously.

10) Board Member Comments; Erik Flaig brought up the issue with board members that are consistently missing from meetings and wants to put guidelines and a policy in place which addresses consecutive missed meetings and steps to take when this happens. Members of the board asked Kim if she would have a recommendation of such a document for them to review at the October board meeting. Bill Hamilton talked about youth sports programs paying a lot of money for coaches and the liability if any that falls back on the parks department when it comes to them issuing 1099's and having the required documentations such as W-9's. And if being a 501C3 changes the liability that would fall on the parks department. Cam Culbertson is looking into these concerns and will inform the board on his findings. Bill Hamilton also mentioned about the field usage and the contracts and concerns of people sub leasing or letting other entities use the locations under their agreement. Bill Hamilton also requested that we investigate marketing our annual passes and get that increase in participation and revenue.

11) Adjournment – Ron Flannery motioned to adjourn, seconded by Ben VanMeter, Motion carried unanimously, Meeting Adjourned

