



Phone: (502) 863-7865

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April 12, 2024

Dear Board Member,

The Georgetown-Scott County Parks and Recreation Board monthly board meeting will be held on April 15, 2024, at 5:30 pm at the Pavilion, 140 Pavilion Drive Georgetown KY.

Your attendance is greatly appreciated.

Sincerely,

**Vicki Miller
Office Manager**



Phone: (502) 863-7865

Fax: (502) 867-3710

Board Meeting

AGENDA

April 15, 2024

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on April 15, 2024, at 5:30 pm at the Pavilion, 140 Pavilion Drive, Georgetown KY.

1. Call to Order and Roll Call
2. Approval of Agenda
3. Public Comments
4. Consent Agenda
 - A. Approval of the minutes for the March 18, 2023, Board Meeting
5. Bills for approval
6. Old Business
 - A. VIP Update- Vicki Miller
 - B. SFAC Concession Contract- Bryan Parker
 - C. Baseball Appeal- Andrea Giusti
7. New Business
 - A. Comprehensive Master Plan-Brandstetter Carroll
 - B. GSS Vending Contract-Vicki Miller
 - C. OSO AED Sign-Out Process-Ed Maynard
 - D. SCS Complimentary Pavilion Pass Request-Ed Maynard
 - E. Review Drug Testing Policy-Ed Maynard/DT Wells
 - F. Approve Bid Brooking Basketball Courts-Ed Maynard
 - G. Board Attorneys Compensation Structure-DT Wells
 - H. 1st Qtr. Marketing Report-Courtlyn Ledesma
 - I. Geocache Placement at Parks-Ed Maynard
 - J. GPD Request for Narcan Box-Ed Maynard
 - K. After Hours at SFAC Heros Day-Ed Maynard
8. Staff Reports
 - A. Bookkeepers Report – Vicki Miller
 - B. Asst Directors Report-Ed Maynard
 - i. Administration
 - ii. Facilities/Parks
 - iii. Programs
 - C. Interim Directors Report-Chip Southworth
 - D. Executive Session per KRS.61.810(1)(f)
9. Board Member's Comments
10. Adjournment

Georgetown Scott County Parks and Recreation

Minutes

March 18, 2024

5:30 pm

1) Call to Order and Roll Call; DT Wells called the February 19, 2024, Parks and Recreation Board meeting to order. Sharon Flynt, Ron Flannery, Michael Johnson, Temple Juett, Bill Hamilton, Dale Stowe, and Turrón Happy were present. Others present Ednal Maynard, Ben Willis, Katie Posey, Bryan Parker, Vicki Miller, Tina Lilly, and Helen Tobin.

2) Approval of Agenda: DT Wells requested the March 18, 2024, meeting agenda to be approved. Ednal Maynard requested to add the bidder's quote for the ball field dirt to come in after item F under the New Business section. Dale Stowe made the motion to accept the changes to the agenda seconded by Michael Johnson. The motion was unanimously approved.

3) Public Comments: None

4) Consent Agenda:

Approval of Minutes: DT Wells requested the February 19, 2024, Board Meeting minutes, and March 04, 2024, Special Board Meeting minutes to be approved. Dale Stowe made a motion to approve the minutes, seconded by Turrón Happy. The motion was unanimously approved.

5) Bills for Approval:

DT Wells requested the bills to be approved. Ron Flannery made a motion to approve the bills, seconded by Sharon Flynt. The motion was unanimously approved.

6) Old Business: None

7) Staff Reports:

A. Bookkeeper: Vicki Miller informed the board that the current balance is 1,606,641.94 vs last year's 1,791,530.01.

B. Director's Report – Ednal Maynard

a. EDLC:

Daily participants: 393

Rentals: 75

Programs:

Black History Month: 97

Crocheting: 48

Tutoring: 15

b. Pavilion:

Program Attendance: 4,026

Daily Passes: 5,259

Annual Memberships: 4,848

Programs:

a. Homeschool Gym and Swim: Open until 4/5/24. Last session for the year.

- b. Learn to Swim: 72 registered. Registration closes 3/29/24.
- c. Aquatics:
 - 1. Lifeguard Staff: 36 active lifeguards, 06 lifeguards on-leave, 12 training/pending interviews, 12 Headguards, 10 WSI, 9 LGI. Still need to hire Cashiers (18 yrs. of age and older) and Slide Attendants (16 yrs. of age and older) for SFAC.
 - 2. Lifeguard Classes coming up:
 - April 1 – 3, 2024: 9 pending people
 - April 25 & 28 – 1 pending person
 - May 9 & 12 – 2 pending people
- d. Facilities/Parks:
 - 1. The Land and Water Grant for Marshall Park was denied.
 - 2. A new shelter behind the Pavilion will be completed. Preparing grounds for concrete, then purchase the rubberized picnic table.
 - 3. Park Maintenance staff is preparing for mowing season. Larry has returned to work.
 - 4. Skate Park is almost completed. Will be seeking quotes for the permanent structure.
 - 5. Facility Maintenance staff have been working at SFAC.
- e. Marketing – The month of April we will be having the following:
 - 1. Spring Into Promotions, Spring into Pavilion, Pools, etc.
 - 2. April 1 – 30 – Spring into Action with Membership. Membership will be able to bring a guest in the month of April. The Pavilion Front Desk is prepared to share promotion packages of our memberships. Also, \$10 discounted on season passes for SFAC will be a part of this promotion.
 - 3. Friends of the Pavilion (Wednesdays only) – Anyone can enjoy the facility, but they must complete a tour with our staff. It is a one-time usage. Recreation Mgrs will do the tours.
 - 4. Meet the Managers (April 9, 2024, Tuesday) from 4 p.m. to 7 p.m. in the Pavilion Lobby area.
 - 5. Social media, Facebook, Instagram, Georgetown News Graphic and CivicRec will be used to help aggressively promote April actions. There will be reviews from our membership and rewards for our membership.

8) New Business

- A. OSO Report Scott County Youth Baseball – Jeff Wilhite – Financials – Jersey and Field sponsors – \$30,000 - \$45,000. 2023 Spring – 750 players and 65 teams; 2023 Summer - 153 players and 12 teams; 2023 Fall – 300 players and 26 teams. Full access to Great Crossing Park (Tues, Weds, Thurs, Sats). We split ages 9 – 12 into two leagues, which created a Major League with 55 players and Jr. Major League with 65 players. Field

space has been an issue. Removed a coach for abuse. The needs of the field are security lighting, new lights in field lighting, handicap parking. Parking is an issue and field conditions need improvement. The fields need to be laser graded and dirt added. They received dirt from the Red Mile for free to place on the field. Also, the Board recommended SCYB to get with Parks' KLC insurance for coverage. The cleaning of the field can be performed by Parks' Maintenance if notified in advance. Do they pay their coordinating officials? Answer is No.

- B. SCYS Appeal Update – Andrea Giusti – Tabled to next meeting.
- C. OSO Report Archery – Charlie Thompson –
This sport is year around. Outdoor sessions are April – October. Indoor Sessions are November – March. They have 17 active archers: ages 9 – Adults. They will be hosting the 2024 Scott County Tournament. The 4 KY Tournament will be held in June and August. They were asking for an indoor facility that had good lighting. The Board recommended that they use our Marketing medias to promote their sport.
- D. OSO Report Volleyball – Rhonda Morris, Alpha Performance –
Their Fall session has 3 - 7 volley tots (2 boys and 8 girls). The Winter session are on Fridays for elementary age kids. They have \$7000. Also, they partner with the school. The club coaches come from the schools and Georgetown College. Yes, their coaches are paid.
- E. OSO Background Check Request -Ednal Maynard
These background checks are for volunteers only. Ednal spoke on two types of background check. First one being with the Administrative Office of the Courts (AOC) for \$10 with AOC's employee. The second one being CHECKR Background Checks which will cost \$39.95 but a discount was given to us for \$25. Ednal recommended that Parks & Rec use CHECKR Background Checks because it is cheaper, and the teams can do their own background checks. D.T. Wells made a motion to accept CHECKR Background Check Service to be used, seconded by Ron Flannery. The motion was unanimously approved.
- F. Connection Committee Report – Tina Lilly –
The committee was set up with employees from each department. The committee has come up with the Employee Appreciation Day including families to be held on May 19, 2024.
- G. Bidder's quote on Ball Field Dirt – Ednal Maynard – Larry Brandenburg recommended Chris Shane Co., LLC for \$9,346.20.
Michael Johnson made a motion to accept the bid for ball field dirt, seconded by Temple Juett. The motion was unanimously approved.
- H. Pavilion Pool Hour Request -Ednal Maynard – The new hours were changed per our contract with SuperSharks.

Proposed Pavilion Pool Hours:

Monday – Friday 5:00 a.m. – 1:00 p.m., 4:00 p.m. – 8:30 p.m.

Saturday 7:00 a.m. – 6:30 p.m.

Sunday 12:00 – 5:45 p.m.

Proposed SFAC Pool Hours:

Monday – Saturday 1100 a.m. – 7:00 p.m.

Sunday 12:00 noon – 7:00 p.m.

After Hours Rental: 7:00 p.m. – 9:00 p.m.

Twilight Hours – 5:00 p.m. – 7:00 p.m., \$2 off admission

Michael Johnson made a motion to approve the new pool hours, seconded by Turrón Happy. The motion was unanimously approved.

I. SFAC Season Pass/Rental Fee Request – Ednal Maynard

2024 Fee changes:

SFAC Individual Membership: \$50.00R/ \$60.00 NR

Funbrella Rental: 2-hour Rental of Funbrella located in the front of SFAC with admission to facility for the day.

1-15: \$100.00 R/ \$115.00 NR

16-35: \$200.00 R/ \$235.00 NR

Afterhours rental: Access to the Facility for private rental from 7:00pm-9:00pm.

0-1,200 patrons: \$1,200.00 R or \$1,400.00 NR

Cabana Party Package: 2-hour rental of Cabana with admission up to 10 patrons

\$85.00 R/ \$95.00 NR

Twilight Rates:

Child- \$3.00R/ \$4.00NR

Youth- \$4.00R/ \$5.00NR

Adult- \$5.00R/ \$6.00NR

Senior- \$3.00R/ \$4.00NR

Michael Johnson made a motion to approve the new SFAC fees, seconded by Turrón Happy. The motion was unanimously approved.

- J. Employment Background Checks – Vicki Miller
Background checks and Drug testing will be performed by PayCom. Temple Juett made a motion to approve PayCom to perform the background checks and drug testing, seconded by Dale Stowe. The motion was unanimously approved.
- K. Pool Deck Chairs Request – Ednal Maynard
\$60,000 was budgeted for pool chairs. Two bids were received. Vivere Ltd.'s bid was incomplete. Park n Pool Corp quoted \$45,743.43. Ednal's recommendation that we accept Park n Pool Corp's bid.
Ron Flannery made a motion to accept Park n Pool bid on the pool chairs, seconded by Dale Stowe. The motion was unanimously approved.
- L. SFAC Concession Stand Bid Update – Ednal Maynard
There were no bids received so Ednal Maynard and Bryan Parker reached out to individual businesses to find someone. Ednal Maynard withdrew himself from this issue due to one of the Businesses being a family member. Bryan Parker negotiated with Ms. Moore on 6% gross sales to be given to Parks and Recreation. Bryan Parker is sending Ben Wills the specific information for the concession stand which Ben will add the terms and conditions, then send to the Board to approve. The contract agreement is tabled to next meeting.
- M. Budget Review – Ednal Maynard
Ednal Maynard spoke on the differences between Budget A and Budget B. He recommended Budget A be approved. Michael motioned to accept Budget A, seconded by Dale Stowe but Temple Juett abstained from the vote. The motion was unanimously approved.
- N. Executive Sessions per KRS 61.810 (1)(f) and KRS 61.815(2):
Bill Hamilton motioned to go into an Executive Session and seconded by Michael Johnson.
D.T. Wells motioned to state no action taken and seconded by Dale Stowe.
Michael Johnson recommended Chip Southworth be hired as the Interim Director, Salary \$7000 a month for 90-day contingent on completing the hiring process of the new Director, seconded by Ron Flannery. The motions was unanimously approved.

9) Board Member Comments – No Comments

10) Adjournment – Ron Flannery made a motion to adjourn seconded by Michael Johnson.
The motion was unanimously approved.

11) Resolutions:

RES#24-40 – Volunteer Background Checks - D.T. Wells made a motion to accepting CHECKR Background Checks to be in use of background checks, seconded by Ron Flannery. The motion was unanimously approved.

RES#24-41 - Marshall Field Dirt - Michael Johnson made a motion to accept the bid for ball field dirt, seconded by Temple Juett. The motion was

unanimously approved.

RES#24-42 – New Pool Hours/New SFAC fees - Michael Johnson made a motion to approve the new pool hours and new SFAC fees, Seconded by Turrón Happy. The motion was unanimously approved.

RES#24-43 – Employment Background Check and Drug Testing - Temple Juett made a motion to approve PayCom to perform the background checks and drug testing, seconded by Dale Stowe. The motion was unanimously approved.

RES#24-44 – New SFAC Pool Chairs - Ron Flannery made a motion to accept Park n Pool bid on the pool chairs, seconded by Dale Stowe. The motion was unanimously approved.

RES#24-45 – Budget Approval Michael motioned to accept Budget A, seconded by Dale Stowe but Temple Juett abstained from the vote. The motion was unanimously approved.

Georgetown-Scott Parks & Recreation Payment Batch Report

Batch ID: 1479 Batch Description: Prepayments: Monthly Electric Bills Unpaid March 2024 Control Total: \$13,798.26
 Journal Date: 4/15/2024 Posted Date: 4/12/2024

Check Number: 000000183 Payment Type: Pay To Address: Kentucky Utilities Company Invoice Number: Unpaid Electric Bills March 2024 Payment Description: Prepaid Invoice: Monthly Electric Bills Payment Amount: \$13,798.26
 EFT - Whittaker Bank PO Box 25212 Lehigh Valley, PA 18002-5212 Unpaid March 2024

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
Unpaid EI	03/12/2024	1	3000-3257-01231965 Oxford Dr./Oxford Park	100-523-10612-52263	PO 2024-00028, Line 9	\$103.91
Unpaid EI	03/12/2024	2	3000-0551-5782140 Pavilion Dr. (96%)	100-523-10300-52263	PO 2024-00028, Line 10	\$10,865.23
Unpaid EI	03/12/2024	3	3000-0551-5782140 Pavilion Dr. (Admin 4%)	100-523-10100-52263	PO 2024-00028, Line 11	\$452.72
Unpaid EI	03/12/2024	4	3000-0417-3146NA Marshall Park Dr. Place	100-523-10609-52263	PO 2024-00028, Line 12	\$620.61
Unpaid EI	03/12/2024	5	3000-0424-4939201 Airport Rd./ Field #4	100-523-10609-52263	PO 2024-00028, Line 13	\$190.20
Unpaid EI	03/12/2024	6	3000-0485-0149900 Marshall Park Dr./ Field #1	100-523-10609-52263	PO 2024-00028, Line 14	\$205.17
Unpaid EI	03/12/2024	7	3000-0541-8292201 Airport Rd. Conc. St.	100-523-10609-52263	PO 2024-00028, Line 15	\$243.76
Unpaid EI	03/12/2024	8	3000-0613-6943NA Airport Rd./ Field #2	100-523-10609-52263	PO 2024-00028, Line 16	\$73.95
Unpaid EI	03/12/2024	9	3000-0613-7339NA Airport Rd./ Field #3	100-523-10609-52263	PO 2024-00028, Line 17	\$45.31
Unpaid EI	03/12/2024	10	3000-0687-3172201 Airport Rd./ Field #5	100-523-10609-52263	PO 2024-00028, Line 18	\$243.11
Unpaid EI	03/12/2024	11	3000-0848-0968599 Lisle Rd. Soccer Gate	100-523-10604-52263	PO 2024-00028, Line 19	\$56.33
Unpaid EI	03/12/2024	12	3000-0601-9321NA Chambers Avenue	100-523-10604-52263	PO 2024-00028, Line 20	\$40.27
Unpaid EI	03/12/2024	13	3000-0358-2826227 Markham Dr. Horseshoe Pit	100-523-10616-52263	PO 2024-00028, Line 21	\$193.99
Unpaid EI	03/12/2024	14	3000-0520-8115200 Airport Rd./ SFAC	100-523-10500-52263	PO 2024-00028, Line 23	\$42.41
Unpaid EI	03/12/2024	15	350012818786 Na Brooking County Park Ballfield	100-523-10601-52263	PO 2024-00028, Line 24	\$359.14
Unpaid EI	03/12/2024	16			PO 2024-00028, Line 25	\$62.15

Batch 1479 Total: \$13,798.26

Payment Batch Report

Batch ID: 1481 Batch Description: Unpaid Bills (March 2024 Bills) 4-15-2024 Control Total: \$70,192.91
 Journal Date: 4/12/2024 Posted Date: 4/12/2024

Check Number	Pay To	Pay To Address	Invoice Number	Payment Description	Payment Method	Voided	Payment Amount
0000200405	American Red Cross	American Red Cross	22676251, 22675251 Part 2, 22673485	NEW LIFE GUARD CERTIFICATIONS	Cashed		\$948.00
Checks - Whitaker Bank							
25688 Network Place Training Services Chicago, IL							
60673-1256							
Yes							
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount	
22673485	03/20/2024	1	lifeguard certification 5 students	100-521-22350-53015	PO 2024-00537, Line 1	\$230.00	
22675251	03/27/2024	1	American Red Cross Lifeguard Instructor 6 students	100-526-22350-54317	PO 2024-00553, Line 1	\$258.00	
22676251	03/27/2024	1	NEW LIFE GUARD CERTIFICATIONS 10 STUDENTS	100-521-22350-53015	PO 2024-00545, Line 1	\$460.00	
0000200406							
Billy Swartz Plumbing							
557195							
install of a backflow preventer @ suffoletta park							
Yes							
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount	
3344	03/27/2024	1	install of a backflow preventer @ suffoletta park	100-522-10616-52713	PO 2024-00570, Line 1	\$300.00	
0000200407							
Bluegrass Ballfield Products LLC							
3120 Maywood Place Louisville, KY 40220							
825							
100 cases of field paint							
Yes							
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount	
825	03/18/2024	1	100 cases of field paint 40%-Soccer	100-521-10608-53215	PO 2024-00557, Line 2	\$2,440.00	
825	03/18/2024	2	100 cases of field paint 50%-football4%-softball	100-521-10609-53215	PO 2024-00557, Line 3	\$3,294.00	
825	03/18/2024	3	100 cases of field paint 4%-Baseball	100-521-10616-53215	PO 2024-00557, Line 4	\$244.00	
825	03/18/2024	4	100 cases of field paint 2%-special events, baseb	100-521-10601-53215	PO 2024-00557, Line 5	\$122.00	
0000200408							
Bluegrass Business Health							
1002 Lexington Road Suite 21 Georgetown, KY 40324							
000001485							
Monthly Drug Screenings March 2024							
Yes							
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount	
00000148	04/03/2024	1	New Hire Drug Screenings/Randoms	100-526-10100-52153	PO 2024-00004, Line 1	\$275.00	
0000200409							
Brenntag Mid-South, Inc.							
BMS634387							
Monthly Brenntag Pool Chemicals							
March 2024							
Yes							
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount	
3796	03/28/2024	1	Pool Chemicals	100-522-10300-53735	PO 2024-00033, Line 1	\$1,018.47	
0000200410							
Combs Welding							
1146 Stamping Ground Road Georgetown, KY 40324							
2024_0049							
New grind rail for skatepark							
Yes							
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount	
2024_004	04/05/2024	1	New grind rail for skatepark	100-521-10613-53215	PO 2024-00612, Line 1	\$1,539.82	
0000200411							
Comfort & Process Solutions							
752 Allentridge Point Lexington, KY 40510							
12465949							
PM for Rooftop HVAC units							
Yes							

Payment Batch Report

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
12465949	03/31/2024	1	PM for Rooftop HVAC units, 2 desert air, 2 acon an	100-522-10300-52713	PO 2024-00608, Line 1	\$1,930.00

0000200412			Cooper Wholesale Inc.		Pay cleaning/ paper supplies	\$967.08
			306 Oddville Avenue Cynthiana, KY 41031	Yes		

252441	03/20/2024	1	Toilet tissue, large/small trash bags, paper towel	100-521-10300-53215	PO 2024-00559, Line 1	\$447.94
252441	03/20/2024	2	Hand soap, bleach, sof cling, bio conqueror	100-522-10300-53735	PO 2024-00559, Line 2	\$164.82
253297	04/03/2024	1	Paper towels	200-521-10200-53215	PO 2024-00604, Line 1	\$29.75
253297	04/03/2024	2	Paper towels and toilet tissue	100-521-10601-53215	PO 2024-00604, Line 2	\$84.61
253297	04/03/2024	3	Paper towels and toilet tissue	100-521-10300-53215	PO 2024-00604, Line 3	\$114.36
253297	04/03/2024	4	Sof cling, Tb surface cleaner	100-522-10300-53735	PO 2024-00604, Line 4	\$125.60

0000200413			Craft, Waninger, Noble & Co. PLLC		2023 Year End Audit	\$7,750.00
			Post Office Box 827 Richmond, KY 40476-0827	Yes		

42405	03/28/2024	1	2023 Year End Audit	100-526-10100-52163	PO 2024-00605, Line 1	\$7,750.00

0000200414			D-C Elevator Company, Inc.		Monthly Elevator	\$110.77
			709 Miles Point Way Lexington, KY 40510	Yes	Inspection/Lubrication April 2024	

56278-Y5	04/01/2024	1	Monthly Elevator Inspection/Lubrication	100-522-10300-52713	PO 2024-00006, Line 1	\$110.77

0000200415			Delta Solutions, LLC		Ed Davis Partition Capital Project	\$3,896.00
			105 Tundra Hill Court Georgetown, KY 40324	Yes		

S24-14	03/27/2024	1	Ed Davis Partition Capital Project	400-551-10200-55239	PO 2024-00566, Line 1	\$3,896.00

0000200416			Design 2 Wellness		Fitness Bikes Pedal strap Replacement	\$46.96
			PO Box 398 Lewis Center, OH 43035	Yes		

46624	03/05/2024	1	Fitness Bikes Pedal strap Replacement	100-521-10300-53015	PO 2024-00481, Line 1	\$46.96

0000200417			Georgetown News-Graphic		Ad for Quotes for Basketball Resurfacing @ Brookin	\$25.17
			PO Box 2168 Georgetown, KY 40324	Yes		

498512	03/31/2024	1	Ad for Quotes for Basketball Resurfacing @ Brookin	100-528-10600-53183	PO 2024-00580, Line 1	\$25.17

0000200418			Georgetown Tire LLC		tire repair for SCAAG mower	\$39.99
			1002 S. Broadway STE 1 Georgetown, KY 40324	Yes		

INV09325	04/11/2024	1	tire repair for SCAAG mower(parts and labor)	100-522-10600-53745	PO 2024-00617, Line 1	\$39.99

Payment Batch Report

0000200419 Global Supply & Floor Equipment 0194671-002, 0194657-001, Printer Ink \$2,102.10
 0194671-001, 0194729-001, 0194864-001

Checks - Whitaker Bank 929 South Broadway Georgetown, KY 40324 Yes

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
0194657-0	04/02/2024	1	Viper 24" 18 gallon wet vac	100-522-10500-53745	PO 2024-00611, Line 1	\$1,192.00
0194671-0	03/28/2024	1	Printer Ink 0194671-001	200-521-10200-53215	PO 2024-00572, Line 1	\$166.90
0194671-0	03/28/2024	1	Printer Ink 0194671-002	100-521-10100-53215	PO 2024-00572, Line 2	\$77.00
0194729-0	04/01/2024	1	-(1) case of 12 tinted glasses-(10)cases of 60 ga	100-521-10600-53115	PO 2024-00607, Line 1	\$612.20
0194864-0	04/10/2024	1	Shampoo/body wash combo	100-521-10300-53215	PO 2024-00618, Line 1	\$54.00

0000200420 Hillander Feed Co. 235547 800 LBS grass seed and 4 balls of straw for soccer \$1,976.90

Checks - Whitaker Bank 618 Military Street Georgetown, KY 40324 Yes

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
235547	03/25/2024	1	800 LBS grass seed 4 balls of straw	100-522-10608-53725	PO 2024-00561, Line 1	\$1,949.00
235547	03/25/2024	2	(2) pairs of gloves	100-521-10600-53215	PO 2024-00561, Line 2	\$27.90

0000200421 Innovative Trash Service, LLC 2577 Dumpster for old skatepark wood \$550.00

Checks - Whitaker Bank PO Box 925 Georgetown, KY 40324 Yes

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
2577	03/22/2024	1	30 yard Dumpster for old skatepark wood	100-522-10613-53745	PO 2024-00562, Line 1	\$550.00

0000200422 KOI Auto Parts c/o Fisher Auto Parts 714-235690, 714-236189, 714-236734 2 batteries \$680.51

Checks - Whitaker Bank PO Box 2246 Staunton, VA 24402-2446 Yes

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
714-23569	03/12/2024	1	2004 ford f-150 battery replacement	100-522-10600-53755	PO 2024-00520, Line 1	\$138.93
714-23569	03/12/2024	2	4310 tractor battery replacement	100-522-10600-53745	PO 2024-00520, Line 2	\$128.65
714-23618	03/19/2024	1	(1) cabin air filter(1)oil filter(8) quarts 5w20	100-522-10600-53765	PO 2024-00551, Line 1	\$349.76
714-23673	03/27/2024	1	Oil filter wrench	100-521-10300-53215	PO 2024-00564, Line 1	\$10.99
714-23673	03/27/2024	2	Oil filters and oil for zero turn mowers	100-522-10300-53745	PO 2024-00564, Line 2	\$52.18

0000200423 Lower's Business Account 78034, 80214, 88588, 72679, Paint for Pav parking lot, Lumber for 01809, 75126, Inv #81367, 75547, skatepark \$3,302.71
 01421, 89509, 70443, 97660, 83309, 01842, 01808

Checks - Whitaker Bank PO Box 669824 Dallas TX Yes

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
01421	03/13/2024	1	3/4 plywood (2 sheets) and screws	100-522-10300-53735	PO 2024-00527, Line 1	\$108.29
01808	03/20/2024	1	2 boxes of screws, assorted drill bits	100-521-10613-53215	PO 2024-00548, Line 1	\$77.82
01809	03/25/2024	1	20 2x6x10s	100-521-10613-53215	PO 2024-00556, Line 1	\$187.60
01842	03/20/2024	1	5 Treated 4x4x12s	100-521-10613-53215	PO 2024-00547, Line 1	\$92.50
70443	03/15/2024	1	Grinder wheels, ratchet driver, self drilling scre	100-521-10613-53215	PO 2024-00542, Line 1	\$78.71
72679	03/26/2024	1	1x4x8 Tr Lumber,DW Screwdriver Bit set, & DW Screw	100-521-10613-53015	PO 2024-00620, Line 1	\$61.29
75126	03/06/2024	1	Tools for SFAC. (Screwdrivers, Pipe cutters, rags	100-521-10500-53215	PO 2024-00488, Line 1	\$134.27
75547	03/06/2024	1	Terminal kit, nut driver set, clamps, electric tap	100-521-10650-53015	PO 2024-00541, Line 1	\$101.06

Payment Batch Report

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
78034	03/28/2024	1	Blue paint for Pav parking lot , 2-paint thinner	100-522-10300-53725	PO 2024-00568, Line 1	\$79.66
78034	03/28/2024	2	10-2x6x1212s, 3-3/4 plywood	100-521-10613-53215	PO 2024-00568, Line 2	\$257.87
80214	03/29/2024	1	Buckets, brushes, no parking signs, rags, drop clo	100-521-10300-53215	PO 2024-00571, Line 1	\$143.76
83309	03/19/2024	1	treated 2x4x12s, 1/2 plywood, 3/4 plywood,2x6x12s	100-521-10613-53215	PO 2024-00560, Line 1	\$839.10
88588	03/21/2024	1	3/4 plywood, drill bits, screws	100-521-10613-53215	PO 2024-00549, Line 1	\$467.51
89509	03/11/2024	1	Masonry bits, 45ft cable hider	100-521-10350-53215	PO 2024-00506, Line 1	\$169.83
97660	03/14/2024	1	Pressure washer, Impact driver and battery	100-521-10500-53215	PO 2024-00540, Line 1	\$491.15
Inv #8136	03/08/2024	1	Bolts & Saw Blade for Skatemark	100-521-10613-53215	PO 2024-00619, Line 1	\$12.29
0000200424			Management Advisory Group International, Inc.	2455, 2421	Compensation Study for GSC Parks	\$9,275.00
Checks - Whitaker Bank			12730 Fair Lakes Circle Fairfax, VA 22033	Yes		
2421	02/19/2024	1	Compensation Study for GSC Parks	100-526-10100-52023	PO 2024-00263, Line 1	\$2,650.00
2455	03/24/2024	1	Compensation Study for GSC Parks	100-526-10100-52023	PO 2024-00263, Line 1	\$6,625.00
0000200425			Meade Tractor	11889043, 11883874, 11893632, (2) gator maintenance kits		\$1,873.20
Checks - Whitaker Bank			PO BOX 6195 Johnson City, TN 37602	Yes		
11883874	03/01/2024	1	(2) gator maintenance kits	100-522-10600-53745	PO 2024-00516, Line 1	\$165.70
11889043	03/11/2024	1	Z925A and Z950A Zero turn maintenance supplies-(2	100-522-10600-53745	PO 2024-00518, Line 1	\$101.94
11893632	03/15/2024	1	(4) Oil filters(6) Air filter elements	100-522-10600-53745	PO 2024-00552, Line 1	\$171.76
11903387	03/28/2024	1	(2) draw bars(5)black bolts(4)sleeves(4) hex bo	100-522-10600-53745	PO 2024-00609, Line 1	\$1,014.98
11906915	04/01/2024	1	tire and rim assembly for Z925A John Deere mower	100-522-10600-53745	PO 2024-00581, Line 2	\$418.82
0000200426			Pagesuite Inc	3369	Annual Digital Software Publication	\$210.00
Checks - Whitaker Bank			PO Box 780950 Philadelphia, PA 19178-0950	Yes		
3369	03/20/2024	1	Annual Digital Software Publication License Fee	100-527-10100-53525	PO 2024-00595, Line 1	\$210.00
0000200427			Park n Pool	000000054	Pavilion Picnic Tables	\$5,901.70
Checks - Whitaker Bank			40 Park Place Lexington, VA 24450	Yes		
00000005	04/02/2024	1	Pavilion Picnic Tables	100-521-10613-53315	PO 2024-00583, Line 1	\$5,901.70
0000200428			Pitney Bowes Global Financial Svcs, LLCL	3318841890	Postage Machine Lease Jan 28 2024- April 27 2024	\$308.22
Checks - Whitaker Bank			PO Box 981022 Boston, MA 02298-1022	Yes		
33188418	03/09/2024	1	Postage Machine Lease Jan 28 2024-April 27 2024	100-525-10100-52293	PO 2024-00550, Line 1	\$308.22
0000200429			Polycraft Tool Inc.	32174	New brackets for waterslide	\$2,000.00
Checks - Whitaker Bank			104 Paddler Lane Georgetown, KY 40324	Yes		
32174	09/25/2023	1	New brackets for waterslide	100-522-10300-53725	PO 2024-00606, Line 1	\$2,000.00

Payment Batch Report

0000200430 PowerDMS, Inc. Q-208457 PowerDMS Annual Renewal \$5,956.37
 Checks - Whitaker Bank 101 S. Garland Ave. Ste 300 Orlando, FL 32801 Yes

Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 Q-208457 03/01/2024 1 PowerDMS Annual Renewal 100-527-10100-53525 PO 2024-00446, Line 1 \$5,956.37

0000200431 Recreonics Corporation 0014545767-001 6 dual head chemical pumps \$4,489.98
 Checks - Whitaker Bank P.O. Box 35310 Louisville, KY 40232-5310 Yes
 Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 00145457 03/12/2024 1 6 dual head chemical pumps 100-522-10500-53735 PO 2024-00610, Line 1 \$4,489.98

0000200432 Schiller Hardware 659823, 659217 Extra Keys for Lisle Rd Soccer Complex \$309.78
 Checks - Whitaker Bank 11525 Blankenbaker Access Drive Louisville, KY 40299 Yes
 Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 659217 02/26/2024 1 Cores And Keys for Lisle Rd Soccer Complex Qty:6 0 100-522-10608-53725 PO 2024-00596, Line 1 \$297.36
 659823 03/06/2024 1 Extra Keys for Lisle Rd Soccer Complex Qty:2 100-521-10608-53215 PO 2024-00597, Line 1 \$12.42

0000200433 Sherwin Williams 8451-2, 8535-2, 2508-4, 8697-0 Paint for Pav parking lot striping \$1,364.75
 Checks - Whitaker Bank PO Box 74008820 Chicago, IL 60674-8820 Yes
 Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 2508-4 03/28/2024 1 Blue paint for pav parking lot 100-522-10300-53725 PO 2024-00567, Line 1 \$43.05
 8451-2 03/19/2024 1 5 gal white, 5 gal yellow. Scrapping blades, sandi 100-522-10300-53735 PO 2024-00546, Line 1 \$415.56
 8535-2 03/22/2024 1 Paint for Marshall Park Field Dugouts 100-521-10609-53015 PO PO #33027, Line 1 \$648.90
 8697-0 03/29/2024 1 -1 gallon of paint-(3) "3" chip brushes-(3) "2" 100-521-10609-53015 PO 2024-00579, Line 1 \$257.24

0000200434 Southern States 1000082 3/24, 1349454 4 gal weed killer \$3,176.43
 Checks - Whitaker Bank 1141 Paris Road Georgetown, KY 40324-9734 Yes
 Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 1000082 3 03/31/2024 1 Outdoor Maintenance Vehicle Fuel 100-521-10600-53835 PO 2024-00030, Line 1 \$1,436.25
 1000082 3 03/31/2024 2 Outdoor Maintenance Equipment Fuel 100-521-10600-53845 PO 2024-00030, Line 2 \$136.47
 1000082 3 03/31/2024 3 Outdoor Maintenance Fuel Tank 100-521-10600-53825 PO 2024-00030, Line 3 \$585.39
 1000082 3 03/31/2024 4 Facility Maintenance Vehicle Fuel 100-521-10300-53835 PO 2024-00030, Line 4 \$748.06
 1000082 3 03/31/2024 5 Facility Maintenance Equipment Fuel 100-521-10300-53845 PO 2024-00030, Line 5 \$42.30
 1349454 03/13/2024 1 4 gal weed killer 100-522-10300-53735 PO 2024-00526, Line 1 \$227.96

0000200435 Swim Pro Service, Inc. 93787 Monthly Swim Pro Pool Chemicals \$1,578.00
 Checks - Whitaker Bank 628 Kennedy Road Lexington, KY 40511 March 2024 Yes
 Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 93787 03/29/2024 1 Pool Chemicals 100-522-10300-53735 PO 2024-00029, Line 1 \$1,578.00

0000200436 Younger Inc. Electrical Service 9775 Fixed roll up curtain switch in gym \$190.00
 Checks - Whitaker Bank 1233 Crumbaugh Lane Georgetown, KY 40324 Yes
 Invoice # Invoice Date Invoice Line # Invoice Line Description Acct Number Purchase Order Line Invoice Line Amount
 9775 03/27/2024 1 Fixed roll up curtain switch in gym 100-522-10300-52713 PO 2024-00563, Line 1 \$190.00

Payment Batch Report

Batch 1481 Total: \$70,192.91

Georgetown-Scott Parks & Recreation Payment Batch Report

Batch ID: 1501 Batch Description: **Added Bills (March 2024) 4-15-2024** Control Total: \$18,963.61
 Journal Date: 4/15/2024 Posted Date: 4/15/2024

Check Number	Payment Type	Pay To	Pay To Address	Invoice Number	Payment Description	Cashed	Printed	Voided	Payment Amount
0000200437	Checks - Whitaker Bank	American Red Cross	25688 Network Place Training Services Chicago, IL 60673-1256	22679109, 22679109 Part 2	lifeguard recertifications	Yes			\$506.00
22679109	Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount		
22679109	04/10/2024	1		lifeguard recertifications 5 students	100-526-22350-54317	PO 2024-00600, Line 1	\$230.00		
0000200438	Checks - Whitaker Bank	Asian World of Martial Arts, Inc.	9400 Ashton Road Philadelphia, PA 19114-3481	1401480-IN	Martial Arts Belts	Yes			\$25.08
1401480-I	Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount		
1401480-I	04/09/2024	1		Martial Arts Belts	100-521-10300-53015	PO 2024-00601, Line 1	\$25.08		
0000200439	Checks - Whitaker Bank	Billy Swartz Plumbing	3344 Main Street Stamping Ground, KY 40379	007605	Installed 2 sets of faucets and changed heater ele	Yes			\$550.00
007605	Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount		
007605	04/10/2024	1		Installed 2 sets of faucets and changed heater ele	100-522-10616-52713	PO 2024-00624, Line 1	\$550.00		
0000200440	Checks - Whitaker Bank	Chris Shane Company LLC	P.O.Box 752224 Dayton, OH 45475	18520	Washington ballfield mix for all ball fields	Yes			\$8,623.77
18520	Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount		
18520	04/04/2024	1		brookling park ball fields	100-522-10601-53725	PO 2024-00625, Line 1	\$2,874.59		
18520	04/04/2024	2		Robert Lonnie suffoletta park	100-522-10616-53725	PO 2024-00625, Line 2	\$2,874.59		
18520	04/04/2024	3		Marshall park ball fields	100-522-10609-53725	PO 2024-00625, Line 3	\$2,874.59		
0000200441	Checks - Whitaker Bank	Great Crossing High School	120 Betsy Way Great Crossing HS (Attn: Hancock) Georgetown, KY 40324	537, 536	Signs for Softball fields at Marshall Park	Yes			\$436.00
536	Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount		
536	03/25/2024	1		Signs for Softball fields at Marshall Park	100-528-10609-53183	PO 2024-00584, Line 1	\$400.00		
537	03/25/2024	1		Closed for Private Event Signage	100-528-10300-53183	PO 2024-00582, Line 1	\$36.00		
0000200442	Checks - Whitaker Bank	Management Advisory Group International, Inc.	12730 Fair Lakes Circle Fairfax, VA 22033	2492	Compensation Study for GSC Parks	Yes			\$3,975.00
2492	Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount		

Payment Batch Report

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
2492	04/12/2024	1	Compensation Study for GSC Parks	100-526-10100-52023	PO 2024-00263, Line 1	\$3,975.00
0000200443			Mullins Construction & Renovation LLC			
			3445 Main Street Stamping Ground, KY 40379			
3-26-24	03/26/2024	1	2x4 concrete pad for shelter @ pavilion	100-522-10613-52713	PO 2024-00623, Line 1	\$4,000.00
0000200444			Whitaker Bank, N.A.			
			Unkown, 5 Visa Stmt March 2024, Online The Events Cal Plugins Event			\$847.76
			17665 Visa Stmt March 2024, (No Receipt)			
			107513688 Visa Stmt March 2024, 166089 Visa Stmt March 2024, Visa Stmt March 2024			
Checks - Whitaker Bank P. O. Box 2711 Omaha, NE 68103-2711						
10751368	03/12/2024	1	CAN Background Check Johanna Lake	100-526-10300-52143	PO 2024-00524, Line 1	\$10.00
166089	04/02/2024	1	Bulk Book Store	100-531-10100-54299	PO 2024-00585, Line 1	\$460.00
17665	04/05/2024	1	Fun Express Mystic Dragon Field Trip	100-521-10300-53355	PO 2024-00599, Line 1	\$79.97
5 Visa Stmt	04/05/2024	1	Adult Basketball League Supplies	100-521-10300-53015	PO 2024-00598, Line 1	\$120.00
unkown	03/29/2024	1	Online The Events Cal Plugins Event (No Receipt)	100-528-10100-53183	PO 2024-00621, Line 1	\$99.00
Visa Stmt	03/11/2024	1	Lunch Meeting with SCYFootball @ Galvins	100-531-10100-54277	PO 2024-00513, Line 1	\$78.79
Batch 1501 Total:						\$18,963.61

"This agreement is made this 9 day of April, 2024 by and between Aunt D's, LLC, hereinafter referred to as "Aunt D's," and the Georgetown/Scott County Parks and Recreation Department, hereinafter referred to as "Parks."

WITNESSETH:

WHEREAS, Parks has taken bids to operate the concession stand at the Suffoletta Family Aquatic Center facility; and

WHEREAS, AuntDs was the successful bidder to operate the concession stand; and

WHEREAS, the parties have agreed to the specific terms as to how the concession stand is to be operated and now desire to reduce the same to writing for greater certainty;

NOW THEREFORE, for and in consideration of the mutual terms and conditions contained herein, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Aunt Ds shall operate the concession stand at the Suffoletta Family Aquatic Center facility located at 200 Jacobs Drive, Georgetown, Kentucky, 40324, beginning May 25, 2024 through September 2, 2024. The stand shall be opened at 11:00 a.m. and close at 7:00 p.m. Monday through Saturday and open at 12:00 noon and close at 7:00 p.m. on Sunday. Parks reserves the right to change the dates and times of operation as weather and other factors may require. The concession stand and pool will be closed while Scott County Schools are in session. Aunt Ds shall have exclusive rights to operate the stand. Unless otherwise specified herein, the entire cost of operation and maintenance of the stand shall be at the expense of Aunt Ds. A representative(s) of Aunt D's shall operate the concession stand continuously, making concessions available to patrons, during all hours of operation described in this section and otherwise in this agreement, unless otherwise agreed upon by the parties.
2. Aunt Ds shall also operate the stand for special events held at the facility upon the request of Parks. Parks shall provide Aunt Ds with at least two (2) weeks' notice of any special event for which Aunt Ds will be expected to operate the stand.
3. In return for the exclusive right to operate the concession stand, Aunt Ds shall pay to Parks the 6% of the total gross sales generated through the completed season with the first payment due on July 15, 2024 and the final payment due no later than September 30, 2024. All remaining profits generated from the operation of the facility will be the sole property of Aunt Ds.

4. The menu items to be sold at the stand and the prices to be charged are attached as Exhibit A. Said items and prices shall not be changed without prior approval of Parks. No items may be sold in glass. Additionally, no alcoholic beverages may be sold.
5. Aunt Ds shall maintain all required licenses in order to conduct business in the City of Georgetown and Scott County. Additionally, Aunt Ds shall maintain liability insurance in the minimum amount of one million dollars (\$1,000,000) and must show the Georgetown-Scott County Parks and Recreation Department and the City of Georgetown as additional insured. Aunt Ds shall also maintain workers compensation insurance in keeping with all state law requirements.
6. All employees for Aunt Ds working at the concession stand must pass a criminal record check to the satisfaction of Parks. Additionally, all employees must act in an appropriate and courteous manner and be appropriately attired.
7. The equipment to be used shall be supplied by Parks except that Aunt Ds shall provide and maintain its own credit card machine. Parks will be responsible for repairing or replacing this equipment. However, it shall be Aunt Ds duty to communicate and work with all vendors or contractors to replace or fix said equipment. Parks will not be responsible, however, for any damage to equipment or other items caused or permitted by the previous concession contractor. Any additional equipment that Aunt Ds wants to use must be approved by Parks in advance. Aunt Ds must clean all Parks' property daily and keep the same in good repair. This shall include emptying all trash cans on the pool deck and in the concession area at the end of each work day.
8. Parks shall supply any necessary electricity and water without cost to Aunt Ds.
9. Aunt Ds shall operate the concession stand in keeping with all standards and requirements of the Georgetown Health Department.
10. Parks shall have the right to inspect the concession stand at any time without any notice to Aunt Ds.
11. Aunt Ds must maintain written accounts for the cost of items sold, gross revenue and net profit and make the same available for review by Parks as described in paragraph 3 above.
12. Parks shall not permit outside food or drink into the Suffoletta Family Aquatic Center facility unless both Parks and Aunt Ds agree it is best for visiting patron(s).
13. Aunt Ds shall comply with all local, state and federal laws with respect to the operation of the concession stand.

- 14. This document represents the entire agreement between the parties. Neither party is relying on any representations by the other that is not contained herein.
- 15. This agreement may only be amended in writing executed by both parties.
- 16. This agreement shall be construed under the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties hereto have set their hands this 9th day of April, 2024.

Velva Moore

Velva Moore,
Authorized Representative of Aunt
Ds LLC

The foregoing was subscribed, sworn to and acknowledged before me this 9th day of April, 2024 by Velva Moore, d/b/a Miss Aunt Ds.

3-20-27

Helen Joan Tobin

My commission expires: March 20, 2027

By: Chip Southworth
Its: Interim Director

The foregoing was subscribed, sworn to and acknowledged before me this _____ day of _____, 2024 by Chip Southworth in his capacity as Interim Director for Georgetown-Scott County Parks and Recreation Department.

Notary public

My commission expires:

This agreement is made this 30th day of July 2021 by and between Georgetown Snack Sales, LLC, hereinafter referred to as "GSS" and the Georgetown/Scott County Parks and Recreation Department, hereinafter referred to as "Parks"

WITNESSETH:

WHEREAS, Parks has taken bids for the operation and service of vending machines throughout the Georgetown-Scott County Park System;

WHEREAS, GSS was the successful bidder for the operation and service of vending machines throughout the Georgetown-Scott County Park System; and

WHEREAS, the parties have agreed to specific terms regarding the operation and service of vending machines throughout the Georgetown-Scott County Park System and now desire to reduce the same to writing for greater certainty;

NOW THEREFORE, for and in consideration of the mutual terms and conditions contained herein, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. GSS shall provide for the operation and service of vending machines throughout the Georgetown-Scott County Park System beginning August 1, 2021 and ending July 31, 2022. GSS shall pay Parks a two payments of \$600.00 due September 1, 2021 and March 1, 2022. Additionally, throughout the duration of this agreement, GSS shall pay Parks twenty percent (20%) of the total sales generated from the operation of the vending machines on a monthly basis, payable to Parks by the 15th of each month for the sales from the immediately preceding month. GSS shall collect monies from the vending machines on or about the 1st and 15th of each month, or the next regular business day.
2. GSS shall further provide to Parks the sum of twenty dollars (\$20) for the purpose of paying out refunds for machine malfunctions, or similar issues. GSS shall replenish this fund as needed upon notice by Parks. Parks shall notify GSS of any issues with the machines with respect to dispensing products or change as soon as Parks has notice of such issues.
3. GSS shall provide the vending machines at the expense of GSS and keep the vending machines in good working order, well-stocked, and with a well-maintained exterior. GSS shall fill the machines every Monday, Thursday, and Saturday, unless the same is a holiday, from August 1, 2021 through May 31, 2022. From June 1, 2022 through July 31, 2022, and during any break during the school year for the Scott County School system that is two days or longer, GSS shall fill the machines daily.

4. The snacks to be stocked in the vending machines by GSS shall be approved by Parks prior to being placed in the machines. No alcoholic beverages or energy drinks shall be placed in the machines.
5. GSS shall operate the vending machines in keeping with all standards and requirements of the Wedco Health Department in Georgetown, KY.
6. GSS must process and utilize their own equipment for credit card processing if machines are equipped for credit card processing.
7. Parks shall supply electricity and water at no cost to GSS.
8. GSS shall maintain book-keeping for the cost of items sold, gross revenue and net profit and the same shall be made available to Parks upon request.
9. The entire cost of operation and maintenance of the vending machines shall be at the expense of GSS.
10. All employees of GSS must submit to and pass a criminal records check.
11. All GSS employees must act in an appropriate and courteous manner with all Parks patrons. Additionally, all GSS employees must be appropriately attired.
12. GSS shall not assign services under this agreement without the prior approval of Parks.
13. GSS shall perform work in a safe and timely fashion, maintain a clean and safe work environment, and follow safety requirements established by OSHA and Parks. If, in the opinion of the Parks, safety precautions are not in existence, work shall cease immediately until corrective action is taken. Work shall begin again only when GSS demonstrates to the satisfaction of Parks that conditions are without risk.
14. GSS covenants and agrees to maintain and keep in force during the term of the contract insurance policies in the following minimum amounts:

<u>Type of Insurance</u>	<u>Limits</u>
Worker's Compensation	Statutory
Commercial General Liability	\$1,000,000/\$1,000,000 CSL
Commercial Automobile Liability	\$1,000,000

On all general and automobile liability policies of insurance, GSS shall have Parks named as an additional insured and shall further require that its liability carrier(s) notify Parks at least thirty (30) days prior to the effective date of any change(s) in or cancellations of said insurance policies. A current copy of GSS's insurance

certificate, providing proof of insurance as stated above, shall be on file in the Parks Administrative Office at all times during this agreement.

15. **HOLD HARMLESS AGREEMENT:** GSS covenants to save, defend, keep harmless, and indemnify Parks and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with GSS's negligent performance or non-performance of the terms of the contract.
16. **CONTRACTOR STATUS:** GSS understands and agrees that its employees, agents, or sub-contractors are not employees of Parks for any purpose whatsoever.
17. GSS shall demonstrate to the satisfaction of the Parks at all times that GSS has adequate equipment, personnel, experience and understanding of the specifications to perform service under the contract.
18. GSS shall comply with the City of Georgetown and/or Scott County Fiscal Court ordinances relating to Occupational License Fees, Business Licenses, payroll and net profits and any other ordinances which may apply.
19. **EQUAL OPPORTUNITY STATUTES:** Parks is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, or any other characteristic protected by law. Parks is also committed to employing only United States citizens and aliens who are authorized to work in the United States. Parks complies with the Immigration Reform and Control Act of 1986. Therefore, GSS must demonstrate to the satisfaction of Parks that GSS also conforms to all Federal, State, and Local Equal Opportunity statutes. Further, GSS shall reimburse Parks for any damages incurred due to any violation of the above-mentioned statutes by the contractor while under contract to Parks.
20. **RISK OF LOSS OR DAMAGE:** GSS shall be solely responsible for repairs to the units, for stolen units, and for units vandalized.
21. GSS shall pay all taxes and fees, which are owed to the City of Georgetown during the life of the contract.
22. Parks shall have the right to inspect the vending machines at any time without any notice to GSS.
23. GSS shall comply with all local, state and federal laws with respect to the operation of the vending machines.

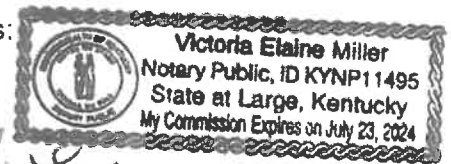
24. **DEFAULT; TERMINATION OF CONTRACT:** In the event that any of the provisions of this Contract are violated by GSS, such breach shall constitute a default. In the event of a default, Parks may serve written notice upon GSS of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon GSS, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate. If GSS corrects such violation to the satisfaction of Parks within ten (10) days after the serving of such notice upon GSS, the Contract will remain in effect.
25. Either party may terminate this agreement by providing thirty (30) days written notice to the other party.
26. This document represents the entire agreement between the parties. Neither party is relying on any representations by the other that is not contained herein.
27. This agreement may only be amended in writing executed by both parties.
28. This agreement shall be construed under the laws of the Commonwealth of Kentucky. For any disputes that should arise under this agreement, venue shall be Scott County, Kentucky.

IN WITNESS WHEREOF, the parties hereto have set their hands this 2 day of August, 2021.

Jay Fightmaster
Jay Fightmaster

The foregoing was subscribed, sworn to and acknowledged before me this 2 day of August, 2021 by Jay Fightmaster, member/manager of Georgetown Snack Sales, LLC.

Victoria Miller
Notary public
My commission expires:
Notary ID:



Kimberly Rice
Georgetown-Scott County Parks and Recreation Department
By: Kimberly Rice
Its: Director

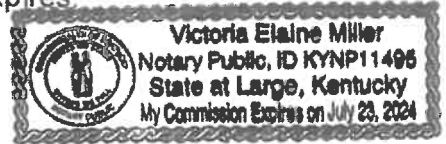
The foregoing was subscribed, sworn to and acknowledged before me this 30
 day of July, 2021 by Kimberly Rice in her capacity as Director for
Georgetown-Scott County Parks and Recreation Department.

Victoria Miller

Notary public

My commission expires:

Notary ID:



Kentucky Drug Free Workplace

I. Rule

An employer shall receive a minimum 5% discount on their WC premium if they receive drug free workplace certification

II. GSCPR Discount

WC Premium: \$46,000 (after all credits and debits)

Drug Free Discount: \$ 3,000

III. Requirements for Discount

- a. Provide all employees with written materials explaining policies and procedures – notice of what the rules are
- b. Provide education and awareness training for employees and supervisors
 - i. Each employee – 1 hour of initial training (30 minutes each year thereafter) of drug and alcohol abuse education and awareness
 - ii. Each supervisor – additional 30 minutes of drug and alcohol awareness and education training
- c. Provide for these types of testing:
 - i. Reasonable suspicion testing
 - ii. Randon sample – safety sensitive – (Gov't has right of privacy concerns)
 - iii. Pre-employment testing
 - iv. Post accident testing
- d. Provide EAP Program

- 1) **Assessment Phase:** The process begins in October with a review of the current budget. The level of review should cover such specifics as revenue from tax base, reviews from service provision and current expenditures. Successes are identified, issues are diagnosed, and adjustments are made.
- 2) **Focus Phase:** November begins the focus on setting goals and objections for the following year. The board and staff may conduct several workshops to identify community priorities, issues, and projects within perspective of GSC Parks' vision and mission. Through comparative performance measure we begin correlating our department goals with our financial plan. Department heads begin assessing their budget needs in relation to their service objectives for the coming year. Available financial capacity determines the ability to fund any items projected. The overall direction of the budget begins to take shape as we determine our financial capacity to deliver outcomes valued by our community within the resources available. In January the board and department administration will meet with department heads to finalize priorities within the projected financial capacity. During this phase consideration is given to making any changes necessary for long range planning and capital improvements.
- 3) **Assembly Phase:** By February GSC Parks is preparing related revenue and expenditure forecasts for the current fiscal year to project year end revenues and expenses. GSC Parks will assemble the final budget proposal based on department goals, current economic conditions and year end projections. By the first of March a budget has been completed.
- 4) **Presentation Phase:** In March the budget is presented to the County Judge Executive and Mayor for review and analysis. The budget should present a comprehensive picture of proposed operations for the coming year based on the following guidelines:
 - The primary objective of providing the highest level of service to the community while staying within our means
 - The budget must be balanced: total projected revenues must equal total anticipated expenditures.
 - There is internal budget control and review process
 - Departmental oversight is maintained by the Director and Board of Directors to best manage the budget while meeting budget goals and objectives.
- 5) **Implementation Phase:** This is the performance phase. The fiscal year runs from July 1 through June 30 of the following year. During this phase, GSC Parks will responsibly deliver services while maintaining financial accountability.

Drug free workplace

Definitions

- **Accident** – an unexpected and undesirable event resulting in damage or harm. For the purposes of this policy, the resulting damage or harm may constitute an injury which requires off-site medical attention be given to a person or damage to a vehicle or other property.
- **Alcohol** – means any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. This includes over the

counter and prescribed medications which contain more than one-half (1/2) of one percent (1%) of alcohol by volume.

- **Alcohol Testing** – the testing for alcohol content by an evidential Breath-testing device (EBT) or other Department of Transportation (DOT) approved device. DOT approved devices and procedures will also be used for non-DOT alcohol tests.
- **Drug** – means a controlled substance as defined in KRS 218A.010(6) and as established in 902 KAR Chapter 55, including:
 1. **Amphetamines**
 2. **Cannabinoids (THC)**
 3. **Cocaine**
 4. **Opiates**
 5. **Phencyclidine (PCP)**
 6. **Benzodiazepines**
 7. **Propoxyphene**
 8. **Methaqualone**
 9. **Methadone**
 10. **Barbiturates**
 11. **Synthetic Narcotics**
 12. **Illicit Substances as defined in KRS 351.010**
 13. **Volatile Substances as defined in KRS 217.900(1)**
- **Drug or Alcohol Rehabilitation Program** – means a service provider that provides confidential, timely, and expert identification, assessment, treatment and resolution of employee drug or alcohol abuse.
- **Drug Test or Test** – means a chemical, biological, or physical instrumental analysis administered by a qualified laboratory, for the purpose of determining the presence or absence of a drug or its metabolites or alcohol pursuant to standards, procedures, and protocols established by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA).
- **Employee Assistance Program (EAP)** – means an established program providing:
 1. Professional assessment of employee personal concerns.
 2. Confidential and timely services to identify employee alcohol or drug abuse.
 3. Referrals of employees with alcohol or drug abuse issues for appropriate diagnosis, treatment, and assistance.
 4. Follow-up services for employees who participate in a drug or alcohol rehabilitation program and are recommended for monitoring after returning to work.
- **Heightened Safety Awareness Level (HSAL)** – those positions involving special, dangerous and skilled activities and those that would involve exceptional duty to community citizens in the area of public safety. These positions are often referred to as “Safety Sensitive” positions.
- **Illicit Substance** – means those prescription drugs used illegally or in excess of therapeutic levels as well as illegal drugs.

- **Medical Review Officer (MRO)** – means a licensed physician with knowledge of substance abuse disorders, laboratory testing and chain of custody collection procedures, and who can verify positive, confirmed test results. The MRO shall possess the necessary medical training to interpret and evaluate a positive test result in relation to the person’s medical history or any other relevant biomedical information.
- **New Hire Applicants** – any employee who has not worked for Parks and Recreation in the past year (12 months).
- **Qualified Laboratory** – means a laboratory certified in accordance with the National Laboratory Certification Program (NLCP) by the United States Department of Health and Human Services’ Substance Abuse and Mental Health Services Administration (SAMHSA).
- **Reasonable Suspicion** – as used in the policy, the term reasonable suspicion means, a belief that an employee is using or has used drugs or alcohol in violation of this policy, drawn from specific, objective and articulable facts and reasonable inferences drawn from those facts in light of experience, training, or education.
- **Refusal to Submit** - means the failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing; or, the failure to provide adequate urine for controlled substances testing without a valid medical explanation after the employee receives notice of the requirement of urine testing; and/or engaging in conduct that clearly obstructs the testing process.
- **Substance Abuse Professional** – A licensed or certified psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.
- **Volatile Substance** – means any glue, cement, paint or other substance as described in KRS 217.900(1)

Applicability

This policy is intended to apply whenever anyone is representing or conducting business for the Department. Accordingly, this policy applies during all working hours, while on call or paid standby and while performing work on behalf of the Department while on or off Department property. The policy applies to all Department employees and to all City of Georgetown, Kentucky and Scott County, Kentucky employees who may perform work on Department property with special provisions designated to those employees identified as having responsibilities requiring a Heightened Safety Awareness Level (HSAL). Those positions identified as requiring a heightened safety awareness level include, but may not be limited to:

- Police officers
- Emergency dispatchers & dispatch supervisors
- Firefighters
- Emergency Medical Technicians (EMT)
- Heavy equipment operators
- Lifeguards

- Personnel driving CDL regulated vehicles
- Mechanics who work on these regulated vehicles
- Heavy equipment operators
- Aviation employees
- Operators of non-CDL vehicles who transport senior citizens, the handicapped and children
- Employees who supervise children and child related activities

NOTE: The positions identified above as having a Heightened Safety Awareness Level include but are not limited to those regulated under 49 CFR Part 40. While this program includes those federally mandated employees, this Drug and Alcohol-Free Workplace Policy is not intended to replace and shall be separate from any Drug and Alcohol-Free Workplace Policy previously adopted and implemented by the Department which may have included only federally regulated employees.

Policy Requirements

The Department shall conduct substance abuse awareness training for **all** employees. This substance abuse awareness training shall consist of the following minimum requirements:

- Upon a conditional offer of employment with the Department, each applicant shall be provided a copy of and will be asked to read the Department's Drug & Alcohol-Free Workplace policy. All **existing employees** will also be asked to read and sign the **Certification of Acknowledgement – Drug & Alcohol-Free Workplace Policies and Procedures Form (Appendix A)**
- **Initial training** shall consist of **at least 1-hour** for all employees
- **Annual refresher training** shall be conducted for all employees in substance abuse awareness and shall consist of no less than **thirty – (30) minutes**.
- All alcohol and substance abuse awareness training will include, at a minimum, information concerning:
 1. Alcohol and drug testing policy and procedures;
 2. The effects of alcohol and drug use on an individual's health, work and personal life;
 3. The disease of alcohol or drug addiction;
 4. Signs & symptoms of an alcohol and drug problem
 5. The role of co-workers and supervisors in addressing alcohol or substance abuse; and
 6. Referrals to an employee assistance program.
- **Supervisory personnel**, in addition to all the above training shall receive an additional **thirty (30) minutes** each year of alcohol and substance abuse education and awareness training. This additional supervisory training will be documented using, the **Supervisor**

Training Certification Certificate. This additional supervisory training shall consist of at least the following:

1. Recognizing the signs of alcohol and substance abuse in the workplace.
2. How to document signs of employee alcohol or substance abuse.
3. How to refer employees to an employee assistance program or other alcohol and substance abuse treatment program; and
4. Legal and practical aspects of reasonable suspicion testing for the presence of drugs and alcohol.

NOTE: The Department's Drug & Alcohol-Free Workplace Program shall include controlled-access maintenance in the Office of the Director of Parks & Recreation, of business records including the names and position titles of all employees and supervisory personnel trained under the program as described above, and the names of all persons who presented alcohol and substance abuse awareness training, for review by the Office of Worker's Claims.

NOTE: Should this policy be amended, employees shall be provided with copies of any change or modification and given an opportunity to ask questions and obtain answers regarding any change in this policy.

Drug and Alcohol Testing

The Department currently uses **Bluegrass Business Health** as its laboratory of choice for the collection of urine samples in the case of testing for controlled substances, and for the administration of breathalyzer tests for alcohol concentration. **Bluegrass Business Health** is also the Department's third-party administrator of choice for the random selection category of testing. Employees are selected by **Bluegrass Business Health** using a statistically valid method of selection of specific employee codes. This random testing will be reasonably spaced over a twelve (12) month period. Because of the random nature of the selection process, any employee may be tested more than once, or not at all. All urine samples are forwarded for analyzation to Quest Laboratory, which is a laboratory approved by the National Laboratory Certification Program (NLCP) under the United States Department of Health and Mental Services Substance Abuse and Mental Health Services Administration (SAMHSA).

The Department shall administer alcohol and drug tests in circumstances which include but may not be limited to the following:

Reasonable Suspicion Testing – A reasonable suspicion test shall be based on a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific

objective facts and reasonable inferences drawn from those facts in light of experience, training or education. The reasonable suspicion testing shall be based upon:

- a) While at work, direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- b) While at work, abnormal conduct, erratic behavior, or a significant deterioration in work performance;
- c) A report of drug or alcohol use provided by a reliable and credible source;
- d) Evidence that an individual has tampered with a drug or alcohol test during employment with the Department;
- e) Information that an employee has caused, contributed to, or been involved in an accident while at work;
- f) Evidence that an employee has used, possessed, sold, solicited, or transferred illegal or illicit drugs or used alcohol while on the Department's premises or while operating the Department's vehicle, machinery or equipment.

The Director of Parks & Recreation shall be notified immediately of any indication of reasonable suspicion. Both the observing department supervisor and the Director of Park & Recreation or his/her representative (if available) will review the policies and procedures herein and if necessary make arrangements with a testing facility of the Department's choosing to conduct reasonable suspicion drug and/or alcohol testing as soon as possible. If a representative from the Office of the Director of Parks & Recreation is not available, the observing supervisor shall obtain the assistance of another Department Supervisor or other credible and reliable source and together they shall complete the **Reasonable Suspicion Observation Form**, and forward it to the Director of Parks & Recreation. If after completing the form it is determined that there is, in fact, reasonable suspicion that the employee is under the influence of drugs and/or alcohol, the observing supervisor or his/her designee will notify the employee and accompany him/her to the testing site.

When a reasonable suspicion test is ordered, the employee must submit to testing within 45 minutes of being notified that he/she will be tested. The observing supervisor and/or designee shall remain at the testing site with the employee being tested, until testing is completed. Any employee who is tested for reasonable suspicion shall be placed on leave with pay until the results of the test are known. After submitting to the drug/alcohol test, the employee may not return to work until the results of the test are known and only then if the results are **negative**. **Only the Director of Parks & Recreation may order a reasonable suspicion test.**

Pre-Employment Testing – Breath alcohol and urine drug testing shall be required of all new hire applicants after their receipt of a **conditional offer of employment**. After receiving the

conditional offer of employment, applicants will have 48-hours in which to submit to testing at a testing facility of the Department's choosing. The Georgetown-Scott County Parks & Recreation Department requires that every newly hired employee test free of controlled substances and have a breath alcohol concentration of not more than 0.02. Each offer of employment by the Department shall be conditional upon the passing of controlled substance and alcohol tests. Refusal by any applicant for employment with the Department to take the controlled substance test will result in the conditional offer of employment being withdrawn. All testing under this policy will be in accordance with Testing Protocols described elsewhere in this policy.

- a) An applicant with a confirmed positive test for controlled substances and/or alcohol in a concentration of more than 0.02, which is not legitimately explained to and accepted by a Medical Review Officer of the Department's choosing, will not be considered for employment.
- b) Any applicant who fails a controlled substance test may not be considered for future employment with the Department.
- c) Any applicant who refuses to take a controlled substance test will be disqualified from consideration for employment.
- d) Any applicant who tampers with, or attempts to tamper with, a urine specimen in any manner shall be disqualified from current and future consideration of employment with the Department
- e) An applicant whose positive test is confirmed and upheld by the Medical Review Officer (MRO) may request that the same sample be retested at his/her own expense at the Department approved laboratory.

Individuals undergoing pre-employment testing shall not begin official employment with the Department until after all test results are received and shown to be negative. Upon receipt of the test result, positive or negative, the Director of Parks & Recreation shall inform the appropriate Department Head of the results.

Random Testing – All Heightened Safety Sensitive (HSAL) employees of the Georgetown-Scott County Parks & Recreation Department will be required to participate in a statistically valid, **unannounced** random selection process, which will subject them to mandatory drug and/or alcohol testing. This category of testing will conduct random tests for alcohol at a rate of no more than ten percent (10%) of non-federally regulated HSAL positions, with the exception of positions in which a Commercial Driver's License (CDL) is required, in which case testing must be done at a rate of twenty-five percent (25%) for alcohol annually to satisfy Department of Transportation (DOT) requirements. In the case of random testing for drug use, non-federally regulated HSAL positions will be tested at a rate of no more than twenty percent (20%) with the exception of positions in which a CDL is required, in which case testing must be done at a rate of fifty percent (50%) annually to satisfy DOT requirements. All employees in federally regulated HSAL positions shall be selected from a pool that is separate from the random selection pool for other non-federally regulated HSAL positions. The Director of Parks & Recreation shall utilize

a third party to conduct the random selection of HSAL employees, including employees holding a CDL, to be tested. This random testing shall be unannounced and will take place throughout each calendar year. Once an employee is notified that he/she has been selected for testing, the employee must proceed immediately to the testing site of the Department's choosing. If any employee is not scheduled to work on that day of selection, the employee must report to the testing site on their next scheduled workday.

Post-Accident Testing – Drug and alcohol testing will be conducted following an employee's involvement in an accident on or off the Department's premises while on duty, or in the course of employment for the Department, which requires off-site medical attention, be administered to a person. An accident not necessarily requiring that offsite medical attention be given to a person, but which results in property damage of five hundred dollars (\$500.00) or more shall be deemed a "qualifying event" for requiring post-accident testing. Drug and alcohol testing will be required of the employee(s) who were actively involved in the "qualifying event."

Qualifying Event Exception – Due to varying types of accident cause, all accidents categorized as a "qualifying event" may not require post-accident testing.

Exceptions to the "qualifying event" for requiring post-accident drug and alcohol testing will include, but may not be limited to the following types of accidents:

1. Injuries whose onset is cumulative or gradual – such as carpal tunnel syndrome, progressive hearing loss, mental disorders, dermatitis, respiratory diseases, skin disorders, etc.
2. Injuries where the employee can be completely discounted as the contributing factor (i.e. injuries caused by a third party or some other uncontrollable force or event, i.e. weather, insects, etc.)
3. Injuries where the employee can be completely discounted as the major contributing factor or those injuries occurring during physical fitness or a training event, in which the employee did everything within reason to avoid the injury accident, i.e. was performing training as instructed.

In each case, the Director of Parks & Recreation or his/her designee shall determine the necessity of drug and alcohol testing and shall communicate such testing with the involved employee and the employee's respective department head. The Director of Parks & Recreation shall coordinate all required tests with the appropriate medical facilities.

An employee involved in an accident while on an out-of-town assignment, shall notify their Department Head or the Department Head's designee as soon as possible but no later than two (2) hours after the accident occurred. The Department Head shall notify the Director of Parks & Recreation to discuss possible drug/alcohol testing requirements.

Other Qualifying Event – The Department Head or his/her designee may request controlled substance/alcohol testing when an employee caused or cannot be completely discounted from causing a vehicular or any other type of accident in which a safety violation occurs and death, serious bodily injury or major property damage did result or could have resulted. The Director of Parks & Recreation along with the employee's supervisor, will be responsible for determining whether a safety violation has occurred. In each case, the Director of Parks & Recreation or his/her designee shall determine the necessity of drug and alcohol testing and shall communicate such testing with the involved employee and the employee's department head. If a post-accident controlled substance/alcohol test is required, a confirmed positive test result will result in the employee's immediate termination.

Follow-up Testing – Any employee returning to work from successful completion of an Employee Assistance Program (EAP) for drug and/or alcohol-related problems, or a drug and/or alcohol rehabilitation program, shall be required to undergo one (1) year of quarterly drug and alcohol testing. The frequency of the follow-up testing shall consider recommendations of any involved Substance Abuse Professional (SAP) but shall not be less than once per quarter (every three months) for one (1) year. All follow-up testing may be requested at any time and shall be unannounced.

Return-To Duty Testing – **In all cases, it shall be at the discretion of the Georgetown-Scott County Department of Parks & Recreation as to whether to allow an employee who has violated any provision of this policy to continue in the Department's employment.** In the event that an employee who has tested positive for a controlled substance(s) or for alcohol without a valid medical reason for a positive test, as confirmed by a Medical Review officer of the city's choosing, is allowed to enter a controlled substance/alcohol abuse rehabilitation program, the employee may be allowed to return to work only under the following circumstances:

- a) The employee may resume regular duties only after the employee tests negative for an alcohol and/or controlled substance test administered by the Department approved laboratory and can provide a release to return to work from an appropriate substance abuse treatment facility or confirmation of continued and ongoing participation in a Department recognized substance abuse assistance program. An employee must test negative within a reasonable period of time from receipt of the initial test results not to exceed forty-five (45) days. Any repeat occurrence of substance abuse or violation of any other aspect of the Department's Drug Free Workplace Policy, will result in immediate termination.

- (b) Prior to returning to work, the employee shall be required to meet with the Director of Parks & Recreation or his/her designee to receive an explanation of the terms of continued employment; and to sign a written *Treatment Plan/Return-to-Work Agreement*, detailing the terms under which the employee will be allowed to return to work. Such agreement shall stipulate that the employee, at the Department's request, may be required at any time, to submit to interviews and/or evaluation by the professional staff at an appropriate chemical dependency treatment facility approved by the Department's Employee Assistance Program (EAP). The return-to-work agreement will also stipulate that the employee be required to submit to unannounced controlled substance and/or alcohol testing for up to twelve (12) months after resuming duties.

Testing Protocol – The collection of sample and administration of drug and alcohol tests shall follow all standards, procedures and protocols set forth by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Administration (SAMHSA). Test results will be obtained by a qualified laboratory as defined elsewhere in this policy and results shall undergo a medical review as follows:

- 1) All test results shall be submitted for medical review by a Medical Review Officer (MRO) of the Department's choosing, who shall consider the medical history of the employee or applicant, as well as relevant biomedical information.
- 2) If there is a positive test result the employee or applicant will be given an opportunity to report to the MRO the use of any prescription or over-the-counter medication.
- 3) If the MRO determines that there is a legitimate medical explanation for a positive test result, the MRO may certify that the test results do not indicate the unauthorized use of alcohol or a controlled substance.
- 4) If the MRO determines, after appropriate review, that there is **NOT** a medical explanation for the positive test result other than the unauthorized use of alcohol or a prohibited drug, the MRO shall refer the individual tested to the Director of Parks & Recreation for further proceedings in accordance with the Department's Drug Free Workplace Policy.

Note: MRO determinations concerning the use of alcohol or a controlled or an illicit substance shall comply with all procedures outlined in the U.S. Department of Health and Human Services (SAMHSA) "Medical Review Officer Manual for Federal Drug Testing Programs."

Testing Process – Any employee who has been ordered to undergo testing for drugs and/or alcohol shall receive an **Alcohol and/or Drug Test Notification Form.**

Employees shall report to the collection site of the Department's choosing immediately after being provided the notification to test. In the case of reasonable suspicion testing, a supervisor or designee shall escort the employee to the collection site.

Drug testing will be conducted by urine sample while alcohol testing will be analyzed using a breath alcohol testing/screening device. Drug and alcohol analysis will be performed by a trained technician. All testing shall follow the prescribed standards, procedures and protocols set forth by the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Administration (SAMHSA).

To ensure that the test specimen is actually that of the donor, collection site staff will require positive identification of the test subject.

- **Alcohol** - The city shall require all tests for alcohol to be performed by a certified breath alcohol technician (BAT).
- **Drugs** – An eleven (11) panel urine test will be conducted and shall include analysis for the following substances:
 1. Amphetamines;
 2. Cannabinoids/THC;
 3. Cocaine;
 4. Opiates;
 5. Phencyclidine (PCP);
 6. Benzodiazepines;
 7. Propoxyphene;
 8. Methaqualone;
 9. Methadone;
 10. Barbiturates;
 11. Synthetic narcotics (Meperidine; Dextropropoxyphene; Fentanyl; Pentazocine; Butorphanol; Oxycodone.)

PROHIBITED ACTIVITY

Prohibited activities involving the use of alcohol or controlled substances are listed in the following paragraphs.

Alcohol – Prohibited conduct involving the use of **alcohol** includes the following:

- The performance of or being immediately available to perform work duties while having an **alcohol concentration greater than 0.02.**
- The consumption of alcohol or products containing alcohol during the performance of or being immediately available to perform work responsibilities.
- Having in possession, alcohol or products containing alcohol during the performance of or being immediately available to perform work responsibilities. This includes the

possession of medicines containing alcohol (prescription or over-the-counter) unless the seal is unbroken and/or the medication is prescribed by a licensed physician, and said physician has confirmed the necessity of the employees' said possession of the prescribed substance containing alcohol and has confirmed that the use of such substance will not deter from the employee's ability to safely perform assigned responsibilities. In the latter case, the employees in HSAL positions, a **Prescription Drug Notification Form** must be on file with the Office of the Director of Parks & Recreation.

Note: Fire, EMT and Police personnel functioning within the scope of their assigned duties shall be considered exempt from this prohibition as deemed necessary by their respective Department Heads.

- The performance of or being immediately available to perform those responsibilities designated as requiring a heightened level of safety awareness within four hours after using alcohol.
- The transportation of alcoholic beverages within Department owned vehicles or equipment is **strictly prohibited.**
- The use of alcohol for either (8) hours immediately following an accident requiring a post-accident alcohol test or until a post-accident test is administered, whichever occurs first.
- Refusal (which is defined elsewhere in this policy), to submit or cooperate with any of the required testing types.
- The operations of a Department-owned vehicle following consumption of alcoholic beverages shall be considered a violation of this policy and shall result in disciplinary action. **Alcoholic beverages in open or closed containers are strictly prohibited in Department owned vehicles and equipment.**

NOTE: Employees attending training programs and/or conferences related to their employment with the Department may participate in social functions associated with the program or conference. If alcoholic beverages are present at the social function and the employee chooses to engage in consumption of said beverage(s), they shall do so at their own discretion. Employees who choose to engage in the consumption of alcoholic beverages as part of a work-related social function shall do so in a responsible manner, maintaining a conduct that would not reflect adversely upon the Department. Any unbecoming conduct by an employee who has chosen to consume alcohol at such conference or training program that has an adverse effect upon the Department will be subject to disciplinary action up to and including termination of employment.

NOTE: Alcohol includes any intoxicating agent in beverage alcohol, methyl, and isopropyl alcohol whether used for medicinal purposes or not. Many over the counter and prescription medications contain high percentages of alcohol.

NOTE: Employees are hereby notified that they shall inform the Director of Parks & Recreation, of any criminal charge or conviction within five (5) days of said charge or conviction. The Department shall take appropriate action within thirty (30) days.

Drugs or Controlled Substances – Prohibited conduct involving the use of drugs or controlled substances including, but may not be limited to, the following:

- **Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription.** However, any HSAL employee taking prescribed or over-the-counter medications will, in all cases, be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job duties. Prior to initiating usage after such medications are prescribed, the HSAL employee shall submit a **Prescription Drug Notification Form** to their immediate supervisor who shall in turn, submit it to the Director of Parks & Recreation **as soon as possible.**

After receiving such form, the Director of Parks & Recreation may request written medical authorization showing the HSAL employee may possess/use such medication, that it was used in the prescribed manner and showing the HSAL employee is fit to safely perform assigned duties. If the use of such medications could compromise the safety of the HSAL employee, fellow employees, or the public at large, it is the HSAL employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty and notify his/her supervisor) to avoid unsafe workplace practices. No prescription drugs shall be brought onto GSC Parks property or consumed on GSC Parks property by anyone other than the individual for whom the drugs have been prescribed by a licensed medical practitioner. **The illegal or unauthorized use of prescription drugs is strictly prohibited.** It is a violation of the Department's Drug Free Workplace Policy to **intentionally misuse and/or abuse prescription medications.**

Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur as the result of the **intentional misuse** and or abuse of prescription medication.

The Department reserves the right to have a designated physician of the Department's choosing to determine if a prescription drug or medication produces effects that would be considered unacceptable in the performance of assigned work duties for HSAL employees. The Department's physician has final determination on whether the medication will have or is having an unacceptable effect on the HSAL employee's performance of duties. In such instances of temporary impediment to safe performance of regular duties, the employee may be temporarily reassigned to duties requiring less safety awareness level if such duties are available.

All doctors' statements and related medical information shall be confidential and maintained in a separate medical file in the Office of the Director of Parks & Recreation.

- Testing positive for any of the prohibited substances during the performance of or upon being immediately available to perform work responsibilities.
- The performance of or being immediately available to perform work responsibilities while using any controlled substance, except when the use is under the instructions of a physician who has advised that the use will not adversely affect the user's ability to safely perform responsibilities as assigned.
- Having in possession, drugs or controlled substances except when the use is under the instructions of a physician who has advised that the use will **not** adversely affect the user's ability to safely perform responsibilities as assigned during the performance of or being immediately available to perform work responsibilities.
- Refusal (as defined elsewhere in this policy) to cooperate with any of the requested testing types.
- Tampering with or attempting to alter, or actual altering of a test specimen is strictly prohibited and is grounds for immediate termination from employment with the Department.

Volatile Substances – The **intentional misuse**, manufacture, sale, distribution, dispensation, or possession of a volatile substance as defined in KRS 217.900 which includes any glue, cement, paint or other substance containing a solvent or chemical having the property of releasing toxic vapors or fumes which when **intentionally inhaled** may cause a condition of intoxication, inebriation, stupefaction, dulling of the brain or nervous system, or distortion or disturbance of auditory, visual, or mental processes while at work, while on city property, or while conducting Department business while **off** Department property, is strictly prohibited and is considered cause for immediate discipline, up to and including termination. Such misuse shall also be report to law enforcement officials.

Searches – When reasonable cause exists, the Department reserves the right to conduct unannounced searches for controlled substances or alcohol anywhere on Department property, including but not necessarily limited to:

- Lockers
- Desks
- File Cabinets
- City Vehicles and Equipment
- Stationary Containers

Note: All searches must be authorized and conducted under the direction of GSC Parks, Kentucky's Police Department. Employees who refuse to cooperate during such unannounced searches of Department property shall be subject to disciplinary action, up to and including termination.

Consequences of Engaging in Prohibited Conduct

- *Alcohol*

The first time an employee, as a result of a random, reasonable suspicion, follow-up or post-accident test is found to have alcohol concentration between 0.02 and 0.039, disciplinary action up to and including termination will be administered, depending upon the circumstance, including the employee's willingness to voluntarily resolve any medical or psychological condition relating to the employee's conduct and to seek evaluation, counseling and possible treatment or rehabilitation for alcohol related abuse.

Any second offense, in which the employee's test for alcohol indicates a concentration about 0.02, is considered grounds for immediate termination.

- *Drugs*

The employee who engages in prohibited conduct for drugs or controlled substances and whose random, reasonable suspicion, post-accident, or follow-up test result indicates a non-medical, or biomedical explanation for the positive result as confirmed by the MRO, will be subject to disciplinary action up to and including termination from employment depending upon the circumstances, including the employees willingness to voluntarily resolve any medical or psychological condition relating to the employee's conduct and to seek evaluation, counseling, and possible rehabilitation for the abuse of controlled substances.

- *Volatile Substances*

Any employee who engages in prohibited conduct for volatile substances as described elsewhere in this policy will be subject to disciplinary action up to and including immediate termination of employment depending on the circumstances, including the employee's willingness to voluntarily resolve any medical or psychological condition relating to the employee's conduct and to seek evaluation, counseling and possible treatment or rehabilitation for the abuse of volatile substances.

Consequences of Refusal to Submit to an Alcohol or Controlled Substance Test

An employee is considered to have refused to submit to testing when he or she:

- Fails to appear for any test within a reasonable time
- Engages in conduct that clearly obstructs the testing process
- Fails to provide a urine specimen for drug testing or a breath specimen for alcohol

- Fails to provide enough urine for drug testing or an adequate amount of breath for alcohol testing and there is no medical explanation for the failure to produce
 - In the case of directly observed or monitored drug test collection, the employee submitting the specimen fails to permit the observation or monitoring of his or her provision of the specimen
 - Fails to or declines to take a second drug test when directed by an employer or collector
 - Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process
 - Fails to cooperate with any part of the testing process.
- Failure to submit to an alcohol or controlled substance test as described above will result in immediate termination.

A judgment of “refusal to submit” will **not apply to pre-employment testing, unless the applicant has begun the testing process and leaves or engages in conduct that clearly obstructs the testing process.**

Off Duty Alcohol, Drug Use and/or Volatile Substance Intentional Misuse and Call Back
It is in no way the intention of the Georgetown-Scott County Parks & Recreation to interfere in the private lives of its employees. However, all employees should be aware that an employee’s off-duty use of alcohol, illegal use of controlled substance, intentional misuse of prescription drugs or intentional misuse of volatile substances as described in this policy which result in excessive absenteeism, tardiness, or poor work performance will be subject to discipline, up to and including termination of employment. Such employees may be subject to counseling or treatment through the Department’s Employee Assistance Program.

The drug, alcohol intentional misuse of prescription drugs and the intentional misuse of volatile substance prohibitions apply to employees who are on call for any special operation exhibiting a likelihood of requiring an employee to report to work (i.e. snow or ice removal). Any employee who is called back to work to perform duties involving a heightened safety awareness level must report any:

- Off duty use of alcohol in the prior four hours
- Medically prescribed use of a controlled substance

An employee who is aware of a possible callback situation that may be reasonably expected, who engages in the off-duty use of alcohol, the illegal use of controlled substances or the intentional misuse of volatile substances will be subject to disciplinary action.

Employee Assistance Program

Alcoholism and controlled substance addiction are recognized as **diseases responsive to proper treatment.** The Department provides a level of care through its **Employee Assistance Program**

(EAP) provided by Bluegrass Family Health. Any employee who wishing to voluntarily seek assistance with drug/alcohol problems, may contact the EAP at: 1-800 888 887-4114
All employees of the Department are **strongly encouraged to voluntarily** contact the Employee Assistance Program if they believe they might have a problem with drug or alcohol abuse

Other resources for information:

Al – Anon	1-800-356-9996
American Council on Alcoholism	1-800-527-5344
Center for Substance Abuse Treatment	1-800-662-4347
Drug Free Workplace Helpline	1-800-967-5752

If an employee covered by this policy has been identified by the Substance Abuse Professional (SAP) as needing assistance in resolving problems associated with alcohol or controlled substances, the employee will be subject to follow-up testing as prescribed elsewhere in this policy. The SAP shall be either a licensed physician, certified psychologist, social worker, employee assistance professional or addiction counselor.

Employees who voluntarily report a substance abuse problem **prior** to being required to take a controlled substance or alcohol test as defines in this policy, will not be subject to disciplinary action if they **voluntarily** and conscientiously seek substance abuse assistance and agree to a treatment plan. However, such an employee must understand that if the problem is not corrected and satisfactory job performance is not maintained, he or she will be subject to disciplinary action up to and including termination of employment. Failure to seek such assistance, or failure to abide by the terms of the treatment plan, shall be grounds for termination. Upon voluntarily reporting a substance abuse problem, the employee will be required to sign a **Treatment Plan/Return-to-Work Form** that will further define conditions of continued employment.

The Care 24 Employee Assistance Program provides services to employees of the Georgetown-Scott County Parks & Recreation Department regardless of race, color, religion, national origin, disability, sex or age.

Records Retention, Release and Confidentiality

The Department shall maintain records of activities related to these Drug Free Workplace policies and procedures. All employee records regarding drug or alcohol testing are considered confidential and will be kept under controlled access, separate and apart from the employees standard personnel file. Employee records may not be released except upon written request or release by the employee, the release is ordered by a court or tribunal of competent jurisdiction or the release is to be used in proceeding related to a benefit sought by the employee, such as worker's compensation or unemployment insurance.

The Department shall maintain records and documents of all alcohol and drug test results, schedules for follow-up tests and records relating to evaluation and referrals. These records shall

be maintained for a period of at least five (5) years. The Office of the Director of Parks & Recreation shall provide test result information or other pertinent information relating to an applicant or existing employee's alcohol or controlled substance tests upon the applicant or existing employee's written request, and shall do so within five (5) working days of being notified of the employee's request.

City Financial Assistance

The Department will pay for all conducted tests as described in this policy except for a second controlled substance test (if requested by the employee) when that test confirms the initial test to be positive. Employees may utilize all service benefits available through the Department's Employee Assistance Program (EAP) as described elsewhere in this policy. However, any other services that may be required by a Substance Abuse Professional which are not covered through the EAP will be at the expense of the employee being treated.

Drug Free Workplace Policy Administration and Enforcement

It shall be the responsibility of the Director of Parks & Recreation to administer and enforce this policy. This policy and its programs are not to be interpreted or modified by any other Department Head supervisor.

Responsibility

While it is ultimately the Department's legal, ethical and moral responsibility to create and maintain a safe and healthful workplace for its employees, for others who make use of the Department's facilities, and for the general citizenry of the City of Georgetown and Scott County, Kentucky who may have business with the Department; it is also true that ***safety is everyone's responsibility***. Accordingly, every employee has an obligation to report violations of this policy to their immediate Supervisors, Department Head or to the Director of Parks & Recreation in order to maintain a safe and healthful work environment for themselves, for their fellow employees and for the public-at-large. All Supervisors and Department Heads are responsible for the drug and alcohol-free operation of their respective departments.

NOTE: The Georgetown-Scott County Kentucky Parks & Recreation Department may change, modify, amend, or rescind all or part of this policy at any time.

Random Drug Testing Procedures

1. As approved by the Georgetown-Scott County Parks & Recreation Board, all employees who hold High Safety Awareness Level (HSAL) positions will be included in a pool for random drug testing.
2. Random testing will be done on a quarterly basis:
 - a. January – March
 - b. April – June
 - c. July – September
 - d. October – December
3. Date of testing during each quarter will be randomly chosen by a third-party administrator (Currently Bluegrass Business Health).
4. Five (5) percent of the HSAL employees will be tested on the randomly drawn date(s) of each period.
5. Once the employees are identified, the Director of Parks & Recreation or his/her designee will be notified
6. Chosen employees will then be notified and must report to the BBH office within two hours of being informed.
7. If an employee that is chosen is not working on testing day, that employee will be notified and required to go to the BBH office on the next scheduled working day to be tested.

This attachment to the drug policy for the Georgetown-Scott County Parks and Recreation Department was adopted by the Board on November 16, 2009.

Procedures for harassment

Harassment – Definition

Harassment based on race, color, religion, gender, national origin, age or disability constitutes discrimination in the terms, conditions, and privileges of employment. Harassment is verbal, physical, or visual conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the follow:

1. Epithets, slurs, negative stereotyping, or threatening, intimidation, or hostile acts, that relate to race, color, religion, gender, national origin, age or disability.
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or

under ADA only when that accommodation does not create an “undue hardship” to the city.

- Any employee who feels they may need an accommodation in order to perform their job functions should notify their immediate supervisor in writing. Because analysis under the ADA requires an open dialogue between the employee and the employer, the employee and the supervisor are encouraged to discuss the situation openly and involve the executive authority, human resources director, and other necessary staff as appropriate.

Medical information may be requested by GSC Parks to assist in understanding the employee’s capabilities and limitations.

Amended: 5/15/2023 [https://public.powerdms.com/GSCPRD/documents/2805067/Policy%20Update%20-%20POL.P.01.04%20-%20Americans%20with%20Disabilities%20Act%20\(ADA\)](https://public.powerdms.com/GSCPRD/documents/2805067/Policy%20Update%20-%20POL.P.01.04%20-%20Americans%20with%20Disabilities%20Act%20(ADA))

POL.P.01.05 – Immigration Reform and Control Act (IRCA)

- (1) GSC Parks will comply with the [Immigration Reform and Control Act 1986 \(IRCA\)](#), including Form I-9 requirements.
- (2) Under IRCA, all employers must complete an Employment Eligibility Verification Forms, commonly known as Form I-9, for all current employees and maintain those forms in a separate file for the longer of either:
 - a. Three years from the first day of employment; or
 - b. One year after the employment ended.
- (3) IRCA prohibits employers from:
 - a. Knowingly hiring, recruiting or referring (for a fee) aliens who are not authorized to work in the U.S.
 - b. Requiring specific documents to complete Form I-9.
 - c. Retaliating against employees that file a charge or participate in an investigation.

Amended: 5/16/2023 [https://public.powerdms.com/GSCPRD/documents/2805107/Policy%20Update%20-%20POL.P.01.05%20-%20Immigration%20Reform%20and%20Control%20Act%20\(IRCA\)](https://public.powerdms.com/GSCPRD/documents/2805107/Policy%20Update%20-%20POL.P.01.05%20-%20Immigration%20Reform%20and%20Control%20Act%20(IRCA))

POL.P.01.05 – Drug-Free Workplace Adopted

It shall be the policy of GSC Parks that its workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 ([PL 100-690, Title V, Subtitle D](#)), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of GSC Parks that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in any workplace of GSC Parks. Controlled substance means a controlled substance in schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments.

The purpose of this policy is to avoid the dangers of drugs in the workplace as described

further in this publication, and to advise employees of available sources of counseling, rehabilitation, and employee assistance. Each employee is hereby notified that they shall notify the Director within five (5) days of any criminal drug conviction for a violation in the workplace. Within thirty (30) days, the GSC Parks must take appropriate action.

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation. Any employee violating the terms of this policy is subject to immediate dismissal.

Policy – Purpose and Goals

Being aware of the costs, in human terms, of the abuse of alcohol, illicit substances, and illegal drugs; and realizing the costs, both actual and potential in monetary terms, of the abuse of alcohol, illicit substances and illegal drugs in the workplace; the City of Georgetown-Scott County, Kentucky, Parks & Recreation Department (GSC Parks) is committed to protecting the safety, health and well-being of all employees of the Department and other individuals who make use of the Department's facilities. Likewise, GSC Parks is committed to ensuring that its facilities provide a safe and healthy environment for the conduct of GSC Parks business for all the citizenry of Georgetown-Scott County, Kentucky. Additionally, GSC Parks wishes to accomplish the following with the establishment of this policy:

- As a recipient of Federal Funds, to comply with the Drug Free Workplace Act of 1988 (PL100-690, Title V, Schedule D).
- To inform employees that testing for controlled substances and alcohol is required as a condition of employment with the Department.
- To comply with Federal Department of Transportation regulations regarding employees holding Commercial Drivers Licenses (CDL).
- To reduce the number of accidents and injuries to persons and property.
- To reduce absenteeism and tardiness, and to increase the productivity of all employees of the Department
- To help ensure the reputation of the Department and its employees throughout the community.
- To provide leadership in helping to stem the tide of abuse of alcohol, illicit substances and illegal drugs throughout our community and the Commonwealth of Kentucky as a whole.

It is with these goals in mind that the Department issues this policy, declaring itself a **Drug and Alcohol-Free Workplace** and hereby issues these accompanying rules regarding drug and alcohol use in the workplace for the City of Georgetown-Scott County, Kentucky Parks & Recreation Department.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, or a controlled or illicit substance is prohibited in the workplace.

Amended 11/16/2020 (<https://www.powerdms.com/public/GSCPRD/documents/1962031>)

POL.P.01.06 – Application and Advertisement of Vacant Positions

When a vacancy occurs, current GSC Parks employees may be notified of the vacancy by placing notice(s) in strategic locations. Notices posted will include position title, summary of duties, position qualifications and the time limit for applying. Employees who wish to apply for the position must apply for the position through the GSC Parks website at georgetownky.gov. The executive authority may fill the vacancy by either promoting a current employee or employing a person from outside of the existing GSC Parks government organization. When announcements of vacant position(s) are made outside of the organization, any of the following procedures may apply:

- GSC Parks may advertise all vacant position(s) in a newspaper or other form of media. All announcements will include such information as where to apply, deadline for applications, pay range for the position, summary of duties, and position qualifications. All written announcements of vacant position(s) will also contain the following statement, “An Equal Opportunity Employer.” Written announcements of vacant position(s) also may include, “Any applicant who needs an ADA accommodation in the employment selection process will request the accommodation from the office manager.”

Amended: 5/16/2023 <https://public.powerdms.com/GSCPRD/documents/2805118/Policy%20Update%20-%20POL.P.01.06%20-%20Application%20and%20Advertisement%20of%20Vacant%20Positions>

POL.P.01.07 – Application for Position

- Employment applications shall be completed and submitted online at www.gscparks.com. Applicants will include information about the applicant’s training, experience, and additional information as required.
- No person may be appointed to a position unless information on the official employment application is verified, and they meet the qualifications for the position as set forth in the position description.
- The employment application must be signed by typing the applicant’s signature in the relevant fields and dated by the applicant.

Amended: 5/16/2023 <https://public.powerdms.com/GSCPRD/documents/2805982/Policy%20Update%20-%20POL.P.01.07%20-%20Application%20for%20Position>

POL.P.01.08 – Promotions, Transfers and Temporary Appointments

- Vacancies may be filled by transfer or promotion from within GSC Parks. Employees may apply for the position by submitting an online application and notifying the office manager. An employee may be transferred or promoted from one position to another only if the employee has the qualifications for the higher position. The same procedures as those authorized for ascertaining qualifications for initial appointment to a position will be followed. All pertinent documentation

REQUEST FOR FORMAL QUOTES
CHARLES BROOKING PARK BASKETBALL COURTS RESTORATION
PROJECT -
ASPHALT JOINT REPAIR AND PAVING
QUOTE DUE DATE:
WEDNESDAY, APRIL 10, 2024, AT 5:00 PM

VENDOR RESPONSE FORM

PRICE "not to exceed":

\$ 34,950.00

Note: If owner requests additional services beyond the original scope of this Request for Quotes, the unit price listed above will prevail. However, **the total contract price for the original scope in this request shall not exceed the "not to exceed" price given above.**

NAME OF FIRM:

Nally & Gibson Georgetown, LLC
dba Hamilton-Hinkle Paving Company

ADDRESS:

100 Farmers Bank Drive
Suite # 400
Georgetown, KY 40324

NAME (Type or Print):

James M. Reed

TELEPHONE:

502-863-4815

EMAIL:

mark.reed@hamiltonhinkle.com

* Authorized Signature:

James M. Reed

Date:

04-08-2024

* Signature certifies the proposed solution and services meet all requirements outlined in this proposal and the vendor will comply with all specified requirements **unless exceptions are noted below.**

Removal and replacement of existing fence for access for paving operations shall be performed by others.

**REQUEST FOR FORMAL QUOTES
CHARLES BROOKING PARK BASKETBALL COURTS RESTORATION
PROJECT -
ASPHALT JOINT REPAIR AND PAVING
QUOTE DUE DATE:
WEDNESDAY, APRIL 10, 2024, AT 5:00 PM**

CHECKLIST FOR REQUIREMENTS

Initial "JMR" for all below as indicated or quote may be rejected.

JMR Vendor received and understands the Request for Formal Quotes Package and Specifications.

JMR Additional Requested Information attached (IF APPLICABLE).

JMR VENDOR RESPONSE FORM completed and attached.

PROPOSAL

HAMILTON-HINKLE PAVING COMPANY

A DIVISION OF NALLY & GIBSON GEORGETOWN, LLC

100 FARMERS BANK DR. - GEORGETOWN, KY 40324

Phone: (502)-863-4815

Fax: (502)-863-5093

PROPOSAL SUBMITTED TO: Georgetown-Scott County Parks
and Recreation
STREET: 140 Pavilion Way
CITY-STATE AND ZIP CODE: Georgetown, KY 40324

ATTN: Ednal Maynard
OFFICE: 502-863-7865
E-MAIL: emaynard@gscparcs.com
MOBILE:
DATE: 4/10/2024

JOB NAME OR DESCRIPTION: Asphalt Joint Repair & Asphalt Paving on 2 Basketball Courts.
JOB LOCATION: Charles Brookings Park close to Animal Shelter, Georgetown, Scott County KY

We hereby submit specifications and estimates for work on the above referenced project:

SPECIFICATIONS FOR PROPOSED ASPHALT PAVING:

- (1) Mill out to an approximate depth of **2.00" x 4.00'** wide, clean and haul material off-site prior to Asphalt Paving.
(Based on approximately 320 LF).
- (2) The placement and compaction of Class 2 Base 0.75D PG64-22 to an approximate thickness of **2.00"**
AFTER compaction on existing cracks. (Based on approximately 320 LF).
- (3) The placement and compaction of Class 2 Surface 0.38D PG64-22 to an approximate thickness of **2.00"**
AFTER compaction. (Based on approximately 1,222 square yards).

LUMP SUM PRICE: \$ 34,950.00

>NOTES: The above quote is based on the current price of liquid asphalt at \$614.29 plus sales tax. Due to the unstable market for petroleum based products, we reserve the right to adjust our price to reflect increase in the cost of liquid asphalt at the time the asphalt mix is laid. As soon as the price stabilizes we will again extend firm pricing.

- >All field engineering/layout staking necessary for these scopes of work shall be provided by others.
- >Any asphalt or stone testing or proof roll testing is to be provided and paid for by others. (If required)
- >Any fabric, the placement of any fabric is excluded from our quote.
- >Above prices include all material necessary for scopes of work listed.
- >The finished asphalt grade could be higher than existing yard, and shouldering is recommended by others.
- >Removal and replacement of existing fence for access for paving operations shall be performed by others.

There shall be a one (1) year guarantee on the material and all workmanship. The guarantee shall be limited to the replacement of material and application of same. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Terms are net 30 days. Service charges will be applied to all accounts 30 days past due at a rate of 1.0% of the unpaid balance. (Annual percentage rate of 12%.)

ACCEPTANCE OF PROPOSAL
The above price specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of moneys shall be borne by the customer.

Authorized Signature
This proposal may be withdrawn
by us if not accepted within **30** days.

James M. Reed

Acceptance Signature _____

Date of Acceptance _____

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Marsh & McLennan Agency LLC, 360 East Vine Street, Ste 200, Lexington, KY 40507, 859 254-8023. CONTACT NAME: Theresa Louise Richardson, CPCU, AU. PHONE: 800 796-3567. FAX: 859 254-8020. E-MAIL ADDRESS: Theresa.Richardson@MarshMMA.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Westfield Insurance Company (NAIC # 24112), INSURER B: KY Assoc. General Contractors SIF (999999).


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
** Workers Comp Information **
LLC members are included
Projects: Paving Contract and Pavement Marking Contract

CERTIFICATE HOLDER: City of Georgetown, 100 North Court Street, Georgetown, KY 40324. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Chris P. Barnett



parks & recreation
GEORGETOWN-SCOTT COUNTY

**1ST QUARTER
MARKETING
REPORT 2024**
GEORGETOWN SCOTT
COUNTY PARKS AND
RECREATION

1

**MARKETING
OBJECTIVES – Q1
2024**

Facebook Insight

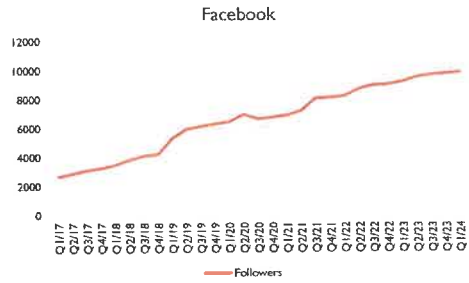
Website Insight

Upcoming Events

2

GSC PARKS AND RECREATION MARKETING – Q1 2024

- Facebook Followers 9,807
- 1% increase from Q4 2023
- 7% increase from Q1 2023



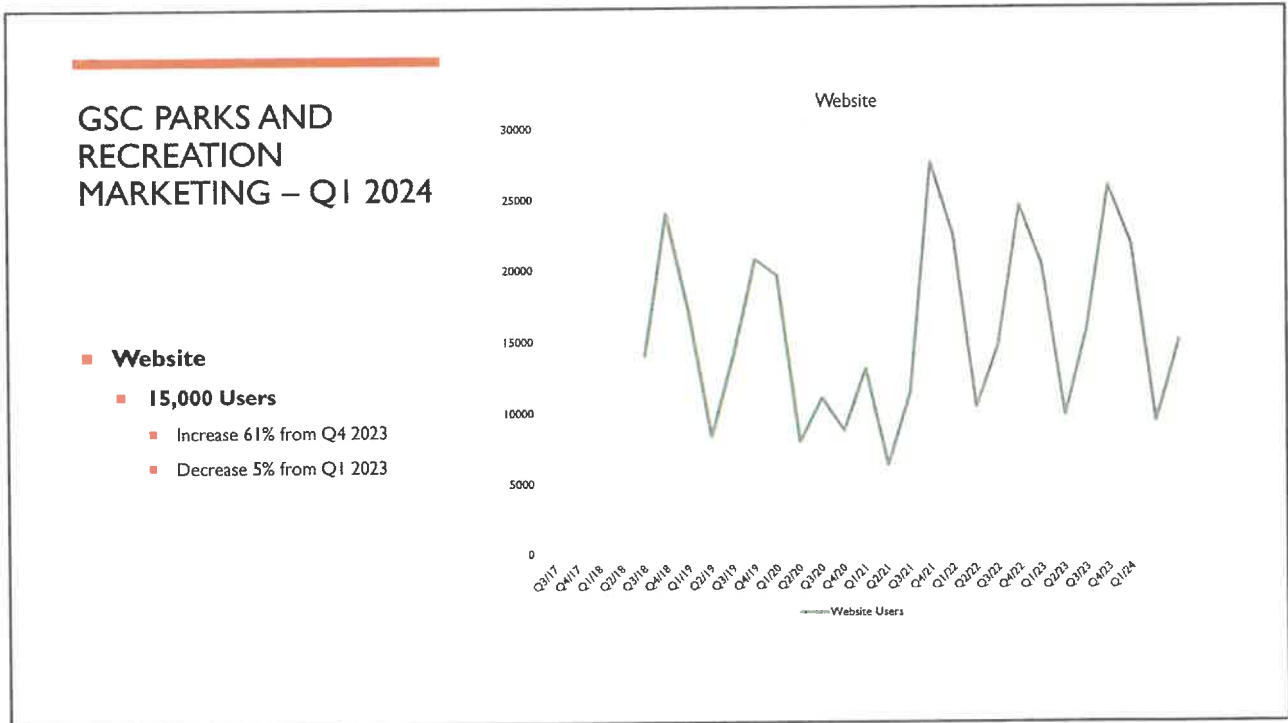
3

GSC PARKS AND RECREATION MARKETING – Q1 2024

- Facebook Reach 34,600
- 18% decrease from Q4 2023
- 23% decrease from Q1 2023



4



5

UPCOMING EVENTS

-  **May 3, 2024** Bike Derby @ Pavilion
-  **May 24-26, 2024** Horsey Hundred @ Brooking Park
-  **May 25, 2024** Summer Kick-Off & Movies in the Park @ SFAC
-  **June 14, 2024** Movies in the Park @ Brooking Park

6



5 Year Attendance Comparison for March

Attendance Type	2020	2021	2022	2023	2024
20 Visit Pass	123	219	251	332	444
20 Visit Walker Pass	94				141
6 Month Pass	111	283	458	232	
Annual Pass	1259	1684	2432	3998	3187
Complimentary Pass		19	26	79	
Daily Pass	759	3960	4795	8038	12894
Observer Attendance	345	350	775	743	425
Off-Site Program Attendance					
Program Attendance	1435	2006	2539	3026	2968
Rental / Meeting Attendance	282	657	450	605	579
	4408	9178	11726	17053	20638



FY 2023 - 2024 Pavilion Based Program Attendance

Program	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Aqua Zumba	70						26	50	73				219
Boot Camp Burn It Up	7												7
Cardio Circuit Silver Sneakers	196	43					232	297	295				1063
Dance and Gymnastics	4	4					293	965	398				1664
Dance Fitness	65	15					118	125	147				470
Home School & Gym							52		14				66
Ignition	89						42	95	77				303
KidzWorld	2620												2620
KidzZone	318	31					168	380	393				1290
Lifeguard Instructor Course							4	7		2			11
Line Dancing	102	12					102	137	120				473
Martial Arts	89	12					110	274	137				622
Personal Training													2
Pickle Ball	119						230	279	273				901
Pilates	16	5					29	44	81				175
S.C.U.B.A.								5					5
SilverSneakers Classic	170						103	198	189				660
Start Smart Basketball							25	13					38
Stingrays	332												332
STRONG	13						2	10	11				36
SuperSharks Swim Team							674	572	233				1479
Swim Lessons	101						75	26	4				206
Uplift									80				80
Volleyball Clinic								53	42				95
Volleyball League							38						38
Water Aerobics	171						89	167	202				629
Yoga	29	1					15	10	70				125
Zumba	53	4					31	274	74				436

