

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Contracted Instructor Agreement – Private Swim Lessons - Kristy Hill

DATE: 9/4/2026

BUDGET INFORMATION:

~~ANNUAL-~~
~~CAPITAL-~~

☒ **RECOMMENDATION**
☐ **POLICY DISCUSSION**
☐ **STATUS REPORT**
☐ **OTHER**

PRESENTED BY: Terry Lannon

COMMISSION ACTION REQUESTED ON:

PURPOSE: This is a request to renew the contracted instructor agreement with Kristy Hill, allowing her to continue offering one-on-one swim lessons at the Habersham County Parks and Recreation Facility.

BACKGROUND / HISTORY:

- Has been teaching swim lessons as a contracted instructor for the past three years at Habersham County Parks and recreation facility.
 - Received numerous compliments from participants of her programs and the Habersham County Parks and Recreation Department would like to continue offering one on one swim lessons based on the positive feedback.
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FACTS AND ISSUES:

- The fee for one-on-one swim lessons for in-county residents will be \$130.00 per person and \$150 per person for out-of-county residents
 - This fee will include four (4) individual swim lessons, each lasting 30 minutes, to be scheduled over a two-week period.
 - Habersham County Parks and Recreation will handle all registration and will compensate the instructor at a rate of \$100 per participant per session once the session has been completed
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OPTIONS:

- 1) Approve recommendation
 - 2) Deny recommendation
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION:

DEPARTMENT:

Prepared by: Robert Oaks

Director: Terry Lannon

**ADMINISTRATIVE
COMMENTS:**

_____ **DATE:** _____

County Manager



HABERSHAM COUNTY PARKS AND RECREATION - CONTRACT INSTRUCTOR AGREEMENT

THIS AGREEMENT dated this 26th day of August, 2026, (Effective Date) by and between the Habersham County, a political subdivision of the State of Georgia (hereinafter referred to as "Agency") and (Kristy Hill), (hereinafter referred to as "Contractor"). The parties agree to the following:

I. SERVICES AND RESPONSIBILITIES: Contractor agrees to provide instruction for 1 on 1 Swim Lessons ("Courses") as defined by the Class Information detailed in Exhibit "A". Contractor will be solely responsible for creating course content and instruction plans.

The Agency shall be solely responsible for registration of participants for Courses. Registration Periods will be held for the following dates:

Winter/Spring

2 Sessions in February 2027

2 Sessions in March 2027

2 Sessions in April 2027

Times: 4:30, 5:00, 5:30, 6:00, 6:30

Summer

2 Sessions in May 2027

2 Sessions in June 2027

Times: 4:00, 4:30, 5:00, 5:30, 6:00, 6:30

Fall Sessions:

Session 1: Sept 1st, 3rd, 8th, 10th 2026

Session 2: Sept 15th, 17th, 22nd, 24th 2026

Session 3: Sept 30th, Oct 1st, Oct 6th, Oct 8th 2026

Session 4: Oct 20th, 22nd, 27th, 29th 2026

Session 5: Nov 3rd, 5th, 10th, 12th 2026

Session 6: Dec 1st, 3rd, 8th, 10th 2026

Times: 4:30, 5:00, 5:30, 6:00, 6:30

The Agency will provide Contractor with a list of all registered participants ("Course Roster") via an Instructor Access login to Rec Desk, the Agency's registration management software. Contractor will be able to view the Course Roster for all Courses for which Contractor will be responsible for instruction.

The Agency will provide Contractor with access to County facilities as needed for instruction of Courses. Contractor shall be responsible for cleaning up any and all County facilities used after each Course. Contractor agrees to assume responsibility for purchasing and providing all materials, equipment, and supplies of whatever nature required for the Courses.

II. CLASS INFORMATION: Attached as Exhibit "A" is course times, fees, and general instruction descriptions as provided by Contractor.

III. ADVERTISING: Promotional materials and communications related to the above programs, including but not limited to social media posts and emails, will originate from the Agency. The Contractor may, and is encouraged to, share and forward promotional materials and communications that are originated by the Agency.

IV. TERM: The Term of this Agreement shall be for one calendar year, starting on the Effective Date hereto.

V. INDEPENDENT CONTRACTOR: At all times during the term of this Agreement, Contractor shall be an Independent Contractor and shall not be considered for any purposes an employee of the Agency. The Agency shall have the right to control the Services rendered by Contractor pursuant to this Agreement. Contractors are NOT eligible to receive any Worker's Compensation Fees, Unemployment Fees, or Health Insurance by the Agency.

All contracts and tax identification forms, including 1099 paperwork must be signed by Contractor and returned to Agency within 14 days of the Effective Date of this Agreement. The Contractor is an independent contractor and as such is responsible for reporting all income for tax purposes.

VI. CONTRACTOR NOT AGENT: Except as the Agency may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of the Agency in any capacity whatsoever as an agent of the Agency. Contractor shall have no authority, express or implied, pursuant to this Agreement, to bind the Agency to any obligation whatsoever.

VII. FEES AND PAYMENT:

Each Course participant will be required to pay a participation fee of **\$130 for in County participants, \$150 for out of county participants.** The Agency shall be solely responsible for collection of said participation fees.

In exchange for full performance of the Services listed in this Agreement, The Agency agrees to pay Contractor a flat rate fee of **\$100** per participant for **1 on 1 Swim Lessons.** These flat rates will remain the same regardless of whether the participant pays resident or non-resident rate.

Payment shall be due and payable upon the expiration of each Registration Period. Agency shall provide Contractor with payment via regular U.S. Mail, not more than thirty (30) days from the expiration of each Registration Period.

VIII. INSURANCE: Contractors shall not be covered under the Agency's liability insurance. The Agency assumes no liability or responsibility for the Contractor's actions. It is recommended that the contractor contact his/her insurance carrier for advice concerning General Liability and/or Professional Liability coverage.

IX. ASSIGNMENT: This Agreement, nor any rights or obligations herein may be assigned by either Party hereto. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

X. STANDARD OF PERFORMANCE: Contractor shall perform all Services in a professional manner and in such a manner that reflects positively on the County and the Parks and Recreation Department.

XI. BACKGROUND CHECK: The Agency, in its sole discretion, may require the Contractor and any of its agents or employees assigned to Contractor's Courses to be cleared and approved through the Agency's background check process. The Agency may require such clearance or approval at any time, as a condition of commencing or continuing such assignment the Contractor's Courses. The background check process shall be performed at the Agency's expense.

XII. AMENDMENTS: Any amendment to this Agreement must be in writing and signed by both parties.

XIII. TERMINATION: Either party may terminate this Agreement for any reason by providing sixty (60) days written notice to the other Party of the intent to terminate. The Agency may terminate immediately for nonperformance of Services by Contractor after Agency has provided Contractor five (5) days' notice to remedy the nonperformance. Notice of termination shall be hand delivered or delivered via email to the non-performing party in writing at the addresses contained email.

XIV. INDEMNITY: Contractor agrees to defend, indemnify, and hold harmless the Agency, its officers, agents, and employees, from any and all claims or damages resulting from or arising out of this Agreement, including without limitation, claims or damages for negligence, personal injury (including death) or property damage, except those claims or damages arising out of the sole negligence of the Agency.

XV. ENTIRE AGREEMENT: The Parties agree that this Agreement represents the entire agreement between the Parties. Any other discussion or verbal agreements outside of the Agreement are void and unenforceable.

XVI. CONTRACTOR INFORMATION:

Name: Kristy Hill

Address: 400 Jenny Lane

Phone/Cell: [REDACTED]

City: Cornelia

Zip: 30531

E-mail: [REDACTED]

XVII. CONTRACTOR COORDINATORS and representatives for the Agency shall be:

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Name: Todd Mayfield, CYSA

Office Phone: (706) 839-0235

Email: tmayfield@habershamga.com

Title: Athletic Manger

Cell Phone: (706) 297-8939

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Name: Robert Oaks

Office Phone: (706) 839-0233

Email: roaks@habershamga.com

Title: Aquatic Manager

Cell Phone: (678) 933-4220

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Name: Lenay Gerrin

Office Phone: (706) 839-0238

Email: lgerrin@habershamga.com

Title: Special Programs and Events Manager

Cell Phone: (706) 949-9230

Approved by the Habersham County, Georgia Board of Commissioners on the ____ day of _____, 2026 and executed this ____ day of _____, 2026, in witness whereof the said Party hereto has set its hand, affixed its seal and delivered these presents.

BOARD OF COMMISSIONERS OF
HABERSHAM COUNTY, GEORGIA

By: _____
Bruce Harkness Chairman

Attest: _____
Brandalin Carnes, County Clerk

In witness whereof the said party hereto has set its hand, affixed its seal and delivered these presents.

[Kristy Hill]

By: Kristy Hill

Attest: Robert Ouel