

**CARBONDALE PARKS & RECREATION COMMISSION**  
**REGULAR MEETING**  
**WEDNESDAY, January 9, 2019      7:00 P.M.**  
**Carbondale Town Hall**

<u>TIME*</u>			<u>ITEM</u>	<u>DESIRED OUTCOME</u>
7:00		1.	Roll Call	
7:05		2.	Approval of Dec. 12, 2018 Minutes	INFORMATIONAL
7:08		3.	Items from Citizens Present Not on the Agenda	
7:10		4.	Recreation Program Report Margaret Donnelly- Aquatics/ Wellness Coordinator	INFORMATIONAL
7:20		5.	FY-2019 Budget Rec Sales Use Tax Balance	INFORMATION DISCUSSION (Attachment A)
7:30		6.	Red Hill Trails Update BLM Site Visit Notes	INFORMATION DISCUSSION (Attachment B)
7:45		7.	North Face Park-Pickleball and Tennis Work Session Minutes Next Steps: Cost Estimates, MOU Draft Outline, Staff and Stakeholders Design Charrette	INFORMATION DISCUSSION (Attachment C)
8:45		8.	Report & Updates: Staff & Commission Members <ul style="list-style-type: none"> <li>• Eric Brendlinger, Parks &amp; Recreation Director</li> <li>• Jessi Rochel, Recreation Center Manager</li> <li>• Parks &amp; Recreation Commissioners</li> <li>• Luis Yllanes, Trustee Liaison</li> </ul>	INFORMATION
9:00		9.	Adjournment*	*Please note: Times are approximate

**MINUTES  
CARBONDALE PARKS & RECREATION COMMISSION  
December 12, 2018**

Becky Moller called the Carbondale Parks & Recreation Commission meeting to order at 7:02 p.m. on December 12, 2018, in the Town Hall meeting room.

**ROLL CALL**

The following members were present for roll call:

Members:                   Becky Moller, Chair  
                                Hollis Sutherland, Member  
                                John Williams, Member  
                                Rose Rosello, Member  
                                Todd Chamberlin, Member  
                                Camy Britt, Alternate  
                                Genevieve Villamizar-Alternate  
                                Ashley Allis, Member

Town Staff Present:   Eric Brendlinger, Parks & Recreation Director  
                                Jessi Rochel, Recreation Center & Programs Manager  
                                Angie Sprang, Boards & Commissions  
                                Luis Yllanes, Trustee Liaison

**CONSENT AGENDA**

Rose Rosello ***moved*** to approve the minutes from the Parks & Recreation Commission meeting on November 2018 with noted edits. Hollis Sutherland ***seconded*** the motion, and it was ***unanimously approved***.

**PERSONS PRESENT NOT ON THE AGENDA**

There was no one present, not on the agenda, who wished to address the board.

**INTRODUCTION – DEREK MILLER FACILITY MAINTENANCE LEAD POSITION**

Eric introduced Derek to the commission so everyone could put a face to the name. Eric explained that Derek comes to the Town with many years of property management experience and the ability to maintain our aging recreation infrastructure. Presently he is managing our ice rinks, and conducting ongoing maintenance of the recreation center.

**ENVIRONMENTAL BOARD CHAIR COLIN QUINN TREE LABELING PROPOSAL**

The commission read and discussed attachment A. Points made were:

- Trees would not be harmed
- To mitigate vandalism, signage could be custom and be considered artistic and produced by a local artist
- It would be a small pilot project
- There would be a map so kids could go on a scavenger hunt to find tree species
- The hanging apparatus would be an expanding coil that will not damage the tree
- There would likely be a story map on the website with additional tree identification and educational details and the trees locations.
- It may be beneficial to show what species thrive in this environment, especially with the drought conditions recently experienced.

The commission is in full support of the project, and would like to see the actual plan to fully understand what the details are. Colin will be invited to the January meeting to present the details.

**RECREATION PROGRAM REPORT – YOUTH & ADULT ATHLETICS COORDINATOR WILL TEMPEST**

Will introduced himself to the commission, and everyone got acquainted. Will shared his job duties with the commission and upcoming leagues and classes which include, the *Youth Basketball League, Adult Broomball*

*League, Winter Volleyball League, Dodgeball After School Program, a Youth Learn to Play Hockey program and a Carbondale Junior Hockey program for the older kids, and series of progressive climbing wall youth classes.*

#### **TRUSTEE WORK SESSION 12/18/2018 DRAFT MEMO NORTH FACE PARK PICKLEBALL & TENNIS**

Eric informed the commission that they have a work session with the trustees on 12/18. Points for discussion with the Trustees are:

- They would like to discuss what may happen in the event that the GoCo grant is not awarded for the pool project...Will the Town find funds to pay for the pool planning process? The burn rate on the Recreation Sales and Use Tax is no longer an issue. Eric will bring those numbers to the next meeting.
- Pickle ball discussion
- Phase 2 of the Red Hill Trail building project

The pickleball memo was discussed. Points made were:

- It includes a background of the process to date – including a walk through the search for land process/evaluation of potential sites along with the commission's recommendations
- Recommendation includes 4 pickleball courts facing southwest
- There is an opportunity to have up to 6 pickleball courts for tournaments
- Commission stressed strongly a multi-use approach instead of purposing and repurposing our open spaces at a cost to the Town
- There may be space for one to two futsal fields which can be multi-use, for soccer and lacrosse
- Keeping as much of our open space open as possible is ideal
- Up to 6 courts max, as much open space as possible, as much multi-use as possible, accommodating as many citizens needs, balanced to meet needs of even the un-spoken groups and neighbors
- How will this be prioritized with funding? Will it push the pool project farther down on the list? What funding impacts will this have on the Parks & Rec department?
- It's likely Pickleball will need to foot the bill for the planning and construction
- Pickleball may need to wait until next fall to seek a GoCo grant – Pickleball asked specifically just for the land and the Town is providing that so Pickleball will need to provide the funds going forward
- Courts will need be post tension concrete courts due to our fluctuation in temperature
- A representative from the Pickleball Association was present and shared with the commission that they will pay for everything & appreciate the land potentially being made available for pickleball courts by the Town
- Pickleball Association will need to bring back a fully engineered plan with cost of construction for Town approval
- The concepts in the memo are very conceptual and may not reflect any actual design – actual design will depend on what the Pickleball Association can pay for
- Explain why the tennis courts were not recommended for repurposing as that would impact the ability for tournament use – no multiple lines on tennis courts per USTA tennis rules & pickleball will not change line regulations. Presently the painted pickleball lines on the tennis court are grandfathered in, allowing USTA tennis play at the Darien Courts.
- Who will pay for court maintenance and future repurposing? Pickleball Association? – ideal if this will be in writing

Hollis motioned to move forward with evaluation of the feasibility and sustainability of long-term infrastructure needs of up to 6 pickleball courts at North Face Park, without repurposing the tennis courts. Todd seconded the motion, and it was unanimously approved.

Eric will send the parks master plans to Ashley per her request.

#### **2019 SPECIAL EVENT TASK FORCE DRAFT CALENDAR OF EVENTS**

The commission reviewed the 2019 special event task force draft calendar of events. Discussion ensued.

Rose recommended the Trustees approve the calendar as presented in the packet. Todd seconded the motion, and it was unanimously approved.

#### **REPORT & UPDATES**

**Eric:** Provided a brief update on the Red Hill Trail building project. A meeting will take place with the stakeholders and the BLM on-site next week to determine the timing of the opening of the completed trails and the necessity for signage. It's anticipated that the downhill bike trail will be completed by April. Singletrack Trails will re-mobilize in March for a three week build to complete the trail system.

**Jessie:** Reported the Rec Center is putting out a new programs brochure that will outline programs through May. This will be a flip book on-line and an insert into the Sopris Sun on December 18<sup>th</sup>.

**Commissioners:** Luis gave kudos to the Parks & Rec staff for their work on the special events calendar. Luis reported that in 5 years, our rec center will be paid off and that could make getting a new aquatic center very plausible.

#### **ADJOURNMENT**

The December 12, 2018, regular meeting adjourned at 9:08 pm. The next regularly scheduled meeting is set for January 9, 2018 at 7:00 pm.

Respectfully submitted,  
Angie Sprang



## **TOWN OF CARBONDALE YEAR 2019 BUDGET MESSAGE**

The Town of Carbondale Municipal Budget is hereby submitted in accordance with the "Local Government Budget Law" of the State of Colorado. This budget sets forth projections of Town expenditures and revenues for the period of January 1, 2019 through December 31, 2019.

The Town's Municipal Budget establishes expenditure limits for all Town departments and operations during fiscal year 2019. It is more than a compilation of revenue and expenditure projections; in that, it reflects the goals, priorities, and policies established by the Board of Trustees for Carbondale during 2019.

The local Carbondale economy continues to grow, and 2018 has been a strong revenue growth year for the Town. The new City Market project is planned for vertical construction in 2019, and will not impact Town sales tax revenues until 2020. The Town worked closely with various partners in 2018 to achieve community goals; including, a collaboration with Aspen Valley Land Trust to acquire the Red Hill property, and an agreement with Garfield County to complete the Snowmass Drive Sidewalk.

### **General Fund**

Sales tax collections, the Town's major revenue source, have an estimated increase of 7% in 2018. The 2019 budget projects a modest 3% increase in sales tax. Building Permit fees in 2019 are anticipated to be \$100,000; in 2018, the Town collected \$180,000. The 2018 General fund was modestly influenced by \$197,625 in Mineral Leasing and Mineral Severance Tax funds, and the 2019 Budget anticipates revenues of \$195,000 from this source as severance tax dollars are projected to remain flat. The 2019 Budget plans for \$341,491 of reserve general fund spending, mostly in a transfer to the Capital Fund for capital improvements. The major capital projects for 2019 are: (1) basic street resurfacing, (2) sidewalk improvements, (3) fleet upgrades, (4) Red Hill parking lot, and (5) paving Meadowood Drive. The Town Board continues to focus on housing. As a result, in 2018 the Town completed an Artspace study, and participated in a regional housing needs assessment. The 2019 Budget includes a \$50,000 transfer into the Housing fund, which will be spent on a yet to be determined project. The General fund at year-end 2019 will have sufficient reserves of approximately \$5.65 M representing approximately 75% of our annual operational costs.

Expenditure distribution in the 2019 General fund budget is as follows:

Personnel.....	60%
Operation and Maintenance.....	30%
Capital.....	10%

The total 2019 General fund budget is \$7,537,090. The 2019 Budget includes a 5% cost of living and wage increase for Town employees. The current employee benefit package offered remains unchanged during 2019. Costs for group insurance will increase 4% in 2019. The Town continues to carefully monitor and manage energy use as part of an effort to control operating costs, work toward meeting energy reduction goals, and 2017 Climate and Energy Action Plan goals.

#### **Water Fund and Wastewater Fund Revenues**

2019 water tap fees are projected at \$185,000, and wastewater tap fees are projected at \$100,000. Wastewater will see a 5% service fee increase. Water will see a 5% increase in water usage fees, and a 7.5% increase in the base rate in 2019. The Town is in the second year of a six-year plan to adjust user fees, so they more accurately reflect the cost of providing services.

#### **Water and Wastewater Reserves**

The BOT has a goal of \$1M as a minimum reserve balance for each of these funds. Projected Water and Wastewater fund reserve balances at the end of 2019 are \$1.38M and \$4.15M respectively.

#### **Water Expenditures**

The Water fund includes \$200,000 in funding for the replacement of water mains. The Town has budgeted \$416,050 for building a hydro micro hydro plant at the Nettle Creek water treatment plant and will explore various grant opportunities to offset this cost. The timing of this project is dependent upon permitting by the USFS. \$500,000 has been budgeted for a half million-gallon day addition to the Roaring Fork water treatment plant.

#### **Wastewater Expenditures**

The Wastewater fund includes \$1.2 M for building a clarifier at the Waste Water Plant. The Town plans to apply for grant funding, which will offset a modest portion of the project costs.

#### **Recreation Sales & Use Tax Fund**

The use of the Carbondale Recreation and Community Center (CRCC) continues to be strong. Revenue from entrance fees is projected to be \$260,000 in 2019.

It is anticipated that the fund balance at the end of 2018 will be \$1,499,584. This represents a gradual rebounding of the fund balance as a result of increased sales and use tax receipts and timing of grant reimbursements. The outstanding bonds were refinanced via a bank loan in 2018 and will be repaid in 2024.

The long-term viability of our current aquatics facility continues to be of concern. A Great Outdoors Colorado (GOCO) planning grant application has been submitted requesting funds which will be used to explore options for upgrading or replacing the current aquatics facility.

#### **Basis of Budgetary Accounting**

All Town funds are accounted for using the modified accrual basis of accounting. Revenues are recognized and accounted for when they become available and measurable as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting, when the related fund liability is incurred. Exceptions to this rule include principal and interest on long term debt, which is recognized when due. Proprietary or Enterprise funds are accounted for using the accrual basis of accounting, and their revenues and expenditures are recognized when incurred. Services provided, but not yet billed, are recorded as receivables due at the end of the year.

#### **Summary**

During 2019, combined expenses for all funds are \$20,905,501 and the estimated fund balance for all funds is \$14,575,932.

In summary, the Board of Trustees continues to address the Town's financial needs in a prudent and fiscally responsible manner, while investing in the Town's infrastructure. Trustee assistance and guidance in preparation of this document is appreciated.

Town staff is to be commended for the professionalism they displayed throughout the budget preparation process.

It is a pleasure to work for the Town of Carbondale, and I look forward to continuing my work with its' Citizens, the Board of Trustees, and Town Staff.

Respectfully submitted,



Jay Harrington  
Town Manager



## **RECREATION SALES & USE TAX FUND**

This fund accounts for a .5% sales and use tax which is used exclusively for the acquisition of land and the development and implementation of parks and recreation facilities and programs for the Town of Carbondale. The operations of the Community Recreation Center and the Municipal Swimming Pool are funded through this revenue source.

## TOWN OF CARBONDALE 2019 MUNICIPAL BUDGET

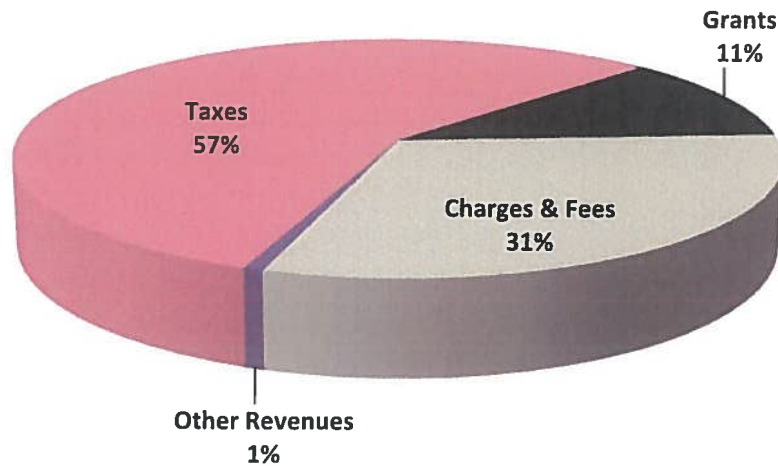
**Taxes:** The Town collects 3.5% sales and use tax, of which .5% goes to the Recreation Sales and Use Tax Fund. This includes sales tax on retail sales and use tax on building construction. Use tax on motor vehicles is collected by Garfield County and remitted to the Town on a monthly basis.

**Intergovernmental:** Intergovernmental represents other types of revenue collected by the State of Colorado and then shared with municipalities.

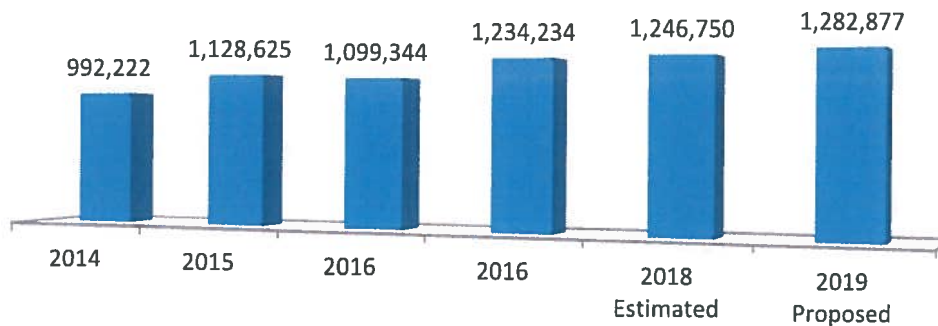
**Charges and Fees:** This is revenue generated through the Recreation Center and the John Fleet Municipal Swimming Pool, and is used exclusively for the operation and maintenance of these facilities.

**Other:** Interest income and other miscellaneous revenues are reflected in this category.

**Recreation Sales & Use Tax Fund Revenue 2019**



**Recreation Sales & Use Tax Fund Revenue 2014-2019**



**RSUT FUND REVENUE****FY 2019****Line Item Details**

budgeted

**TAXES**

Sales Tax Revenue	636,027
Use Tax - Building Permits	25,000
GarCo Vehicle Use Tax	70,000
<b>TOTAL TAX REVENUE</b>	<b>731,027</b>

**OTHER**

Interest Income	4,000
Transfer In	
Other Revenues	900
Refund of Expenditures	3,000
Donations	
Facility Rental (Rec Center)	40,000
Sales Tax Penalties	900
Interest on Delinquent Tax	300
<b>TOTAL OTHER REVENUE</b>	<b>49,100</b>

**TOTAL GRANT REVENUE****146,250**\$120,000 2 FMLD mini-grants for \$25,000 plus a  
\$70,000 FMLD Third Street Center Parking Lot  
\$26,250 GOCO Pool Master Plan Planning Grant**CHARGES & FEES**

Swimming Fees	56,000
Entrance Fees ( Rec Center)	260,000
Concession Fees	2,500
Other Rec. Ctr. Revenue (Programs)	38,000
<b>TOTAL CHARGES &amp; FEES</b>	<b>356,500</b>

**RSUT REVENUE TOTAL****1,282,877****RSUT FUND EXPENDITURES****FY 2019**

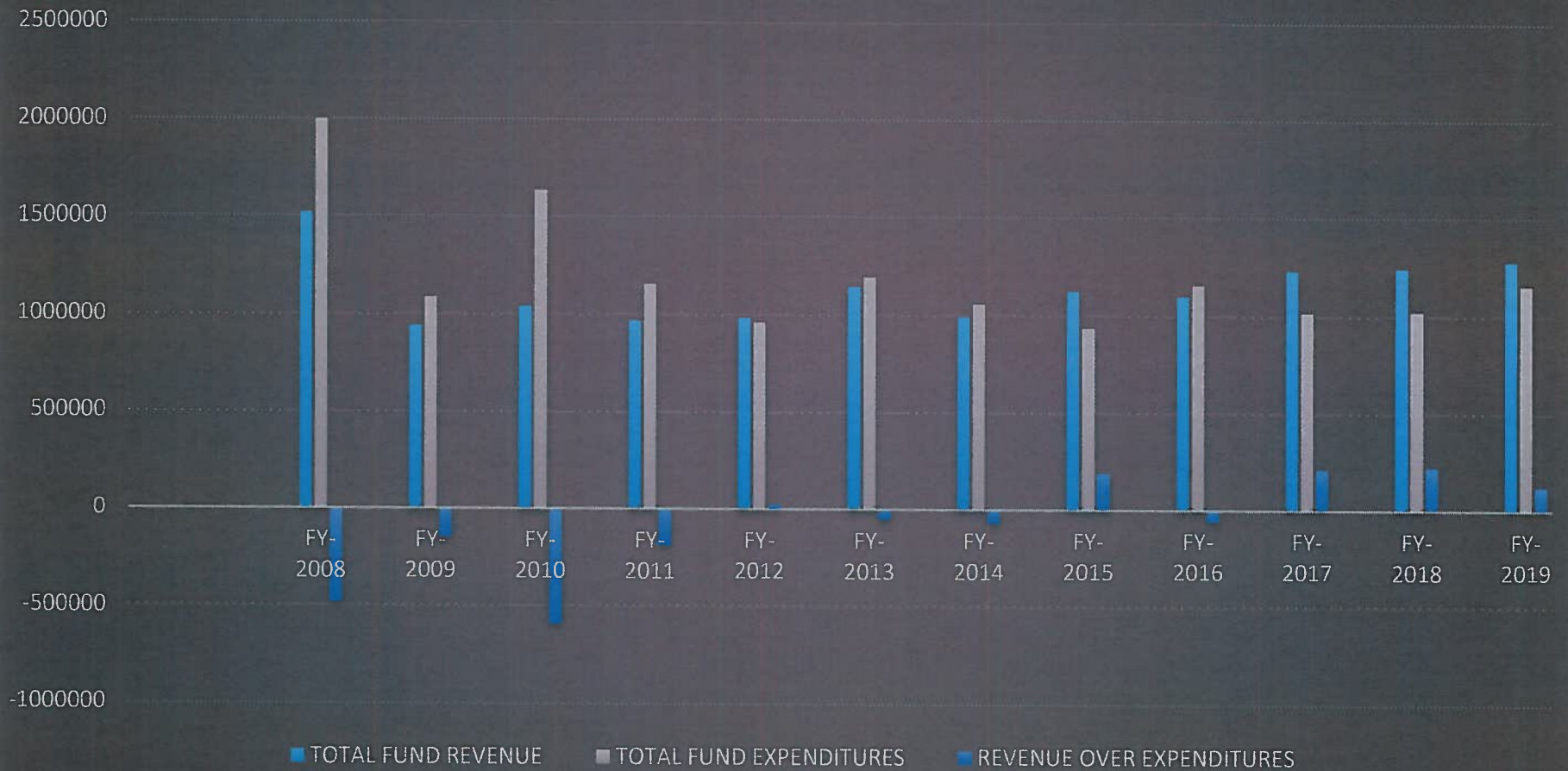
Budgeted

Rec Center	506,392
Pool	163,184
Personnel (1 Rec Coordinator-Will)	70,855
O & M (debt service, admin fee)	269,300
Capital Improvements, Grants	149,500
<b>TOTAL FUND EXPENDITURES</b>	<b>1,159,232</b>

**REVENUE OVER EXPENDITURES****123,645****RSUT FUND BALANCE****1,499,548**

Includes Carry over from previous year

## RSUT Fund Expenditures vs. Revenue Burn Rate 2008-2019



<u>RSUT FUND REVENUE</u>	<u>FY-2008</u>	<u>FY-2009</u>	<u>FY-2010</u>	<u>FY-2011</u>	<u>FY-2012</u>	<u>FY-2013</u>	<u>FY-2014</u>	<u>FY-2015</u>	<u>FY-2016</u>	<u>FY 2017</u> actual	<u>FY 2018</u> estimated	<u>FY 2019</u> budgeted
<b>TAXES</b>												
Sales Tax Revenue	542,906	456,144	441,260	436,456	459,871	474,289	509,556	551,680	561,449	600,337	605,740	636,027
Use Tax - Building Permits	72,822	21,536	24,082	11,612	19,249	19,893	41,336	34,204	29,632	25,419	40,000	25,000
GarCo Vehicle Use Tax	60,191	33,487	29,759	35,666	41,917	47,633	56,637	63,694	73,996	75,361	60,500	70,000
<b>TOTAL TAX REVENUE</b>	<b>675,919</b>	<b>511,167</b>	<b>495,100</b>	<b>483,735</b>	<b>521,037</b>	<b>541,815</b>	<b>607,529</b>	<b>649,578</b>	<b>665,077</b>	<b>701,117</b>	<b>706,240</b>	<b>731,027</b>
<b>OTHER</b>												
Interest Income	34,643	21,242	7,891	2,467	624	405	340	509	1,465	2,731	4,200	4,000
Transfer In	0	0	0	0	0	0						
Other Revenues	0	0	511	1,255	1,877	198	1,652	398	970	679	1,500	900
Refund of Expenditures	3,453	5,749	5,153	9,645	4,036	1,427	2,135	1,590	1,351	14,111	9,620	3,000
Donations	27,700	26,560	25,000	25,000	91,106	9,421	4,138	10,560	750			
Facility Rental	15,871	24,813	29,122	40,516	52,840	39,441	37,201	43,880	38,873	43,317	42,825	40,000
Sales Tax Penalties	2,777	1,657	1,355	1,211	1,149	885	1,888	1,365	924	1,212	1,000	900
Interest on Delinquent Tax	876	429	851	381	417	677	318	283	253	260	300	300
<b>TOTAL OTHER REVENUE</b>	<b>85,320</b>	<b>80,449</b>	<b>69,883</b>	<b>80,475</b>	<b>152,048</b>	<b>52,455</b>	<b>47,672</b>	<b>58,585</b>	<b>44,586</b>	<b>62,310</b>	<b>59,445</b>	<b>49,100</b>
<b>TOTAL GRANT REVENUE</b>	<b>247,763</b>	<b>105,706</b>	<b>173,673</b>	<b>105,000</b>	<b>4,000</b>	<b>213,618</b>	<b>25,000</b>	<b>83,720</b>	<b>15,250</b>	<b>96,213</b>	<b>100,000</b>	<b>146,250</b>
<b>CHARGES &amp; FEES</b>												
Swimming Fees	0	0	46,202	44,765	53,672	58,941	46,689	45,748	47,985	56,156	62,765	56,000
Entrance Fees	203,246	214,665	211,405	196,200	206,157	240,475	227,575	248,513	260,121	278,681	280,000	260,000
Concession Fees	708	1,415	2,594	3,471	1,808	2,874	1,918	3,539	2,816	1,750	2,300	2,500
Other Rec. Ctr. Revenue	8,750	30,189	44,615	56,077	46,393	37,617	35,776	38,943	38,873	38,006	36,000	38,000
<b>TOTAL CHARGES &amp; FEES</b>	<b>212,703</b>	<b>246,269</b>	<b>304,815</b>	<b>300,442</b>	<b>308,030</b>	<b>339,907</b>	<b>311,958</b>	<b>336,743</b>	<b>349,795</b>	<b>374,593</b>	<b>381,065</b>	<b>356,500</b>
<b>RSUT REVENUE TOTAL</b>	<b>1,221,705</b>	<b>943,591</b>	<b>1,043,471</b>	<b>969,652</b>	<b>985,115</b>	<b>1,147,796</b>	<b>992,222</b>	<b>1,128,625</b>	<b>1,099,344</b>	<b>1,081,647</b>	<b>1,284,293</b>	<b>1,282,877</b>
<b>OPERATING TRANSFER</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>				
<b>TOTAL FUND REVENUE</b>	<b>1,521,705</b>	<b>943,591</b>	<b>1,043,471</b>	<b>969,652</b>	<b>985,115</b>	<b>1,147,796</b>	<b>992,222</b>	<b>1,128,625</b>	<b>1,099,344</b>	<b>1,234,234</b>	<b>1,246,750</b>	<b>1,282,877</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,001,269</b>	<b>1,090,088</b>	<b>1,634,854</b>	<b>1,156,687</b>	<b>962,525</b>	<b>1,196,312</b>	<b>1,058,857</b>	<b>937,199</b>	<b>1,157,745</b>	<b>1,019,726</b>	<b>1,022,974</b>	<b>1,159,232</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>-479,565</b>	<b>-146,497</b>	<b>-591,383</b>	<b>-187,036</b>	<b>22,591</b>	<b>-48,516</b>	<b>-66,631</b>	<b>191,426</b>	<b>-58,407</b>	<b>214,508</b>	<b>223,776</b>	<b>123,645</b>
<b>RSUT FUND BALANCE</b>	<b>1,822,068</b>	<b>1,675,571</b>	<b>1,084,188</b>	<b>897,152</b>	<b>919,743</b>	<b>871,227</b>	<b>804,596</b>	<b>996,022</b>	<b>937,618</b>	<b>1,152,126</b>	<b>1,375,903</b>	<b>1,499,548</b>

**Red Hill Trails on-site meeting with BLM, DHM and  
Town of Carbondale Parks & Recreation Department  
December 20, 2018**

1. *BLM* ok to open the new Ruthie's Spur leg (along base of cliff band, leading to Mushroom/Blue Ribbon intersection).
  - Town to install new temporary signage at top of both spurs to Ruthie's Run (hiker) trail.
  - Identify as hiker only, no bikes.
2. *BLM* ok to open the newly completed Shared-Use trail.
  - It makes sense to name this route Three Gulch (or Lower Three Gulch), as it is effectively an extension of that existing trail.
  - Town to install new temporary signage where this trail meets up with the existing switchback on Blue Ribbon.
  - At this junction (from climbers vantage), have a sign pointing right to Three Gulch, left to Blue Ribbon.
  - Identify that the shared use trail is temporarily open to uphill bikes and two-way hiker use only.
  - Identify that bikes should descend to the existing old trailhead/road for now.
  - One switch-back (turn #2) could be excavated a little further into slope, to allow more turning radius and a slightly expanded landing.
3. Town to install temporary trail sign at entrance from County Rd, leading users to new trails, instead of old trailhead up road.
4. *BLM* to provide photos of existing sign, for consideration as possible temporary/permanent use near bottom of new trails.
5. Town might consider some vegetative thinning near bottom of new trails. Especially if non-natives are present, such as Elms. This might contribute to a more open, safer feeling, encouraging hikers to adopt the new route sooner than later.
6. Town might consider adding signage to the existing "bandit" trail, notifying users that this route will be dismantled Spring 2019, and encouraging people to enter the trails lower down, rather than walk the road. No surprises later, and more time to adapt to new usage habits.
7. Leave existing trailhead open for now.
8. Future re-routes of existing trails, near existing trailhead to be assessed in future, including *BLM* and Red Hill Council.
9. As a group, we did some initial review and assessment of the in-progress directional bike trail, noting some areas likely needing re-thinking. Also kept in mind that it's a work in progress and condition does not necessarily reflect completeness to the current lower termination point.

**Chris Brandt**

Landscape Architect

**DHM DESIGN**

Landscape Architecture | Land Planning | Ecological Planning | Urban Design

311 Main Street, Suite 102 | Carbondale, CO 81623

D: 970.425.3401 | O: 970.963.6520 | C: 970.319.7938



TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623

## Board of Trustees Work Session Minutes

**Meeting Date: December 18, 2018**

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### **Purpose of the work session:**

Pickleball has become a very popular sport in Carbondale, in Colorado, and across the nation. Roaring Fork Pickleball Association (RFPA) approached the Parks & Recreation Commission last January to research the opportunity to re-purpose two of the three tennis courts at the Darien Tennis & Pickleball facility in the North Face Park. If the re-purposing is not possible the RFPA is also looking for vacant town land that could be used to construct dedicated pickleball courts in the Town of Carbondale.

Memo was presented to the Trustees showing the history, discussion analysis, financial implications, and the future potential needs of the North Face Park, where land has been identified to be sufficient for up to 6 dedicated pickleball courts. Also presented was the conceptual design that utilized the remaining space of the park for two futsal courts that could be constructed using artificial turf and be multi use facilities, for soccer, lacrosse, bike polo, baseball and special events. The Parks & Recreation Commission made the following motion at their December 12<sup>th</sup> meeting:

1. Recommend not repurposing the existing tennis courts and using some of the space in the North Face Park for dedicated Pickleball courts
2. Move forward with evaluating land at the North Face Park for construction of up to 6 pickleball courts
3. Take into consideration future maintenance and infrastructure needs of the park

Representatives from the pickleball community, tennis community and lacrosse and soccer youth leagues were all contacted for feedback prior to the meeting. Pickleball and tennis players were present at the meeting and in support of the recommendations. Tennis community also in favor of court lighting.

The following items were discussed:

Jay-

- Our streets department will be paving meadowood drive this summer and will have excess millings that could be used as a base layer for court construction or for prep work for paving the North Face parking lots.
- 5 years ago the second phase of the middle school playground project was to install an artificial turf sport court to be used by multiple users.
- The Main Street Marketplace has a futsal court designed for the open space of that project but this will be private property.
- Finding land for pickleball courts was a recommendation of the 2015 Parks, Recreation and Trails Master Plan
- Potential grant funds when you replace irrigated grass with artificial turf for water conservation

Becky-

- The P & R Commission support pickleball but wants to maximize the parks open space for multiple uses. Also very concerned about whether this is in line with master plan goals and if the infrastructure of this park can handle the future demand and if the Town will have the necessary resources to maintain an additional facility, if this becomes a complex.

Erica-

- Has the skateboard community been contacted? They have lights on their wish list and a suggestion to get them involved in the design and discussion of future plans for the park.

Ben-

- Has there been neighborhood engagement because this park is used heavily by them. Suggested this take place.

Dan-

- Had questions about the two different conceptual design with one being 36 degrees off of north and the other design being 54 degrees off of north. (Since the tennis courts were built over an inline hockey rink the preferred north south orientation was not possible, so the preferred configuration would be the 34 degree design).

Heather-

- This area and idea needs a master plan with a potential phased project timeline.
- Design could be switched entirely with the futsal fields being north and the pickleball being south for more efficiency
- Parking could be designed for efficiency also.
- Restrooms are a question of quality vs. quantity, larger year round vs. porta pottys.
- As a large capital project the long term maintenance needs to be studied.

Erica-

- Suggestion for the courts to run along meadowood drive, leaving the open space towards the Bill Hanks Ballfield

Lani-

- I see this as a phased project taking into consideration future events possible at the site.
- Futsal might have some grant funding available through the Roaring Fork Soccer Club and new field grants from national soccer organizations and other partnerships.

Luis-

- Concerned about maintenance costs and parks future needs and our ability to maintain what we already have.

Jim Noyes (RFPA)-

- Construction is not complex with a potential time frame of March to June 2019.
- This would depend upon the success of the fundraising efforts, but the RFPA is also willing to bank finance the construction costs. (Jay mentioned that bank financing cannot use town assets as collateral or co-signed by the Town and that RFPA would need to fully fund the first phase which would be site prep and the construction of the pickleball courts)
- RFPA concerned that the potential donors do not want to wait and there is a threat of losing funding if this project is not fast tracked.

Ben-

- Made a comment that RFPA has some impatient donors.
- Mentioned that the meadowood drive project does not presently have pedestrian, sidewalk and street design that would work and incorporate a new parking lot design.

Discussion turned to next steps:

January and February for a planning process. Since there is no money allocated in the budget for this process and the planning grant cycle has passed for 2019 and the pickleball communities desire to fast track this as much as possible, the following scope of work was discussed.

- ☐ Design charrette with stakeholders and staff in January, (internal process) with utilities, parking, and infrastructure in mind. Stake holders include pickleball, tennis, soccer, lacrosse, baseball/softball, skateboarders, bike polo, special event park users
- ☐ Take design options from charrette to neighbors for feedback (Spanish and English presented to neighbors and residents through the property managers)
- ☐ Basic community outreach with one open house (external) at the February P & R Commission meeting.
- ☐ Town would work on parking plan, future infrastructure needs such as bathroom capacity, conduit for future lighting needs, futsal court costs and designs.
- ☐ RFPA would work with the Town of Carbondale Parks & Recreation Department and the Public Works Department on design and build costs, engineering specs and construction documents. First phase of the project would be the pickleball courts site prep and construction.
- ☐ Memorandum of Understanding between the Town of Carbondale Parks & Recreation Department and the Roaring Fork Pickleball Association, outlining expectation for use and management. This will be created by staff for review by Trustees as a draft in March.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
TOWN OF CARBONDALE  
AND  
ROARING FORK PICKLEBALL ASSOCIATION**

**REGARDING FUNDRAISING FOR DEVELOPMENT, MAINTENANCE &  
MANAGEMENT  
OF PICKLEBALL COURT COMPLEX  
LOCATED WITHIN NORTH FACE PARK**

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**Background**

The Carbondale Board of Trustees, on December 18, 2018 authorized Town staff to work with the Roaring Fork Pickleball Association (RFPA) on their proposed master plan and development of dedicated pickleball courts on Town of Carbondale land located in the North Face Park. A condition of this authorization was that a Memorandum of Understanding (MOU) agreement be signed between the Town of Carbondale and an established local entity, who will fund the project, with a partnership with the Town for the design, development, maintenance and improvements to the site. The Roaring Fork Pickleball Association, (RFPA) has been identified as the local entity that will enter into this MOU agreement, and who will with Town oversight, fundraise to develop the project. The final project would be on Town land and be owned by the Town of Carbondale and operated as a public recreation amenity in a Town park.

**Purpose**

The purpose of this MOU agreement is to outline the responsibilities and expectations for the partnership between the Town of Carbondale and the Roaring Fork Pickleball Association for the initial master plan, fundraising, design, development, ongoing maintenance, management and improvements of the Carbondale Pickleball Court Complex, which will be located within the southern section of North Face Park at 311 Meadowood Drive, Carbondale, CO 81623

**Memorandum of Understanding**

This MOU agreement is entered into this \_\_\_\_ day of (February), 2019 by and between the TOWN OF CARBONDALE, 511 Colorado Ave., Carbondale, CO, 81623, hereinafter referred to as the "TOWN"; and the ROARING FORK PICKLEBALL ASSOCIATION, **INSERT ADDRESS HERE**, Carbondale, CO, 81623, hereinafter referred to as "RFPA". In consideration of the mutual promises in this MOU agreement and the mutual reliance placed by each party on the responsibilities of each party. And such other consideration as the parties agree is good and sufficient, it is agreed as follows:

## **Draft Outline**

### **1. Purpose of the Town:**

- manage and maintain all parks, trails, open space and recreation facilities
- oversee the design, development, construction and management of the Carbondale Pickleball Court Complex
- conduct an assessment of North Face Park infrastructure present and future needs
- schedule use of the Carbondale Pickleball Court Complex once completed

### **2. Purpose of the RFPA:**

- The primary purpose of RFPA is to assist in the activities and enjoyment of pickleball for all members
- The RFPA functions to serve and to act as a public forum for discussing, evaluating and promoting the sport of pickleball.
- RFPA is funded by annual dues paid by members and donations.
- RFPA will also work to promote maintenance and enhancement of pickleball facilities.
- The RFPA launches or supports programs and services that address local Pickleball players needs, and has agreed to collaborate with the Town of Carbondale on fundraising, development, construction, maintenance and improvements to the Carbondale Pickleball Court Complex.

### **3. Scope of Work:**

- The work described within this MOU agreement includes future and ongoing activities to be undertaken by the TOWN and RFPA to fundraise, design, develop, construct, make improvements, maintain, and manage the proposed Carbondale Pickleball Court Complex within the North Face Park.
- The RFPA will utilize current and future members of the association, along with other additional recruited community partner volunteers to raise funds for the design and construction of a pickleball court complex.
- Acting as the initial project representatives on behalf of the RFPA, and who will function in a liaison capacity between the Town of Carbondale and the Roaring Fork Pickleball Association will be Cilla Dickinson, President of the RFPA. Future representation for RFPA will be the elected president of that organization or a person mutually agreed upon to conduct the role of RFPA project representative.
- The work efforts and activities of RFPA and their project representatives will be outlined within this MOU agreement and/or in an annual project plan addendum approved for the year in which the MOU agreement is authorized.
- Any project or activity not included in this MOU agreement or in the Town's maintenance plan for this site is subject to review and approval by designated representatives of the Town.

### **4. Roles and Responsibilities:**

#### **Town of Carbondale:**

- Representative for the town will act as the project manager for the design, permitting, construction and development of the Carbondale Pickleball Court Complex based on the design parameters created by staff, stakeholders, consultants and public outreach efforts. Contingency

design decisions and modifications to the project if needed, will be based on availability of resources and site conditions and consultation with Town staff, with feedback from RFPA Liasons.

- Provide public access and RFPA & partner access to the Carbondale Pickleball Court Complex site, and to make the site available for regularly scheduled pickleball play subject to the following priority of use :

Scheduled Use –Priority use is given to the following organizations in this order:

1. Town of Carbondale Programs & Activities
  2. Intergovernmental Agreement Use
  3. Carbondale Youth Club Sports
  4. Carbondale Residents Groups
  5. Area Youth Sports Groups
  6. Adult Groups Non-profit
- Provide a schedule of annual recreation department programming use by April of each year to allow RFPA to conduct drop-in and reserved options for maximum use of court time.
  - Meet with RFPA representatives for ongoing plan review and clarification of responsibilities.
  - Provide maintenance upkeep and repair of all structural components of the Park, including but not limited to the public restrooms, parking areas, play surfaces, fencing, and irrigation systems.
  - Review all proposed site improvement projects and determine if they are appropriate for approval, and all new projects or changes to existing or future public recreation amenities should be approved in writing.
  - Provide financial resources (if Town budgeted) that are needed for proposed activities, including but not limited to maintenance, programming, tournaments, clinics and special events.
  - Conduct regular trash pickups at a schedule to be determined by the Town.
  - Meet with RFPA representatives on or before November 1<sup>st</sup> of each year to review agreement activities and develop an annual work maintenance plan for the Pickleball Court Complex.
  - Seek possible outside funding for the Pickleball Court Complex through grants and other sources.
  - Assist the RFPA representatives with special events and tournaments.

#### **Roaring Fork Pickleball Association:**

- Fund the design, construction and development of the Carbondale Pickleball Court Complex based on the design parameters created by staff, stakeholders, consultants and public outreach efforts. Contingency design decisions and modifications to the project if needed, will be based on availability of resources and site conditions and consultation with Town staff.
- Designate (with Town concurrence and approval) and supervise one (1) and no more than three (3) project liasons, who will work collaboratively with the Town with the collective goal to develop and construct the Carbondale Pickleball Court Complex at the North Face Park.
- As a privately funded construction project on public land, realize that all rules and regulations in Town parks will apply to future use of this facility.
- Exclusive use by private individuals for camps and clinics must abide by Town Rules and Regulations. For profit use of a public amenity requires a contractual relationship with the Town and is a fee based use of the courts.

- Provide additional resources (when funding or availability allows) for all proposed activities, including but not limited to; maintenance, programming, tournaments, clinics and special events.
- Provide a schedule detailing RFPA use of the facility on an annual basis according to the scheduled priority use presented above.
- Organize and coordinate educational opportunities for school students and teachers to be introduced to the sport of pickleball.
- Provide volunteers to carry out routine maintenance, along with Town approved special projects.
- When required by the Town, obtain volunteer worker Waiver and Release Liability form signatures.
- Provide feedback to the Town of Carbondale staff of the upkeep and maintenance needs of the Carbondale Pickleball Court Complex as a public community park amenity.

5. **Termination:** The Town and/or RFPA may terminate this MOU at any time by notice in writing at least ninety (90) days before the effective date of termination. In the event that one party provides the other with such notice, the parties will meet promptly to discuss the reasons for and terms of transitioning out of the partnership.

6. **Amendment:** The Town and RFPA may, from time to time, require changes in the nature of the provisions of the MOU. Such changes which are mutually agreed upon will be incorporated in written amendments to this MOU.

7. **Ratification of MOU:** It is agreed that this MOU shall be evaluated and approved by both parties annually, prior to November 1<sup>st</sup> of each year.

8. **Compliance with MOU:** The Town and RFPA shall comply with all terms, conditions, provisions and requirements of the this MOU during the term of the agreement, and any extension, modification, addendum and revision thereof.

9. **Insurance:**

RFPA agrees to keep and maintain for the duration of this MOU including but not limited to commercial general liability with at least the minimum limits shown below. The commercial general liability insurance shall include completed operations coverage. RFPA shall furnish the Town with a certificate of insurance listing the Town of Carbondale as Certificate Holder and as an additional insured on the RFPA general liability policy. In the event of bodily injury or property damage loss caused by RFPA or RFPA volunteers' negligent acts or omissions in connection with RFPA services or operations associated with this MOU, the RFPA Liability insurance shall be primary with respect to any other insurance which may be available to the Town, regardless of how the "Other Insurance" provisions may read. In the event of cancellation, substantial changes or nonrenewal, the RFPA insurance carrier shall give the Town at least thirty (30) days prior written notice. No work shall be performed until RFPA have furnished to the Town the above referenced certificates of insurance, in a form suitable to the

Town. Upon request, RFPA shall provide the Town copies of RFPA insurance policies and endorsements.

Commercial General Liability:

a. Each Occurrence: \$1,000,000

b. General Aggregate \$1,000,000

Nothing herein shall be construed as a waiver on the part of the Town to any defense of any claim, including, but not limited to the defense of governmental immunity.

10. **Indemnification:** RFPA, it agents, officers, employees and volunteers shall indemnify, hold harmless, and defend the Town and all of its officers, agents, employees from and against any and all liability for personal injury and property damage arising out of or resulting from the negligent acts or omissions of its employees, its volunteers, and/or its agents, in the performance of this MOU.

11. **Assignment:** Neither party shall assign any interest in this MOU unless approved in writing by both parties.

12. **Governing Law:** The MOU shall be construed under the statutes and laws of Colorado. It is agreed between the parties that RFPA will comply with and observe all Federal and State or local laws, or ordinances, codes, rules or regulations pertaining to this MOU and performance thereof.

13. **Authority:** The Town Manager under whose supervision the Parks and Recreation Department is assigned or his/her designee shall have authority to act on behalf of the Town and shall be the interpreter of the requirements of this MOU on behalf of the Town. The first point of contact for RFPA shall be the Parks and Recreation Director.

14. **Independent Contractor:** Employees and volunteers of RFPA shall not be deemed to be employees of the Town. RFPA will supervise its employees and volunteers and will disburse all payrolls, taxes, licenses, insurance, uniforms and all other expenses incurred by RFPA in the performance of this MOU.

**TOWN OF CARBONDALE**

BY: \_\_\_\_\_  
Jay Harrington

TITLE: Town Manager

DATE: \_\_\_\_\_

**ROARING FORK PICKLEBALL ASSOCIATION**

BY: \_\_\_\_\_  
Cilla Dickinson

TITLE: RFPA Board President

DATE: \_\_\_\_\_