

**MINUTES
CARBONDALE PARKS & RECREATION COMMISSION
December 11,
2019**

Hollis Sutherland called the Carbondale Parks & Recreation Commission meeting to order at 7:00 p.m. on December 11, 2019, in the Town Hall meeting room.

ROLL CALL

The following members were present for roll call:

Members:	Hollis Sutherland, Chair John Williams, Member Ashley Hejtmanek, Member Kathleen Wanatowicz Genevieve Villamizar, Member (LATE)
Absent:	Camy Britt, Alternate Rose Rosello, Vice Chair Becky Moller, Member Tracy Wilson, Member
Town Staff Present:	Eric Brendlinger, Parks & Recreation Director Jessi Rochel, Recreation Center & Recreation Programs Manager Kae McDonald, Boards & Commission Clerk

CONSENT AGENDA

Motion Passed: Rose *moved* to approve the minutes from the October 16, 2019 meeting. John *seconded* the motion, and it was *unanimously approved*.

ITEMS FROM CITIZENS PRESENT NOT ON THE AGENDA

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

AQUATIC FACILITY MASTER PLAN: NEXT STEPS

Eric presented an update on the Aquatic Facility Master Plan to the Commission. He participated in the kick-off meeting conference call, and there is an updated schedule in the meeting packet. During the kick-off meeting, there was a discussion on the composition of the work group and five categories were defined including:

- 1) Latin X Community
- 2) Roaring Fork High School/Carbondale Schools Representative;
- 3) Specific Aquatic User Groups;
- 4) Carbondale Families Representative;
- 5) Carbondale Arts (this category was somewhat questionable, but there is a Carbondale Arts Board Member with specific swimming experience that was interested in representing them as both a work group member, as well as a possible stakeholder due to possible impacts to Sopris Park/Mountain Fair).

Eric asked if there were suggestions for other work group categories, as well as people who might fill the above-mentioned categories. Kathleen suggested a Finance and Feasibility category, and asked about TOC staff interactions with the process. Eric said that he will be serving as the point of contact with Design Workshop, and Margaret will be providing pertinent information on the programming side. Kathleen also suggested that a specific web page be dedicated to the Master Plan, to which Eric and Jessi indicated that they could facilitate that under the Aquatics tab on the CarbondaleRec.com website.

SPECIAL EVENTS TASK FORCE 2020 CALENDAR

Eric presented the Special Events Task Force 2020 calendar, which was also included in the meeting packet. There are several new events coming up in 2020 including the O2 Outdoor Women's Festival in September and four pickleball tournaments hosted by the Roaring Fork Pickleball Association in May, June, August, and September (they will be

assuming responsibility for the Western Slope Pickleball Tournament previously hosted by the Carbondale Recreation and Community Center). The pickleball tournaments won't yet be sanctioned, but they will be used as fundraisers to help cover the remaining costs of the new pickleball courts. Eric also stated that there are 103 days of special events just on TOC property in 2020, but there are no new events at Sopris Park.

Questions/Comments:

Hollis asked about Indigenous People's Day and how the Town plans to regulate the number of people at the event. Eric responded that it is scheduled for the second Monday in October (October 12), with use of Nuche Park the evening before (Sunday, October 11). Eric further explained that the event will go through the permitting process, and that is how the numbers of people and types of activities are regulated.

Genevieve asked how 350.Org got approval. Eric responded that although it was done quickly, the sponsoring organization still had to follow the permitting process.

Kathleen asked whether the currently planned events put the Town at capacity, and whether it put town staff at capacity. Eric responded that by the end of the special events season, town staff is pretty spent. He went on to add that a new consideration is that there is money set aside in the budget to purchase a mobile stage. This asset will give staff and the task force the ability to review which parks are at capacity for events, and possibly consider moving events to different venues. However, the more likely scenario is that the mobile stage will provide the ability to consider a new event such as a bluegrass concert at North Face Park.

Genevieve followed-up with a question about why scheduled events that are not being held on Town property are reviewed by the task force. Eric responded that those events still required certain permits from the Town.

Kathleen also followed up with a question about the quality, quantity, and variety of food available on First Fridays—many of the restaurants on Main Street are at capacity, and she would really like to see a greater availability of fast and easy family-friendly food. Eric encouraged her to bring this concern to the First Friday Committee meeting which are held on the second Thursday of each month.

Motion Passed: John *moved* to approve the 2020 Special Events Calendar as presented. Ashley *seconded* the motion, and it was *unanimously approved*.

TOWN OF CARBONDALE 2020 BUDGET: PARKS AND RECREATION DEPARTMENT

Eric reviewed aspects of the upcoming 2020 budget. He highlighted Revenues versus Expenditures, Parks & Recreation Department Cost Recovery, a Historic Analysis of the Recreation Center's Cost Recovery, and the 5-year Parks & Recreation Capital Improvement Plan.

RSUT revenues budgeted for FY2020 totaled \$1,295,815, which included \$780,865 in tax revenue, \$6,800.00 in other revenue, \$106,250 in grant revenue, and \$401,900 in charges and fees. RSUT fund expenditures are budgeted at \$1,246,477, for a total of revenue over expenditures of \$49,338. The RSUT fund balance—which includes carry over from previous year—is \$1,835,489; the fund is healthy compared to past years which is important for operations as well as potentially helping to fund the pool project.

The second page he reviewed was anticipated 2020 Parks & Recreation Department Cost Recovery. Eric pointed out that the Recreation Center has an anticipated 62% cost recovery projected for 2020; the Recreation Center has been consistent in its cost recovery over the last 11 years, averaging around 65%. The pool is always a challenge, and has a 32% cost recovery projected for 2020. The Recreation Department category earmarks outdoor programming that pre-dates the Recreation Center; anticipated cost recovery for this category is projected at 20% for 2020. The RV Park is an Enterprise Fund, so there is a 99% cost recovery with all revenue spent. The Parks & Recreation Department shares costs for the Boat Ramp and Bob Terrell Park with CPW, so there is a built-in 50% cost recovery. The final category—Parks and Cemeteries—has a high expenditure (which includes personnel costs) output with low revenue, and therefore has an anticipated cost recovery of 3%.

The third page is a detailed review of cost recovery at the Recreation and Community Center from 2008 through 2020. Eric noted that while expenses are going up, revenue is also going up, and cost recovery averages 65%. The next benchmark analysis will be in 2022, with any associated cost increases in 2023. Ashley asked if there were any big-ticket items coming up in the near future. Eric responded that all of the large equipment is on a replacement cycle, but the HVAC software system at the community center will not be supported any longer and will need to be replaced soon.

The final page is the projected Capital Improvement Plan for 2020 to 2024. Eric commented that this plan is somewhat malleable and can change depending upon needs. Among the planned expenditures for 2020 are the mobile stage (\$70,000), Hendricks Park Irrigation System VFD pump (\$30,000), Gateway RV Park electrical conversion (\$35,000), Red Hill Trailhead Infrastructure Improvements (\$15,000), and renovation of park playground equipment at either Meadows or Gianinetti Park (\$25,000).

MEM PROJECT: NATURE PARK WORK PLAN OUTLINE

Eric presented the work plan outline for Genevieve's MEM project at the Nature Park, which was collectively developed along with Hollis. Hollis pointed out that specific responsibilities of the Parks & Recreation Commission include the review and approval of survey questions, an envisioning meeting of interested commission members in March, and the review and approval of the draft management plan at the end of March and beginning of April. Eric added that they gave Genevieve specific dates for completion of tasks, and that it is a tight timeframe, so the Commission members will need to be timely in any edits they wish to provide for the survey questions and management plan. He also pointed out that the Commission members will be invited to an envisioning meeting with the MEM as a solitary focus.

Questions/Comments:

Kathleen asked what insight would be most helpful. Genevieve replied that the review of the survey questions is critical. Kathleen added that in her experience, keeping the survey short (10 to 12 questions) is most effective.

Hollis asked Genevieve if she needed additional suggestions for stakeholders. Genevieve replied that she would add a Latin X category, but beyond that she felt like she had all the categories she needed.

REPORT & UPDATES: STAFF AND COMMISSION MEMBERS

Eric Brendlinger, Parks & Recreation Director:

30/60/90 Staff Work Plan and Outstanding Project Status Report (it is the last page of the packet):

- o Red Hill signage is in production;
- o RVR Triangle Park playground equipment demo has started and new equipment ordered;
- o Doggie Pots are ordered;
- o Nuche Park parking and signage will be funded in 2020;
- o The Commission contact list has been updated;
- o The highlighted Master Plan chart has been completed on the website;
- o Partition options for the women's restroom at Gianinetti Park are being reviewed;
- o Sopris Park Playground equipment painting is dependent on warm weather;
- o Electrical upgrades at the Gateway RV Park are in progress. It will take three years to complete;
- o Electrical upgrades at the Gus Darien Arena are also in progress;
- o The Aquatic Facility Master Plan is underway.

Jessi Rochel, Recreation Center and Recreation Programs Manager:

- The 2020 Winter/Spring Brochure will be distributed in the December 19th edition of the Sopris Sun—it will list all programs and activities through May;
- There is a Rosybelles Mobilemaker Bus activity scheduled for Saturday, December 14;
- St. Mary's sent Jessi an email indicating that the CRCC was one of their top 3 most successful

blood drives;

- Youth basketball started Monday. The program is very successful, and the CRCC had to turn some interested participants away due to lack of space, time, and staffing;
- There are two Senior trips coming up in the next two weeks.

Genevieve Villamizar, Parks & Recreation Commission Member:

- Met with a representative of Roaring Fork Outdoor Volunteers to explore their participation in habitat planting once the Nature Park Research Project has been approved.

ADJOURNMENT

The December 11, 2019, regular meeting adjourned at 8:35 pm. The next regularly scheduled meeting is set for January 8, 2020, at 7:00 pm.

Respectfully submitted,
Kae McDonald