

MINUTES
CARBONDALE PARKS & RECREATION COMMISSION
February 8, 2023

Hollis Sutherland called the meeting of the Carbondale Parks & Recreation Commission to order at 7:02 p.m. at Carbondale Town Hall on February 8, 2023.

ROLL CALL

The following members were present for roll call:

Members:	Hollis Sutherland, Chair Rose Rossello, Vice-Chair Susan Rhea, Member Drew Sorenson, Member (Late) Leslie Keery, Member John Williams, Member Ashley Hejtmanek, Member Misha Logan, Youth Member
Town Staff Present:	Eric Brendlinger, Parks and Recreation Director Margaret Donnelly, Recreation Center and Programs Manager Luis Yllanes, Board of Trustees Liaison Kae McDonald, Boards & Commission Clerk

CONSENT AGENDA

Motion Passed: John Williams *moved* to approve the minutes from the January 11, 2023, meeting. Susan Rhea *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, to address the Parks & Recreation Commission.

TRUSTEE WORK SESSION DRAFT AGENDA & TALKING POINTS FOR FEBRUARY 21ST, 2023

Hollis informed the commission members that at the direction of the Town Manager a draft memo was crafted for the upcoming February 21st Work Session to supply background information to the Board of Trustees thereby freeing up more time for discussion. She noted that they have been allotted 40 minutes and to please let her know if a commission member would prefer a different assigned topic or would prefer not to present a topic at all. She also asked if, after review, commission members would like to add another topic, to please let Eric know no later than Friday, February 10th.

Susan wondered why the Resource Guide was not included in the meeting packet and she also wondered if anything new had been added to the guide.

Eric replied that because of size constraints, the Resource Guide wasn't included in this meeting's packet, but assured her that it would be included in the Board of Trustee Work Session packet along with a blank parks assessment tool and a recap of the Girl Scouts participation in choosing the Hendrick Park playground equipment.

Luis advised that it was important to leave sufficient time to allow for any questions from the Trustees. He also noted that from a Trustee standpoint, it would be helpful to focus on the most important points.

Hollis added that in the past, the Town staff liaison would usually provide the advisory commission update, but that the current Town Manager wants to see more interaction between the various boards and commissions and the BOT.

Luis commented that the Parks & Recreation Commission was a highly functional commission with a lot of projects to oversee, but he recommended keeping a "30,000-foot" perspective during their presentation. He thought there would likely be many questions about the new aquatic facility.

Eric pointed out that this is also the Commission's opportunity to get direction from the BOT and those topics that require discussion such as the Chacos Park Master Plan and an alternative funding source for the aquatics facility have been allotted more time. He noted that another topic that might require additional time is the Nature Park and whether it should have a stand-alone Master Plan or to include it in the 10-Year Master Plan – if addressing the various demands on the Nature Park can be put off for that length of time.

REVIEW OF CEMETERY SOFTWARE QUOTES FOR APPROVAL AND PURCHASE

Eric commented that he has been reviewing quotes for software to help the Town better manage their cemeteries. He noted that the quotes were based upon the following considerations:

- Would like a cloud-based software system
- Must digitize the existing paper maps
- Integrate the Geographic Information System data
- White Hill Cemetery has 1,112 plots and assuming there will be less than twelve internments per year for the new section
- Evergreen Cemetery has 1,176 plots and assuming there are six to twelve internments per year

Eric noted that each proposal satisfied the Town's base needs. He explained that although CemSites was the most expensive, there was an opportunity to add different modules and they had the best customer service. Eric pointed out that Chronicle's home base is Australia, but they do have a base of operations in Florida; he liked the fact that the drone aerial survey was included in the cost of purchase. Eric commented that the drone aerial survey was not included in the Cims software purchase cost, but they produced the best maps and their software could facilitate the mapping of the six cremains allowed in Carbondale cemetery plots.

Susan commented that while she understood the need for bringing the cemetery records up-to-date, she wondered what the timeline for sunsetting the software would be if all the plots have been sold.

Eric replied that it was essential the Town have GPS locations for each plot and historically the mapping hasn't been accurate.

Susan asked how many new plots would be available at White Hill.

Eric replied that there are 500 existing and 700 new plots. He explained that the software purchase is timely because the new Town Clerk is onboarding and he hopes to involve her in the decision.

Ashley asked if there are any public-facing features in the software. She noted that it would be an important feature to let people explore.

Eric replied that they can grow the software to be public-facing, but it won't initially be utilized.

Drew asked if Eric knew the cost to complete the aerial drone survey.

Eric replied that he hasn't yet been able to determine what that would cost.

Hollis commented that the CemSites proposal seemed robust, but noted the limit on the number of users.

Eric replied that there would only be three users at the Town – himself, Russell and the Town Clerk.

John asked if, disregarding the cost, the services were equal.

Eric answered in the affirmative and added that it would be a major improvement over what they have now.

Ashley thought that, given the relatively low numbers of inputting (12 to 20) on an annual basis, Eric might be able to negotiate a lower annual cost for support.

Hollis asked Eric what he thought were the most important services. She also asked if references were provided with each quote.

Eric replied that maps and GPS coordination were paramount so Town staff is confident they are putting the burials where they are supposed to be. He added that he liked the Cims map because they have distinct symbols for various actions. He commented that, to date, he has been communicating with salespeople, but he thought they would be willing to provide references. He noted that he is concerned about Chronicle because they are primarily based out of Australia. Eric explained that the allocation in the 2023 budget is adequate for the purchase of the software.

Ashley advised Eric to doublecheck whether the accumulated data is proprietary to the software company or whether that information can be shared with the Town's GIS consultant.

RED HILL TRAIL USER NUMBERS 2022 REPORT (11 MONTHS)

Eric explained that they were able to gather eleven months of data – from February through December – in 2022 from the infrared trail counters. He added that the numbers actually represent “heart beats” and in addition to human users, the counters capture the number of dogs and other animals passing by. Eric noted that they plan to install a fifth counter that will be installed in the ground to isolate the bike traffic. Counts of note include:

- There was a total of 63,776 individual users.
- Despite being in the middle of mud season, April is the busiest month. Eric noted that education is still needed to highlight the amount of damage being done to a trail while it is muddy and that the Red Hill Council, Bureau of Land Management, and Roaring Fork Outdoor Volunteers are collaborating on that messaging.
- There is a daily average of 226 users and while there might be a slight uptick on the weekends, weekday use highlights the ease of accessibility from Carbondale for a quick lunchtime hike or bike.
- The lower numbers on B-Line denote its challenging terrain.
- The data has been shared with the Red Hill Council.

Susan commented that the area she is concerned about is the upper third of Ruthies Run – there is no formal trail route and as a consequence there is a lot of erosion. She also noted that off-leash dogs are a concern and wondered who was responsible for enforcement.

Eric replied that the Town of Carbondale, the Red Hill Council, the Bureau of Land Management and Roaring Fork Outdoor Volunteers are collaborating on a trail project for that area. He pointed out that the upper third of Ruthies Run is on BLM land.

CARBONDALE INTEGRATED WEED MANAGEMENT PLAN FINAL CHANGES

Eric explained that after the Parks & Recreation Commission reviewed the 2023 Integrated Weed Management Plan, he shared it with the Environmental Board and other Town staff for their input. He commented that the plan included in the meeting packet has incorporated comments and requests from those groups and will be presented to the BOT for approval at the upcoming February 14th meeting. Eric noted that the revegetation techniques was missing from the reviewed plan, but that has been added to the final document.

Hollis wondered if it would be possible to develop a revegetation section to add to each of the park spreadsheets.

Eric replied that although he would like to maintain a stand-alone revegetation spreadsheet, he thought it might be helpful to add a section to the park-specific spreadsheets.

REPORT & UPDATES: STAFF AND COMMISSION MEMBERS

Eric Brendlinger, Parks and Recreation Director:

- The Quarterly Director's Report for October, November and December 2022 is included in the meeting packet.
- The RFP's for the Aquatic Facility Architectural Design and Construction Services will be released on Thursday (February 9th). If any commission members are interested in participating in the RFP review process, please let Eric know. WEMBER helped produce the RFP's and all questions and proposals are being funneled through WEMBER relieving Eric of a lot of work.
- Crystal River Restoration Project meeting with potential contractors took place last week. A lot of contractors came to the meeting. Eric hopes that is a good sign for RFP response and they can get the project completed this summer. He explained that the RFOV project for replanting the upper level will be

postponed until May 2024 to avoid any construction conflicts.

- The Town is accepting applications for an Aquatics Coordinator and have received several to date.

Margaret Donnelly, Recreation Programs and Facility Manager:

- Fall/Winter programming including youth basketball, youth hockey, and broomball will wrap up in the next few weeks and new programming including pickleball ladder leagues, winter volleyball, and youth climbing has either begun or will begin soon.
- The next Older Adult trip is planned for Consensual Improv at TACAW on February 10th.
- All drop-in programs (adult pickleball, basketball and soccer) continue, and all drop-in fitness classes are continuing with the exception of Total Body Strength Circuit because Kelly has accepted a full-time job with the Town of Carbondale.
- The photo competition for the Puzzle & Pie night has closed. The event is planned for Sunday, February 26th and 37 teams have registered with registration closing on Monday, February 13th. Uncle's Pizza will be providing the pizzas at a discount.
- Green is the New Black is scheduled for March 9th through 11th.

Susan Rhea, Parks & Recreation Commission Member:

- Susan noted that at a combined Senior Matters/Carbondale Age-Friendly Community Initiative (now known as Age-Friendly Carbondale) they were discussing their upcoming participation in the Parks assessment this spring. She noted that not all aspects of the OLAT tool apply to each park and she wondered if a park-specific document could be created with only those items that apply for the annual review similar to each Park's Weed Management Plan spreadsheet.
- Ashley expressed reservations about eliminating categories because that might skew the assessment in a particular way.

ADJOURNMENT

The February 8, 2023, meeting adjourned at 8:38 pm. The next regular meeting is scheduled for March 8, 2023, at 7:00 pm.

Respectfully submitted,
Kae McDonald