

**CARBONDALE PARKS & RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, March 10, 2021 7:00 P.M.
Virtual Meeting Zoom Platform**

ATTENTION: Due to the continuing threat of the spread of the COVID-19 Virus, all regular Carbondale Advisory Boards and Commission meetings will be conducted virtually. If you have a comment concerning one or more of the Agenda items please email kmcdonald@carbondaleco.net a by 6:00 pm on March 10, 2021.

If you would like to comment during the meeting please email kmcdonald@carbondaleco.net with your full name and address by 6:00 p.m. on March 10, 2021. You will receive instructions on joining the meeting on-line prior to 7:00 p.m. Also, you may contact kmcdonald@carbondaleco.net to get a phone number to listen to the meeting, however, you will be unable to make comments.

<u>TIME*</u>		<u>ITEM</u>	<u>DESIRED OUTCOME</u>
7:00	1.	Roll Call	
7:05	2.	Approval of February 10, 2021 Minutes	INFORMATIONAL
7:10	3.	Items from Citizens Present Not on the Agenda	INFORMATIONAL
7:15	4.	Celebrating 2020 Accomplishments Recognizing Parks & Rec Staff.	INFORMATION DISCUSSION
7:55	5.	Re-visiting the Section 7 of the Municipal Code for Parks & Recreation Commission	INFORMATION DISCUSSION (Attachment A)
8:20	6.	P & R Commission 2021 Working Master Calendar Highlighted additions and changes	INFORMATION DISCUSSION (Attachment B)
8:35	7.	Report & Updates: Staff & Commission <ul style="list-style-type: none"> • Eric Brendlinger, Parks & Recreation Director <ul style="list-style-type: none"> ○ 30/60/90 Day Outlook ○ Outstanding Projects Status • Jessi Rochel, Rec Center Manager • Parks & Recreation Commissioners • Luis Yllanes, Trustee Liaison 	INFORMATION (Attachment D)
9:00	8.	Adjournment*	*Please note: Times are approximate

ARTICLE 7 Parks and Recreation Commission

Sec. 2-7-10. Establishment; membership.

There is hereby created a Parks and Recreation Commission for the Town, consisting of seven voting members, and one alternate member with voting rights only in the absence of a regular member. Three voting members may be residents of the area served by the Recreation Department, but need not reside within the Town limits. One of the members shall be a Youth Commissioner, under 18 years of age at the time of appointment, who shall serve a term of two years. The Recreation Director shall be an ex officio, nonvoting member of the Parks and Recreation Commission.

(Ord. No. 16, 1977 §1; Ord. No. 6, 1992; prior code 2.31.010; Ord. No. 8, 2015 §1, 8-11-2015)

Commented [EB1]: FYI- Presently we have three voting members residing outside of Town limits.

Commented [HS2]: Currently we have 9 members, one more member than the code outlines: 7 voting members, 1 alternate and 1 student member.

The student member is a voting member.

This situation can be remedied during the appointment process this summer. We have 3 Commissioners whose terms are expiring in 2021. We would appoint 2 voting member positions instead of 3.

Sec. 2-7-20. Powers and duties.

The Parks and Recreation Commission shall have the power and duty to:

- (1) Act in an advisory capacity to the Board of Trustees in all matters pertaining to parks and recreation.
- (2) Review the preliminary budget prepared by the Recreation Director and provide input as needed before submission to the Town Manager and Board of Trustees.
- (3) Assist in the planning of a recreation program for the inhabitants of the Town and surrounding area, promote and stimulate public interest therein and, to that end, solicit to the fullest extent possible the cooperation of the school authorities and other public and private agencies interested therein.
- (4) Advise the Board of Trustees with respect to the acceptance of money, personal property or real estate donated or offered to the Town for recreational or park purposes.
- (5) Create and recommend to the Board of Trustees for approval a parks and recreation master plan and review such plan annually prior to the budget process, for the purposes of updating the contents.
- (6) Review all proposed subdivision plats for conformance with the parks and recreation plan and make suggestions and recommendations to the Board of Trustees with respect to the conformance to the Town's standards of proposed park and open space improvements contained in such plats.
- (7) Offer recommendations to the Town Manager for selection of the Recreation Director.
- (8) Perform such other duties not inconsistent with this Article as may be requested by the Board of Trustees, Town Manager or other Town departments or agencies.

(Ord. No. 16, 1977 §2; Ord. No. 6, 1992; prior code 2.31.020; Ord. No. 8, 2015 §1, 8-11-2015)

Commented [EB3]: Need to add Parks & Recreation

Sec. 2-7-30. Appointment; terms.

- (a) Appointments to the Parks and Recreation Commission shall be made by the Board of Trustees. Persons interested in serving on the Parks and Recreation Commission shall complete an application expressing their interest in serving on the Parks and Recreation Commission and responding to representative questions as approved by the Parks and Recreation Commission.
- (b) Members of the Parks and Recreation Commission shall be appointed as outlined in this Section. Nothing shall preclude a member from serving succeeding terms if so appointed.

- (c) Upon receipt of the application, Town staff will schedule with the Parks and Recreation Commission an interview of prospective candidates at a special meeting. The interview committee shall consist of a Board of Trustees liaison and the full Parks and Recreation Commission. Upon completion of the interview, the Board of Trustees shall then make the appointment.
- (d) In the event a regular member of the Parks and Recreation Commission resigns his or her position, the alternate, if interested in filling that position, will be required to submit an application, respond to the aforementioned questions and participate in the interview process.
- (e) The terms of the members, except for the Youth Commissioner, shall be for a period of three years. The Town shall be responsible for advertising for positions that need to be filled. Application forms shall be available at Town Hall. All applications shall be delivered to Town Hall.
- (f) If and when there is a vacancy on the Parks and Recreation Commission due to a resignation or other reason, the Chair, acting Chair or Recreation Director shall be responsible for notifying the Town Manager within two weeks of the vacancy.
- (g) The Parks and Recreation Commission shall formulate an appropriate application form for prospective members. The terms of office of the Parks and Recreation Commission members shall begin and end on August 31.

(Ord. No. 16, 1977 §3; Ord. No. 6, 1992; Ord. No. 7, 1994; Ord. No. 26, 2004; Ord. No. 27, 2004; prior code 2.31.030; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-40. Meetings, officers.

- (a) As soon as practicable following the first day of September every year, the Parks and Recreation Commission shall organize by electing three of its members to serve as Chair, Vice Chair and Secretary, respectively, to serve at the pleasure of the Parks and Recreation Commission.
- (b) The Parks and Recreation Commission shall hold such regular and special meetings as may be required. All proceedings shall be open to the public. The affirmative vote of a majority of the entire membership of the Parks and Recreation Commission shall be necessary for it to take any action except to adjourn. A member of the Parks and Recreation Commission shall serve as Secretary for the recording of minutes for the Parks and Recreation Commission, who shall keep a record of its proceedings and transactions. The Secretary may request a member of the Town administration to keep such minutes and records if he or she so desires. The Parks and Recreation Commission may prescribe regulations for the conduct of its internal affairs, which shall be consistent with this Article and other provisions of this Code. Copies of such regulations shall be kept on file in the office of the Town Clerk, where they shall be available for public inspection.

(Ord. No. 16, 1977 §4; Ord. No. 7, 2000; prior code 2.31.040; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-50. Compensation.

The members of the Parks and Recreation Commission shall serve without compensation for their services as such, but may receive reimbursement for necessary travel and other expenses incurred on official duty when such expenditures have received prior authorization within the municipal budget.

(Ord. No. 16, 1977 §5; prior code 2.31.050; Ord. No. 8, 2015 §1, 8-11-2015)

Commented [HS4]: It has been suggested that we tighten up our appointment and reappointment process.

All terms start each year on August 31. Almost every year we have terms expiring. In those years where we have expiring terms, Ads would be run (Probably around June) inviting citizens to apply for Commission positions.

Those members already on the Commission who are interested in reappointment, would apply and interview along with any additional candidates.

Interview questions would be developed ahead of time in preparations for the interview process.

Interviews would be conducted at an open meeting and while the code calls for a 'special meeting', Jay advised us that we could still do this at one of our regular meetings. We would adjourn the regular meeting and open the special meeting and then adjourn the special meeting.

The Special Meeting to interview and vote on the Candidates would occur no later than the August Commission meeting, so the appointments could occur at the 2nd August BOT Meeting in order for Commissioners to be in place by 8/31.

This application and interview process would also be followed should a vacancy occur and the alternate want to be appointed to that position. This can occur anytime throughout the year and we would not have to wait until August to fill that vacancy.

That person then fulfills the remainder of that the voting member's term regardless of how much time they have remaining on their term as alternate.

Commented [HS5]: We should still be appointing a Secretary on the Commission even though Kae is taking minutes for us. This person would then take the minutes should Kae be unavailable, or we no longer have a staff person in that position.

Sec. 2-7-60. Vacancies.

- (a) Any vacancies in the Parks and Recreation Commission, from whatever cause, shall be filled as required by Section 2-7-30 of this Article.
- (b) The office of Parks and Recreation Commission members shall become vacant, and shall be so declared by the Board of Trustees, under the following conditions:
 - (1) If a member is absent from three consecutive regular meetings of the Parks and Recreation Commission without first having notified the Parks and Recreation Commission or Recreation Director, the notification to be expressed in the minutes of the Parks and Recreation Commission's meetings.
 - (2) If a member is convicted of a crime involving moral turpitude.
- (c) The Board of Trustees may remove any member of the Parks and Recreation Commission for cause. The Board of Trustees shall consider removal of any member of the Parks and Recreation Commission for cause upon recommendation by a majority vote of the Parks and Recreation Commission.

(Ord. No. 16, 1977 §5; Ord. No. 6, 1992; Ord. No. 26, 2004; prior code 2.31.060; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-70. Ex officio members.

The Mayor, with the consent of the Board of Trustees, may from time to time appoint ex officio members to the Parks and Recreation Commission. Such members shall serve at the pleasure of the Mayor and the Board of Trustees. Ex officio members shall not be entitled to vote on any matter brought before the Parks and Recreation Commission.

(Ord. No. 16, 1977 §6; prior code 2.31.070; Ord. No. 8, 2015 §1, 8-11-2015)

Carbondale Park & Recreation Commission Master Calendar

January

- Update Commission Contact List & Note Commissioner's Terms Set to Expire in the Year
- Update Highlighted Chart of Master Plan
- Review Integrated Weed Management Plan for Coming Growing Season

February

- Parks & Recreation Department Quarterly Report Oct. Nov, Dec. (Previous year)
- Check in with RFOV for Spring , Summer, Fall program collaboration
- Present Integrated Weed Management Plan to E-Board and Trustees for approval.
- Grant Proposal Deadline:
 - GOCO Resilient Communities Round 4

March

- RVR's check in prior to growing season Triangle Park, Orchard Park, Nuche Park, Riverfront Park Maintenance Review
- Check in with Roaring Fork Pickleball Association
- Check in with Roaring Fork Soccer Club and contract field use
- Grant Proposal Deadline:
 - Fishing is Fun Phase 2
- Grant Award Notification:
 - GOCO Resilient Communities Round 4
 - GOCO Restore Colorado Program

April

- Annual check in with Board of Trustees at a work session
- Check in with CAFCI
- Check in with Hendricks and Demeters Community Garden Groups
- Check in with Bike Pedestrian Trails Commission

May

- Parks & Recreation Department Quarterly Report Jan, Feb, March
- Check in with Tree Board
- Check in with Red Hill Council and AVLT in regards to Red Hill Trails

June

- Parks Tour – looking at current projects, future projects & budget priorities
- Grant Award Notification:
 - Fishing is Fun Grant

July

- Parks Tour Review for Budget Priorities

Carbondale Park & Recreation Commission Master Calendar

- Advertise any open P & R Commission positions
- Grant Proposal Deadline:
 - GOCO Resilient Communities Round 1

August

- Parks & Recreation Department Quarterly Report April, May, June
- Commission Officer Nominations and potential member interviews
- Draft Department Budget Goals for the Coming Year
- Grant Proposal Deadline:
 - GOCO Resilient Communities Round 2 Proposal Deadline
- Grant Award Notification:
 - GOCO Resilient Communities Round 1

September

- Commission Officer Elections and new member welcome
- Check in with Roaring Fork Food Alliance in regards to the MOU for the Permaculture Gardens at the Thompson Heritage Park
- Grant Proposal Deadline:
 - GOCO Resilient Communities Round 1
- Grant Award Notification:
 - GOCO Resilient Communities Round 2

October

- Integrated Weed Management Plan – Assess Current Conditions & Create Management Plan for Next Season
- Check in with Roaring Fork Pickleball Association in accordance with the MOU.
- Grant Proposal Deadline:
 - GOCO Conservation Service Corps Program
 - GOCO Restore Colorado Program

November

- Parks & Recreation Department Quarterly Report July, August, Sept.
- Budget Goals & Objectives as submitted to TOC Trustees
- Budgeted Cost Recovery & Recreation Sales & Use Tax Update
- Review and Approval of Current Town Recreation Fees
- Grant Award Notification:
 - GOCO Resilient Communities Round 3

December

- Special Events Task Force Calendar Approval
- Final Annual Budget as Approved by TOC Trustees
- Grant Award Notification:
 - GOCO Conservation Service Corps Program

Carbondale Park & Recreation Commission Master Calendar

Other Town Advisory Commissions and P & R Liaisons:

E-Board	P & R Commission Liaison	_____
Bike, Pedestrian & Trails Commission	P & R Commission Liaison	_____
Tree Board	P & R Commission Liaison	_____
Public Arts Commission	P & R Commission Liaison	_____

Relationships through Memorandum of Understanding:

Thompson Heritage Park Permaculture Gardens	Roaring Fork Food Alliance	
	P & R Commission Liaison	_____
Roaring Fork Pickleball Association	P & R Commission Liaison	_____

Relationships through Intergovernmental Agreements:

Roaring Fork School District

Relationships through amenity use, partnerships or association:

Demeter's Community Garden
Hendricks Community Garden
Roaring Fork Valley Soccer Club
Carbondale Wild West Rodeo Association
Three Rivers Little League
Roaring Fork Outdoor Volunteers

Miscellaneous Links

Bond Information and Status Links
Master Plan Update Links to Executive Summaries

In Progress	Carbondale P & R Outstanding Projects	3/10/2021	Completed	30 days	60 days	90 days
Need to check on status						
2020-21 proposed projects						
*delayed final design/ permitting	Red Hill Signage for completed kiosk		Trailhead amenities built	Kiosk signage design work	RFP and Bidding for sign production	Kiosk signage completed and installed
	GOCO Resilient Communities AVLT Red Hill Shade Shelter & landscaping	\$55,000	GOCO Contract & Resoution purchased material	Town fiscal agent of grant	RFP and bidding	Contracting and construction
	Nuche Park - Parking & Signage		Fence Permit and approval	BECA over March 15th Start construction	fence construction and completion	
	Crystal River Restoration and Weaver Ditch Efficiency Project		100 % conceptually designed	Grant writing for construction	Final permitting Army Corps of Engineers	
	GOCO Resilient Communities AVLT ADA Access/ classroom	\$55,000	GOCO Contract & Resoution processed	Town fiscal agent for grant	submitting ACOE requested information	Fall final design and bidding
	Fishing is Fun Grant Crystal River Project. CPW	\$30,000	\$249,947 submitted	Compiling data needed for grant		Fall final design and bidding
	GOCO/ NFWF Restore Grant for Crystal River Project			Award notification March 2021		
*no staff training	CIWMP- Approval for 2021 weed mitigation strategies		assesment & mapping	Trustees approved Plan 2/23	Implementing Plan	implementing plan
	Playground & Park equipment painting		Gianinetti Completed	Sopris Gazebo received bid	Park Signs staining and repair	Hendricks painting Spring Project
*delayed bidding	Fence at White Hill (Hillcrest) Cemetery		Phase 2 complete	Contract Lassiter for phase 3	Scheduling and old fence removal	scheduled completion spring 2021
	Electric Work at RV Park		purchased and arrived	Scheduled completion	park open site 1-14 50 amp functional	Budget for sites 15-19 2022
*delayed fundraising	Batting Cage at Bill Hanks		benchmarked rental rates	Permitting and site prep	Construction	spring Installation
*delayed production/ delivery	Mobile Stage Delivery 3 employees trained		weed mapping completed	Legal review of rental contract	Potential use	Potential use
*delayed final report	MEM Project Report		purchased and arrived	Compiling research and survey data		
	Miners Park Volleyball Border Project		installed	ordering net sleeves and lines	installing net sleeves, lines, grass seed	Scheduled completion Spring 2021
	Triangle Park Tennis Courts crack repair		Presently Closed for repair	Temporary crack repair	Open after temporary repair	More permanent Repair in June
	Aquatics Facility Master Plan			Produce Marketing displays	install displays pool, rec center town hall	RSUT evaluation process for budget
	Nature Park-loop pathway improvements		Grant Closeout	assess trail maintenance techniques	Test sections	test sections
	RVR Park Weed Management - can/will they adopt Town weed plan	Orchard & Triangle Park	Town Staff request to GM	homeowners approaching RVR board	Present CIWMP to RVR Board	
* affected by covid-19						
Completed	Updated Highlighted Chart of Master Plan		Completed on Website		https://www.carbondalerec.com/rec-misc/master-plans/	
* timing pushed back	Orchard Park Playground Replacement Project		Construction completed	Completion Winter 2021		
	RVR Triangle Park Playground Equipment		Completed			
* delayed construction	Pickleball Courts		Completed			
* timing pushed back	Red Hill Road Realignment and parking lots		Started 5/18-Completed 9/2	Grand opening Oct 13th, 2020		
	Park Bathroom work		Floor Treatment in Sopris	Installing curtains in Miners		
* delayed bidding	FMLD Gianinetti Park playground renovation		completed	FMLD Grant Closeout		
* change scope public outreach	Aquatics Facility Master Plan		completed	GOCO Grant closeout		
*delayed completion	Electric work at Rodeo Grounds		phase 1 & 2 complete	Completed & Inspected		
	FMLD Gianinetti Park Playground phase 2			submitted	Not awarded	
	GOCO Gianinetti Park ADA enhancements Resilient Communities Grant			did not qualify		