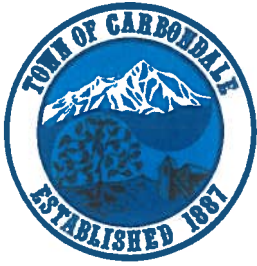


CARBONDALE PARKS & RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, March 11th, 2020 7:00 P.M.
Carbondale Town Hall

<u>TIME*</u>			<u>ITEM</u>	<u>DESIRED OUTCOME</u>
7:00		1.	Roll Call	
7:05		2.	Approval of February 12th, 2020 Minutes	INFORMATIONAL
7:10		3.	Items from Citizens Present Not on the Agenda	INFORMATIONAL
7:15		4.	Acknowledgement of service on P & R Commission for Camy Britt	INFORMATIONAL
7:30		4.	Senior Day Proposal Update CAFCI, Senior Matters, Parks & Recreation Department P & R LIAISON SELECTION	INFORMATIONAL DISCUSSION DECISION NEEDED (Attachment a)
7:45		5.	Aquatics Facility Master Plan Next Steps	INFORMATION (Attachment b)
8:00		6.	Crystal River Restoration & Weaver Ditch Efficiency Project Next Steps DHM Fundraising Report	INFORMATION DISCUSSION (Attachment c) Separate PDF
8:15		7.	MEM Project- Nature Park Update	INFORMATION
8:20		8.	Report & Updates: Staff & Commission Members <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, Recreation Manager • Parks & Recreation Commissioners • Luis Yllanes, Trustee Liaison 	INFORMATION (Attachment d)
9:00		9.	Adjournment*	*Please note: Times are approximate



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Parks & Recreation Commission Agenda Memorandum

Meeting Date: March 11, 2020

TITLE: Acknowledgement of service on Parks & Recreation Commission for Camy Britt

SUBMITTING: Parks & Recreation Department

PURPOSE:

The staff of the Parks & Recreation Department of the Town of Carbondale and the Parks & Recreation Commission members would like to thank Camy Britt for her 5 years of volunteer service to the commission.

BACKGROUND:

Camy was elected to the commission in June of 2015 and has served dutifully for the last 5 years. We wish her luck in her future endeavors and thank her for her valuable volunteer service.

Prepared By: Eric Brendlinger, Parks & Recreation Director

JH
Town Manager

From: Senior Matters 501(c)(3) non-profit corporation
To: Garfield County Senior Services
Attn: Judy Martin, Manager
Date: February 24, 2020
Re: Request for "Carbondale Age-Friendly Days" Funds

Background

On September 18, 2018, Colorado was recognized by AARP as the third Age-Friendly State in the U.S. This recognition coincided with Governor John Hickenlooper's announcement of Lifelong Colorado, an initiative that addresses the challenges of a growing population of older Coloradans. Governor Hickenlooper noted: "Lifelong Colorado demonstrates our commitment to making the necessary improvements and provide appropriate resources to strengthen families and our communities."

In 2017, Eagle and Pitkin Counties obtained Age-Friendly designations from AARP. In July 2019, the Town of Carbondale was officially designated the 13th Colorado community to become a member of the AARP Network of Age-Friendly States and Communities. Carbondale is the only Garfield County community to obtain this designation. Also noteworthy is that the push for Carbondale's designation was spearheaded by Carbondale Age-Friendly Community Initiative (CAFCI), a group of citizens, not local government.

Growing Carbondale as an age-friendly community requires commitment and collaboration of government agencies, non-profits, other community organizations and individuals striving to address the needs and support the contributions of an aging population. The "Age-Friendly Carbondale Days" project demonstrates Carbondale's commitment to be proactive in supporting Carbondale's older adults. We hope that Garfield County Senior Services will provide financial support for our project.

Project Description

"Carbondale Age-Friendly Days" events will take place on May 29, 2020 and September 11, 2020. The first event will include various venues around Carbondale featuring art, music, food, physical fitness opportunities, social activities, and stories, lectures and movies. The second event will be similar in format, but reflect lessons learned from the May event. The participating venues will showcase the following essential AARP-designated domains of age-friendly communities:

- Outdoor Spaces and Buildings
- Transportation
- Social Participation
- Respect and Social Inclusion
- Community and Health Services

Project Partners

The following community partners have committed to participating in "Age-Friendly Carbondale Days":

- **Parks and Recreation** will feature health and wellness activities and provide some transportation and publicity.
- **Senior Matters** will host a sit-down luncheon.
- **Colorado Mountain College (CMC)** will host an event to showcase physical educational opportunities for older adults.
- **Carbondale Age-Friendly Community Initiative** will be available at all venues to engage people in conversation about aging in place in the town we all love.

Potential Partners

We will be reaching out to other potential partners:

- **Carbondale Library** to sponsor a movie and/or musician
- **Carbondale Arts** to sponsor senior artists and/or event
- **Chamber of Commerce** to encourage restaurants to have age-friendly discounts during non-peak hours
- **Fire Department** to present a class on fall prevention and home safety
- **Clean Energy Economy for the Region** to **inform older adults about energy** savings in their homes and apartments
- **Health Care Providers** to provide information about local access to health care and address social isolation and loneliness

Needs to Be Addressed

- **Transportation** - The Town of Carbondale has limited bus service. Many drivers outside the downtown core are unable to access services and entertainment. This need will be addressed by a combined effort of Parks and Recreation vans, volunteer drivers, RFTA Paratransit service and travel vouchers (Uber or Taxi). CAFCI volunteers will be at most venues to gather transportation needs data to assist RFTA and the Trustees to understand this unmet need.
- **Social Participation, Respect and Social Inclusion** – According to The National Institute on Aging, research has linked social isolation and loneliness to higher risks for a variety of physical and mental conditions, including: high blood pressure, heart disease, obesity, a weakened immune system, anxiety, depression, cognitive decline, Alzheimer’s disease and even death.
- **Outdoor Spaces and Buildings** - “Age-Friendly Carbondale Days” will feature multiple venues mainly around the downtown core. Having outdoor spaces and public gathering places can be used and enjoyed by people of all ages and contributes to an age-friendly community.
- **Community and Health Services** - We hope to involve local health care providers such as physicians, chiropractors, and physical therapists, so that Carbondale residents are knowledgeable of assistance and care services nearby.

Budget Projection (for May and September events)

- Breakfast bar and lunch - \$3,000
- Facility Rental for lunch (includes labor for service and clean up) - \$600
- Paper supplies - \$400
- Publicity - \$800
- Musicians - \$400
- Transportation vouchers - \$200
- Total :\$5400

In-kind Contributions

- Staff time and use of Parks and Recreation facility, the Library, the Launchpad and CMC

- Free passes to Parks and Recreation facility for non-members
- Some transportation

The goal of "Age-Friendly Carbondale Days" is to help forge interpersonal connections between community members and showcase organizations dedicated to continuing to build Age-Friendly Carbondale.

We are asking Garfield County Senior Services for \$3,000 to help cover the costs of the events. Thank you for your consideration of support. If you have questions about this request or need more information, please contact Niki Delson (niki@agefriendlycarbondale.org).

DESIGNWORKSHOP

Landscape Architecture
Planning
Urban Design
Strategic Services

120 East Main Street
Aspen, Colorado 81611
970.925.8354
designworkshop.com

MEMORANDUM

To: Eric Brendlinger, Town of Carbondale
Carbondale Parks & Recreation Commission

From: Jessica Garrow, Anna Laybourn, Nick DiFrank,
Design Workshop

Date: March 5, 2020

Project Name: Carbondale Aquatics Master Plan

Project #: 6248

Subject: Project Updates

The Carbondale Aquatics Master Plan project has been underway since December 2019, following extensive work by the Town in the years preceding. This memo provides an overview of work to date, and next steps.

A Working Group has met twice since the beginning of this project to provide key oversight and direction to the project. The group has provided guidance on the types questions and activities to ask the community about as part of the upcoming engagement activities. Key goals for the engagement and process include ensuring feedback opportunities from a variety of demographic groups, including the Spanish speaking community, young people, and seniors.

Attached as Exhibit B is the overall Community Engagement Document, which is guiding the process as it moves forward. Importantly, a survey will be open in April that will get into additional detail beyond what is able to be asked at an open house event, and a second survey has been added to the late summer at the final concepts are identified. The first public-facing engagement opportunity will be at the April 3rd First Friday event, Spring into Wellness.

The First Friday event will include three (3) key activities for community members:

1. **A visual preference survey**, that enables community members to walk through their "day at the pool." This will take the form of a dot exercise, providing community members an opportunity to identify the key features they would like to see in a new facility. A draft of this exercise is attached as Exhibit A for reference. *Note that the Working Group reviewed this document, and it has not been updated since that time due to the packet deadline, but all comments from the Working Group will be incorporated.*

2. **A Data String Diagram**, that asks participants to prioritize the types of programming and amenities they would like to see at the pool. The activity asks participants to pick a string based on their age and wrap it around hooks that create a visual thematic diagram. A visual of this for a recent project is to the right.



String Diagram, Eagle River Facilities Master Plan

3. **A “chip exercise,”** that will enable participants to identify preferences for a pool location as well as seasonality. Participants will have a chip that they place into cups to record their preference.

All materials will be translated into Spanish to ensure all community members are able to understand and participate in the activities. In addition, activities focus on kids will be provided, which could include a building activity, coloring, etc depending on the final location set up.

In addition to preparing for these engagement activities, the consultant team has completed four key interviews with Town staff, including the Town Manager, Finance Director, Pool Manager, and Parks & Recreation Director. The summary of the interviews is attached as Exhibit C. These interviews explored potential funding opportunities, and potential locations. Part of the scope of work is to review the current location, and a potential alternative location. The consultant team, along with the Working Group has explored a potential location behind the Recreation Center, in addition to the current pool location. There are pros and cons to each location, and the team is working to incorporate feedback opportunities around this issue as part of the First Friday event and Survey.


























Request of Commission:

1. The April 3rd First Friday Event, Spring into Wellness, will be a kick-off to the community engagement phase of this Master Plan. The Commission is requested to attend the event as a participant, and to invite at least five (5) friends or family members to attend.
2. The Commission is asked to identify any aspects of the engagement they have questions or comments about so staff and the consultant team can incorporate it into the overall project.

Attachments:

- A. Visual Preference Survey, DRAFT
- B. Community Engagement Document
- C. Town Interview Summaries

Imagine New Possibilities. Pick Your Preference.

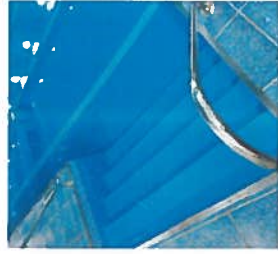
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Your Ideas

Imagine New Possibilities. Pick Your Preference.



Toddler's Pool (Usually up to 1' deep) (\$)



Pool Entry - Stairs (\$)



2 Lap Lanes (\$)



Therapy (\$)



Outdoor Pool (\$)



Overall Organization (\$)



Curvilinear Pool Shape (\$\$\$)



Toddler's Pool (Usually up to 1' deep) (\$\$\$)



Pool Entry - Zero Depth Entry (\$\$\$)



10 Lap Lanes (\$\$\$)



Therapy (\$\$\$)



Indoor Pool (\$\$\$)



Overall Organization (\$\$\$)

Your Ideas

Imagine New Possibilities. Amenity Preferences



Climbing Wall

Open Slide



Hot Tub / Whirlpool / Soaking Pool



Enclosed Slide



Diving Board



Lap Lanes



Small Splash Pad



Large Splash Pad



Children's Water Play



Ninja Course



Nature Play



Dump Bucket

Your Ideas

Carbondale Aquatics Master Plan: Community Engagement Plan

Draft March 3, 2020

Overview

This document outlines the different stakeholder groups that will be involved in the Aquatics Master Plan process. It outlines the communication and engagement strategies during the different phases of work.

Project Description

The John M Fleet Pool has served the Carbondale community for over 40 years. It is a place where kids learn to swim, teenagers pass time in the summer, and community members engage in fitness activities. Located on a prime corner in Downtown, it acts as one of the entry points to the community. While it has served Carbondale well, it is an aging facility that is in need of an update and redesign to meet the needs of Carbondale today and into the future.

This process is intended to identify opportunities for improvement to the pool. The planning effort will document the existing conditions of the pool and identify areas where efficiencies could be realized. Through interviews with Town staff and key stakeholders, the plan process will identify constraints and opportunities from operations, programming, and built perspectives. The process is informed by a Working Group, comprised of representatives from pool user groups, town staff, and interested local residents. The community will be asked to provide their feedback on needs and desires for the Carbondale Pool, building off the engagement completed in 2019 by the Parks and Recreation Commission.

This Master Planning effort seeks to provide efficient, fun, and inclusive ways for the community to participate in imagining what this facility could be going forward. The community's input will provide the framework for the Master Plan document, identifying the key infrastructure and amenities that should be included in an updated pool facility. There will be a discussion of "trade-offs" throughout the process to assist the community in understanding the financial, operational, and physical constraints that need to be accounted for in the project.

Two important aspects of the pool – location and seasonality – will be addressed through this Master Plan process. Should the pool remain an outdoor-only facility? Should the pool continue to be located on Main Street or should it be located adjacent to the Recreation Center? Should an indoor pool component be added?

The final adopted Aquatics Master Plan will be a municipally-adopted document that provides guidance to Carbondale about:

1. The amenities, improvements and programs most supported by the community;
2. The best approach for long-term funding, maintenance, operations and management; and
3. The ideal location and seasonality for the pool facility.

Identifying Stakeholder Groups

In alignment with the Town of Carbondale's *Communication Toolkit for Public Participation*, identifying stakeholders, or participants in the planning process, and their roles is key to this communication and engagement strategy is critical. The planning team uses best practices from the **International Association of Public Participation (IAP2)** spectrum of public participation (see table below that describes the engagement goals and possible techniques). The worksheets that follow for each engagement window use the definitions and framework below to chart specific strategies to inform the master plan.

TABLE 1: STAKEHOLDER ENGAGEMENT SPECTRUM

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
EXAMPLE	General public including residents, visitors, and workers	Interested public.	Key stakeholder groups from pool user groups, students, and town staff.	Implementers. Visionaries. Includes Staff and Working Group, Committee.	Decision-makers including Parks and Recreation Commission and Board of Trustees
GOAL	To provide information and aid understanding	To obtain feedback.	To involve in the outcome.	To partner in the outcome.	To inform final decisions.
PROMISE	We will inform you	We will acknowledge concerns and aspirations.	We will work toward addressing concerns.	We will provide each other support in formulating solutions.	We will implement your decision.
TECHNIQUE	Websites, press releases and social media with a call to action hook	Piggy backing with existing events to host pop-up engagements, public comment, online surveys, public meetings, workshops and social media.	Interviews, focus groups, 1 on 1 meetings.	Advisory committees, task forces, consensus building activities and participatory decision events.	Staff updates at meetings, adoption meeting.

Communication and Engagement Roles & Responsibilities

The tables below provide a responsibility assignment matrix of the communications and engagement activities described in more detail in the following engagement window worksheets. This is an internal planning tool to ensure the Town, consultant team, and Working Group understand their roles for this process. *Note that these definitions are not aligned with the previous table exactly, this is solely focused on roles and responsibilities for the different work groups managing the project.*

TABLE 2: COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITY ASSIGNMENT MATRIX (INTERNAL TOOL)

Code	Stands for	This is the person who is....			
R	Responsible	Responsible for performing the task or creating content			
A	Accountable	Accountable for the task or document (e.g., project manager)			
S	Supports	Provides support for the task, such as materials or documents			
C	Consult	Provides consulting or expertise to the person responsible for the task			
I	Inform	Informed of task progress or results			
Communication & Engagement Tasks	Groups				
	Parks & Recreation Commission	Carbondale Town Staff	Design Workshop Team	Aquatics Working Group	
Press releases	I	R for distribution	R for content A for delivery	I	
Social Media releases	I	R for formatting R for distribution	R for content A for delivery	I	
Website Updates	I	S & C for content R for delivery	R for content A for delivery	I	
Staff, Master Plan Committee Briefings and draft plan meetings	A for coordination, content review and delivery		R for content and facilitation A for delivery	I	
1 on 1 meetings & Interviews	I	R for coordination	R for content	I	
Online Survey	S for content review	R for Spanish translation of survey and notification of survey via banner and mailings A for content review	R for survey instrument coordination and content S engagement findings A for delivery	S for content review	
Public Meetings (First Friday Event, Design Charrette)	A for content review R for attendance at First Friday Event	R for coordination and promotion A for content review	R for content and facilitation A for delivery	A for content review R for attendance at First Friday Event and Design Charrette	
Adoption Meeting(s)	S for attendance / recommendation of support	R for scheduling and presentations	R for content A for presentations	S for attendance / recommendation of support	

Worksheet #1: First Engagement Window

Project Launch

Engagement Window	- 1 - Project Launch: Foundation of Understanding	- 2 - Project Discovery: Imagine the Programming Possibilities	- 3 - Project Focus: Evaluating Alternatives	- 4 - Project Finale: Draft and Final Master Plan
Key Dates	Engagement Window #1: Project Launch: Foundation of Understanding <i>January</i> Aquatics Working Group Meeting #1 <i>March</i> Aquatics Working Group Meeting #2 <i>Feb/Mar</i> Press Release about Master Plan Process <i>Feb/Mar</i> Summary of Community Engagement activities to date <i>March</i> Parks & Recreation Commission Check In / Update <i>March</i> Board of Trustees Check In / Update <i>Late March</i> Press Release with call to action to attend First Friday Event			
Goals for Engagement Window #1 Where are we on Stakeholder Engagement Spectrum? (Inform/Consult/Involve/Collaborate/Empower)?	<p>Broad Goal: INFORM the Public: Provide information to public on project description and gather contact information to use in updating community as project progresses. Also inform public on process and First Friday Event. Create a shared understanding with the community about the purpose and desired outcome of the planning effort.</p> <p>Broad Goal: INVOLVE informed stakeholders to build foundation of understanding: Convene one-on-one meetings / interviews. To involve in the plan early in the process to help identify important project opportunities and challenges that can refine the overall work.</p> <p>Broad Goal: COLLABORATE with the Aquatics Working Group</p> <ul style="list-style-type: none"> • Review past engagement efforts • Review engagement ideas and plan for First Friday Event • Review and provide feedback on survey • Letters to Editor <p>Broad Goal: EMPOWER decision makers with project status briefing.</p>			
How we will listen? Primary engagement venues and tools	<ul style="list-style-type: none"> • Establish Working Group and hold two (2) meetings • Five (5) one-on-one / interviews with key stakeholders and staff members to help provide a foundation for understanding the opportunities and challenges facing the pool • Gather community emails from past efforts 			

How the community can provide input	<ul style="list-style-type: none"> ● Provide press releases and social media posts to advertise upcoming engagement opportunities (Survey and First Friday)
Other ways to provide input	<ul style="list-style-type: none"> ○ Emails to Town ○ Parks and Recreation Commission and Trustees meetings
Who do we want to reach? Inclusivity; target audiences	<p>Engagement will be inclusive and open to all. This engagement effort focuses on the Working Group, staff, and Town Boards / Commissions, with an eye to broad engagement in the next phases.</p> <p>For this engagement window, extra efforts will attempt to reach underrepresented (by engagement) groups in preparation for the next phases. This includes but is not limited to:</p> <ul style="list-style-type: none"> ● Spanish-speaking community ● Youth and families ● Senior citizens ● People experiencing disabilities ● Others as identified
Communication Tools How we'll provide information and advertise engagement opportunities	<p>Share community workshop engagement opportunities and other information as available through:</p> <ul style="list-style-type: none"> ● Press release & media outreach <ul style="list-style-type: none"> ○ Newspaper & Radio ● Town E-newsletters ● Social media ● Web ● Signs, posters, leave-behinds ● What communication channels exist for the communities listed above?
How will input be used?	<ul style="list-style-type: none"> ● Input during this phase will be used to help inform the existing conditions analysis as well as fine-tune this engagement and communications strategy. ● Follow up meetings with staff and the Working Group will provide refinements to the process. ● These inputs will help inform the development of the next phase on imagining different program potentials and amenities for the pool, which will in turn influence the physical design of concept plan alternatives.
Post Engagement Assessment* What went well? Did we receive the input sought? What could be improved?	<p><i>* To be completed after the conclusion of the first engagement window, with input from the Working Group and staff. General feedback will be shared with Parks and Recreation Commission and Town Trustees.</i></p>

Worksheet #2: Second Engagement Window

Project Discovery

Engagement Window	- 1 - Project Launch: Foundation of Understanding	- 2 - Project Discovery: Imagine the Programming Possibilities	- 3 - Project Focus: Evaluating Alternatives	- 4 - Project Finale: Draft and Final Master Plan
Key Dates	Engagement Window #2: Project Discovery: Imagine the Programming Possibilities <i>March/April</i> Survey information mailed to community (Utility Mailer due 2 nd week of March) <i>March/April</i> Banner announcing opportunities up <i>April 3</i> First Friday Event <i>April 3</i> Launch: Online Survey available (Spanish translation to be complete by 3/27) <i>April 30</i> Online Survey closes <i>May</i> Working Group Meeting #3 <i>May</i> Creation of Meeting in a Box Materials <i>May/June</i> Spanish language Small Focus Group Meetings <i>May/June</i> Youth Small Focus Group Meetings <i>May - July</i> Meeting in a Box Available at Pool and Town Hall <i>June</i> Parks & Recreation Commission Check In / Update <i>June</i> Board of Trustees Check In / Update			
Goals for Engagement Window #2 Where are we on Stakeholder Engagement Spectrum? (Inform/Consult/Involve/Collaborate/Empower)?	Broad Goal: CONSULT the Public: Gather input on program preferences and visions for pool improvements or areas to preserve that will help guide the next phase of design of conceptual alternative plans. Broad Goal: INVOLVE critical stakeholders who will impact the feasibility of the project: Convene focus group meetings with the Spanish-speaking community and youth. Broad Goal: COLLABORATE with the Aquatics Working Group <ul style="list-style-type: none"> • Participation in community engagement events, including getting at least 5 people to attend and/or take the survey • Reflect on input engagement events • Confirm next steps in development of concept plans 			

Broad Goal: EMPOWER decision makers with project status briefing.	
How we will listen? Primary engagement venues and tools How the community can provide input	<ul style="list-style-type: none"> ● First Friday Event ● Online survey to collect preference input from community members that can't make the event ● Small Group meetings to youth and Spanish speakers ● Meeting in a Box opportunities
Other ways to provide input	<ul style="list-style-type: none"> ○ Emails to Town ○ Parks and Recreation Commission and Trustees meetings
Who do we want to reach? Inclusivity; target audiences	<p>Engagement will be inclusive and open to all. For this engagement window, extra efforts will attempt to reach underrepresented (by engagement) groups including but not limited to:</p> <ul style="list-style-type: none"> ● Youth and families (Schools, Child Care Programs, Stepping Stones, Ascendigo, others?) ● People experiencing disabilities (Focus group invitees, are there email groups?) ● Spanish Speaking residents (English in Action, Valley Settlement, Club Rotario, others?) <ul style="list-style-type: none"> ○ Recreation groups (Parks / Aquatics email list) ● Downtown tenants, residents and stakeholders surrounding facility (USFS, RFTA, etc) <ul style="list-style-type: none"> ○ Emails to all surrounding businesses and residents ○ Arts Commission participation related to Mountain Fair ● Residents throughout the Town <ul style="list-style-type: none"> ○ General press release and social media ○ Social Media
Communication Tools How we'll provide information and advertise engagement opportunities	<p>Share community workshop engagement opportunities and other information as available through:</p> <ul style="list-style-type: none"> ● Town website ● Press release & media outreach ● Social media (Town and Parks Facebook) ● Online survey ● Utility Billing Mailer / All Town Mailer ● Banner
How will input be used?	<ul style="list-style-type: none"> ● Input during the second engagement window will be used to determine the public's preferences for programs and amenities at the pool. We anticipate having a better understanding of what the community values and what amenities they'd like that aren't currently available. ● Follow up meetings with the Staff, Working Group, and Parks and Recreation Commission will provide refinements to the process. ● These inputs will help inform the development of the next window of engagement on developing the physical design of concept plan alternatives for each park.
Post Engagement	<i>* To be completed after the conclusion of the first engagement window, with input from the Working Group and staff.</i>

<p>Assessment*</p> <p>What went well?</p> <p>Did we receive the input sought?</p> <p>What could be improved?</p>	<p><i>General feedback will be shared with Parks and Recreation Commission and Town Trustees.</i></p>
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Worksheet #3: Third Engagement Window

Project Focus

Engagement Window	- 1 - Project Launch: Foundation of Understanding	- 2 - Project Discovery: Imagine the Programming Possibilities	- 3 - Project Focus: Evaluating Alternatives	- 4 - Project Finale: Draft and Final Master Plan
Key Dates	Engagement Window #3: Project Focus: Evaluating Alternatives <i>July/Aug</i> Design Alternatives Workshop with Working Group <i>Aug</i> Working Group Meeting #4 <i>Aug/Sept</i> Parks & Recreation Commission Check In / Update <i>Aug/Sept</i> Second Community Survey <i>Aug/Sept</i> Board of Trustees Check In / Update <i>Sept/Oct</i> Working Group Meeting #5			
Goals for Engagement Window #3 Where are we on Stakeholder Engagement Spectrum? (Inform/Consult/Involve/Collaborate/Empower)?	Broad Goal: CONSULT Community and Working Group: Gather input on plan alternative preferences and that will help guide the next phase of developing a draft and final master plan. A survey for open comments from the community. Broad Goal: INVOLVE critical stakeholders who will impact the feasibility of the project: Convene briefings and updates with key program users and staff. Broad Goal: COLLABORATE with the Master Plan Committee and Staff Working Group <ul style="list-style-type: none"> • Reflect on input engagement events • Confirm next steps in development of draft master plan Broad Goal: EMPOWER decision makers with project status briefing.			
How we will listen? Primary engagement venues and tools How the community can provide input	<ul style="list-style-type: none"> • Update town website and issue next press release • Letter to the Editor from Working Group • Open Ended Survey for Community Input following Preferred Alternative • Poster Locations around town 			
Other ways to	<ul style="list-style-type: none"> ○ Emails to Town-confirm email ○ Parks and Recreation Advisory Board and Town Trustees meetings 			

provide input	
Who do we want to reach? Inclusivity; target audiences	<p>Engagement will be inclusive and open to all. We invite new and long-time friends (residents and visitors) that self-identify according to race, nationality, ethnicity, immigration status, religion, age, gender, sexual orientation, disability status, place of residence, education, socioeconomic status, veteran status, parental status, and hobbies or interests.</p> <p>For this engagement window, extra efforts will attempt to reach underrepresented (by engagement) groups including but not limited to:</p> <ul style="list-style-type: none"> • Spanish-speaking community • Youth and families • People experiencing disabilities • Tribal representatives • Others as identified
Communication Tools How we'll provide information and advertise engagement opportunities	Share Design Alternatives (Preferred Plan): <ul style="list-style-type: none"> • Press release • Social media • Web • Posters in key locations
How will input be used?	<ul style="list-style-type: none"> • Follow up meetings with Staff and the Working Group will provide refinements to the process. • These inputs will help inform the development of the next window of engagement on the draft and final master plan.
Post Engagement Assessment* What went well? Did we receive the input sought? What could be improved?	<p><i>* To be completed after the conclusion of the first engagement window, with input from the Working Group and staff. General feedback will be shared with Parks and Recreation Commission and Town Trustees.</i></p>

Worksheet #4: Fourth Engagement Window

Project Finale

Engagement Window	- 1 - Project Launch: Foundation of Understanding	- 2 - Project Discovery: Imagine the Programming Possibilities	- 3 - Project Focus: Choosing a Preferred Plan	- 4 - Project Finale: Draft and Final Master Plan
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Key Dates	Engagement Window #4: Project Finale: Draft and Final Master Plan Nov Parks & Recreation Commission Check In / Update Nov Board of Trustees Check In / Update Nov Working Group Meeting #6 (if needed)
Goals for Engagement Window #4 Where are we on Stakeholder Engagement Spectrum? (Inform/Consult/Involve/Collaborate/Empower)?	Broad Goal: INFORM the Public: Share the draft master plan. Broad Goal: INVOLVE critical stakeholders who will impact the feasibility of the project: Convene 1 on 1 meetings with Trustees. Broad Goal: COLLABORATE with the Master Plan Committee and Staff Working Group: Gather feedback to refine the draft master plan. Broad Goal: EMPOWER decision makers with pre-adoption meetings and adoption meeting.

How we will listen? Primary engagement venues and tools How the community can provide input	<ul style="list-style-type: none"> Update project website and issue next press release promote master plan release
Other ways to provide input	<ul style="list-style-type: none"> Emails to Town Parks and Recreation Commission and Trustees meetings
Who do we want to reach? Inclusivity; target audiences	Engagement will be inclusive and open to all. We invite new and long-time friends (residents and visitors) that self-identify according to race, nationality, ethnicity, immigration status, religion, age, gender, sexual orientation, disability status, place of residence, education, socioeconomic status, veteran status, parental status, and hobbies or interests. For this engagement window, extra efforts will attempt to reach underrepresented (by engagement) groups including but not limited to: <ul style="list-style-type: none"> Spanish-speaking community Youth and families People experiencing disabilities Others as identified
Communication Tools How we'll provide information	Share community workshop engagement opportunities and other information as available through: <ul style="list-style-type: none"> Press release & media outreach Social media

and advertise engagement opportunities	<ul style="list-style-type: none"> • Web
How will input be used?	<ul style="list-style-type: none"> • Input during the fourth engagement window will be used to affirm that the public's desires are reflected in the master plan. • Follow up meetings with the Staff Working Group and Master Plan Committee will provide refinements to the final master plan and help evaluate if process is on track for adoption.
Post Engagement Assessment* What went well? Did we receive the input sought? What could be improved?	<i>* To be completed after the conclusion of the first engagement window, with input from the Working Group and staff. General feedback will be shared with Parks and Recreation Commission and Town Trustees.</i>

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Town of Carbondale Interviews

To: Eric Brendlinger, Town of Carbondale Parks & Recreation

From: Jessica Garrow, Design Workshop

Date: February 28, 2020

Project Name: Carbondale Aquatics Master Plan

Project #: 6248

Subject: Town Staff Interview Summary

Jay Harrington, Town Manager:

1. What is your top priority to achieve through the Master Plan Process?
 - A buildable and fundable pool that is acceptable to the Community. Anticipate a project of \$4M - \$6M all in, with some potential for small private donations. The facility needs to match Carbondale.
 - The safety side of the pool is critical. The pool needs to continue to support learn-to-swim opportunities.
 - There is potential to stretch the seasons. Do not want to significantly increase operating costs, which would be required with an indoor pool. (Find information on RVR's lap lane usage)
2. What funding mechanism, if any, do you prefer for an updated pool facility?
 - Primary funding mechanism will be the Recreation Sales and Use Tax. The Rec Center bond was refinanced to a loan and will be paid off by 2024. The Town anticipates this Tax will continue to increase as the retail base grows. The Town has focused on building the fund balance, and now it is growing each year.
 - Anticipate obligating the funds from the Recreation Sales & Use Tax for the first few years, and then going to General Obligation Bonds.
 - The Town does not have a dedicated capital fund, so things like streets, fleet maintenance, etc all come from the General Fund. There is limited support the General Fund could provide this project.
 - User Fees are reviewed based on benchmarks to ensure they stay reasonable. Do not anticipate large increases in use fees to fund the pool
3. Funding Mechanism Comments:
 - **GO Bonds:** Could be used, but the Rec Fund would be the source to pay that back
 - **GOCO grant:** Expect to request a grant for this work.
 - **Sales tax:** Will use the existing tax, and will not likely go for an increase in this tax.
 - **Garfield County Federal Mineral Lease District:** Could be a local funding option to explore. The Rifle Pool received \$200,000 - \$300,000 in funding from this source.
 - Potential funding options that would not be a core aspect, but could supplement and fund specific amenities:
 - i. Foundations. Will be interested in local and national foundations to support funding.
 - ii. Naming Rights (Likely very small \$10K - \$50K)

- iii. Sponsorships (Likely small amount; do not anticipate the "angel donor" that was interested a number of years ago.)
 - iv. Fund raising. This could be a small element of funding, but do not anticipate this will be a major aspect of funding the improvements
 - Options not under consideration:
 - i. Hotel/motel tax
 - ii. Special improvement district
 - iii. Recreation district
 - iv. Entertainment tax
 - v. Revenue Bond
4. Do you have any financial or programming targets for the pool? (i.e. staffing levels, general fund subsidy, etc.)
- Generally, \$4M - \$6M to stay within the town's budget.
 - Can staff at peak times if the design is efficient. Most staffing relies on seasonal, which anticipate will continue.
 - Do not anticipate a lot of growth in full-time employees. Town has a General Fund of \$8M, 60 FTEs. The Town is small and lean and anticipate this to continue. The town has no debt besides the Rec Center loan.
5. If you could improve one thing at the pool, what would it be?
- Update the bathhouse to make it ADA and functional from a layout perspective. A new building should be located closer to the street.
 - A two-story building would be appropriate here and could include other uses. Potentially a winterized building for offices in the winter, or for affordable housing.
6. Are there any aspects of the current pool facilities or programming that you think must change?
- Wading pool should be removed. Creates a number of functional issues now.
 - Would like to see a well-designed splash pad. Potential to include a movable fence to have in the park and be part of the Mountain Fair experience.
 - Including lap lanes would create a potential to accommodate swim teams and triathletes.
7. Are there any aspects of the current pool facilities or programming that you think should not change?
- The current facility is very Carbondale. It's not fancy, but it works.
 - No elements are savable, but there is a good general mix of hard and softscape.
8. Do you have a preference or concerns about moving the pool to a location adjacent to the Recreation Center?
- Concerns:
 - Existing GOCO Grant that would need to be repaid and could impact ability to get a new grant.
 - Lots of special events use that space now, and there would be disruption to that usage.
 - There will likely be concerns from neighbors. There are already noise concerns with the indoor rec facility and adding a pool element will likely increase that.
 - Parking loss. There are adjacent parking areas downtown that will be going away in the next few years. Open lots are owned privately and are for sale. The loss of parking there

will increase the demand for parking behind the rec center. This could result in a need for additional land acquisitions.

- Do not want to build on the Rec Center's expansion area.
 - If Working Group thinks this is a viable location, then it should move forward in community engagement, but discussion of pros and cons will be important.
9. For the current location, do you have any concerns about extending the pool facilities into Sopris Park?
- Good connection to USFS. Potential to improve with both projects moving forward.
 - Ditch runs through, and could be piped and brought closer to the site.
 - Listen to the needs for Mountain Fair. Work to make that interaction with the pool work better.
 - Splash pad opportunities on the south side, to increase interaction with Sopris Park and Mountain Fair.
10. Do you think the town could support an indoor pool facility?
- Some in the community would support, but it is a challenge financially.
11. Other comments
- Engagement should include information on financials. Understand the financial breaking point from the community
 - Climate change is already impacting the pool. The August monsoon season has more lightening, which impacts afternoon pool hours.
 - Extending the season will require some heating. Community wants energy efficiency, so that needs to be considered in the seasonality conversation.

Renae Gustine, Finance Director:

1. What is your top priority to achieve through the Master Plan Process?
 - N/A
2. What is the annual operating budget? (line item detail)
 - See spreadsheet.
 - If the operating budget increased to \$200 - \$250K that would be something the fund could handle.
3. What is the annual operating revenue? (line item detail)
 - Revenues down from 2018. That is a result of 2018 being a very hot and dry summer. Only \$3-4K difference year-to-year.
4. What is the amount of annual general fund support for the pool? Do you have a target for annual general fund support for the pool?
 - Funding is from the Recreation Use and Sales Tax.
 - No specific targets. This is an amenity to the town. Unless it's an exorbitant amount, it's an amenity everyone likes and works as is from a funding perspective.

5. Please identify any general fund support in terms of budget (for example trash, insurance, water, maintenance, telephone, etc.).
 - See spreadsheet. Budget shows the very minimum.
 - General Fund covers general liability and worker's comp
 - No water, sewer, or trash is included.
6. What is the town's capacity to increase the general fund support for the pool?
 - Loans will be paid back in 2024.
 - \$1,126,600 with no interest
 - \$1,237,483 with interest
 - Original was approximately \$2M
7. What is the town's bond capacity for capital projects? How does the sunset of the Rec Center Bond impact this project?
 - \$0 now. It's up to the Trustees if they do GO Bonds.
 - General Fund could cover the 1st few years before going to a GO bond.
8. Do you have any strong feelings about the following funding mechanism options:
 - Vote and bonds is preference.
 - Creating a reserve fund for capital maintenance to have a dedicated source could work. Would be new for Carbondale. Only concern would be creating the fund and then having it used for other things years down the road. Currently is no deferred maintenance.

Margaret Donnelly, Pool Manager and Eric Brendlinger, Recreation Director:

1. What is your top priority to achieve through the Master Plan Process?
 - EB: Main down the location and desired amenities. Ensure all user groups are represented, including ones we may not have now. Have a completed Master Plan that is ready for the next steps (grants and moving into construction documents). There will be compromise
 - MD: Match user groups, be a place that is affordable to use, be more innovative.
 - Both: Match the overall ethos of Carbondale. Be energy efficient.
2. Generally, what does a typical weekly pool program schedule look like? (types of users, number of programs, etc)
 - MWF: 6:30am – 5:30pm, TTh: 8am – 5:30pm
 - Morning = Water aerobics; late morning = swim lessons; noon = lap swim; afternoon = open swim
 - Schedule is modified in early and late season due to staffing. This coincides with the school schedule. Typically, closes 10am – noon and at 4pm.
3. Are there any programs you are not currently offering that you'd like to? Why are they not currently offered?
 - Evening programming: swim lesson, swimming fitness, CrossFit. Can't do evening classes and swim because there is a lack of lighting.
 - Kayak rolling, doggie days. Can't do this because a vinyl liner. Requires the pool to be filled through the winter.

4. Generally, what does the aquatics staff schedule look like in a typical week? (number of staff, hours, number of lifeguards, etc)
 - Full time staff in summer = 1 Manager at 40 hours/week, 1 Assistant Manager 30 hours per week. The rest are Lifeguards seasonal college and high school kids (they can work up to 40 hours a week; generally high school can mentally only manage 20-25 hours per week).
 - October – Mid-April is only Margaret
 - Late-April – September, Margaret adds an Assistant to assist with maintenance, cleaning, etc
 - May, hire 2 life guards and 2 swim instructors to cover 2 weeks of swim lessons before the pool's regular hours begin.
 - Memorial Day - Labor Day, have a total of 6 instructors and 9-14 lifeguards.
5. How difficult is it to attract and retain staff? Does staffing impact the programming and hours you are able to provide?
 - Hard to attract staff, but have a good retention rate once a person gets through a full summer. Then they stay for 3-5 years.
 - Some benefits are provided to encourage retention. The Town will reimburse for certain certification courses, a \$1 raise (per year) upon rehire and there is a 50 cent raise provided if they successfully refer a new staff member.
 - Working on having bi-lingual staff.
6. On an annual basis, how does learn-to-swim fit in? (number of sessions/participants/fees)
 - These are 2-week sessions, offered 4 times in the summer. These begin the Monday after school is out.
 - Sometimes there are special requests for use of the pool. Due to overall demand and the complexity to schedule these in, special requests will not be taken this year.
 - 1 School will pay a flat rate of \$1,500 to have swim lessons in May, before the pool officially opens.
 - 1pm – 2pm is the busiest time, with up to 50 kids in the pool at a time.
7. What is your current admission and fee schedule? What changes, if any would you like to see to this?
 - \$7/day (adult) and \$5/day (youth & senior), which matches the rec center
 - For large school groups, the charge is \$3/kid and requires 1 adult per 4-5 kids, depending on age.
 - Benchmarking is done ever 5 years, and will next be completed in 2022
 - Annual Rec Center pass add-on (\$149 for an adult, \$281 for a household, and \$83 for youth/senior)
 - Annual Aquatics Only: \$182 for an adult, \$344 for a household, and \$104 for youth/senior.
8. If you could improve one thing at the pool, what would it be?
 - EB: Locker Rooms and Pump Room. (It takes 10 minutes for the water to heat)
 - MD: Bathhouse and overall amenities.
 - Would like to see the pool upgraded so Carbondale has "the new thing" for a while. Be a place that people want to be.
9. Are there any aspects of the current pool facilities or programing that you think must change?

- Would like to see a climbing wall, or something very unique to Carbondale.
 - Ability to put up basketball and volleyball nets. Difficult now because of the slopes and pool depths
 - Add evening programming, like a movie night, etc. This is hard now because of lack of lighting. Would need to address weather.
 - Slack Line
 - More shade, cabanas, etc
 - Make sure things can fit into the budget.
 - Ability to keep certain amenities open while other things are in use (example lap swim during swim lessons, open swim during lap swim etc, or parts of deep end while diving board and slide are in use) – currently can't do because of design and shape of pool.
10. Are there any aspects of the current pool facilities or programming that you think should not change?
- Currently have a high utilization rate, which should remain.
 - This is a family friendly place. Don't want to lose that or have it turn into only lap swimming or only a teenage hangout.
 - Like the intimacy created that fits the small town. Staff know people's names and greet them.
 - Good small town character.
11. Do you have a preference or concerns about moving the pool to a location adjacent to the Recreation Center?
- EB: Concern about losing funding related to current GOCO grant. Repayment is estimated at \$500,000. Concern about the affordability of the location, and the loss of parking.
 - MD: Concern that a new location takes the pool away from the Sopris Views, which is a differentiator for this pool. Concern that if it moves the funding will be difficult, and it will lead to a bigger project that is beyond the available budget. We can do everything we need to at the current location.

Carbondale Pool SWOT Analysis

Site 1: Existing location

Strengths

- Central location on Main Street
- Easy walking and biking access to neighborhoods
- Connected to Sopris Park
- Park energy welcomes you to town
- Views of Mt. Sopris
- Sunny location
- On bus route
- History
- 'Blind Spot' removal at passive space
- Seeing Sopris is huge for many visitors

Weaknesses

- Potential Mountain Fair impacts if expanded beyond current footprint
- Would require downtime during construction
- No parking on-site
- Traffic /safety concerns
 - No sidewalk on 7th to get to pool
 - If you drive, access requires crossing the 4-way stop
- Fence is required and will always be on Main Street – needs to be stated better
- Prime corner in downtown that may be more appropriate for different type of development
- Lack of connection to indoor recreation activities
- USFS has ability to develop in any manner in the future...could result in incompatible relationship if storage yards or something undesirable is located along lot line.
- Ignores ditch
- Site may be too small for necessary programming and growing town
- Existing infrastructure may be costly to revise
- Tree Removal
- Cutting down trees – most are elm
- Noise from Euclid (East)
- Construction Staging
- Piping ditch concern

Opportunities

- Improved connection with Sopris Park and USFS
- Engage the ditch
- Expand into street with streetscape improvements

- Improvements to building to engage with Main Street
- Right size pool and aquatics programming
- Better connections to Sopris Park
- Tree removal
- Opportunity to sell the property

Threats

- Residential and Commercial neighbors
- USFS programming
- Mountain Fair concerns
- There could be limitation on what can be done with ditch
- Cost impacts / liability with Sopris Park extension
- Noise and growing community on Main Street
- Piping ditch could be a concern
- Staging and construction
- \$\$\$

Site 2: Behind Rec center

Strengths:

- Adjacencies to Rec center, municipal building, Rio Grande trail
- Easy access by multiple modes
- Adjacent parking on-site
- Views toward Red Mountain
- No impact on current pool during construction
- Larger site could mean more flexibility in design
- Build onto/package/joint/shared with rec center
- One locations helps on operations

Weaknesses

- Removes some existing parking
- Directly adjacent to industrial site (views, noise, dust impacts)
- May require revision to existing GOCO grant area
- More winter shading than existing site
- Value of existing space for new development

Opportunities

- Strengthens connection to Rio Grande Trail
- Potential utility connection efficiencies
- Connected to municipal services and staffing
- Connected to indoor recreation opportunities

- Could activate this area of Carbondale
- Engage and build on GOCO grant
- PV potential
- Opportunity to connect

Threats

- Residential neighbors
- Industrial area
- Other town services may need the land (rec center, police, etc.)
- Construction and staging
- Parking usage
- Soils – can we build on the site?
- \$\$\$

Attachment D

Carbondale P & R Outstanding Projects		3/11/2020	Completed	30 days	60 days	90 days
	Red Hill Signage (design of trailhead kiosk for spring installation)		Installing trail signs	Installing	Kiosk design work	
	Red Hill Road Realignment and parking lots and trailhead		Pulic noticing and outreach	Con Construction	Construction	
	RVR Triangle Park Playground Equipment		Received	Installing	completed	
	RVR Park Weed Management - can/will they adopt Town weed plan		approved	implementing	implementing	
	CWMP- Approval for 2020 weed mitigation strategies		Funded 2020. BECA 3/15	Fence Permit and approval	Construction	
	Nuche Park - Parking & Signage	Completed				
	Updated Commission Contact List	Completed				
	Updated Highlighted Chart of Master Plan	Completed on Website		https://www.carbondalerec.com/rec-misc/master-plans/		
	Curtains in women's restroom at Gianinetti Park and Miners		Working on partition options		painting	
	Sopris Park & other playground equipment painting		Waiting for warmer temps	painting	First tournament scheduled for May 30th, 2020	
	Status of Pickleball Courts as we move into spring		temps dictate re-mobilization for finishing work	Implementation if successful	Public outreach	
	FMLD Gianinetti Park playground renovation		Award notification april	Award notification Oct	Implementation spring 2021	
	FMLD Colorado Meadows Park Playground renovation		Grant due August		Contracted with Lassiter Electric	
	Electric Work at RV Park		Work on phase 2 in 2020, completion prior to opening in May 2020	completed before June	Contracted with High Country Electric	
	Electric work at Rodeo Grounds		In progress, funded in 2019 and paid	public outreach and survey		
	Aquatics Facility Master Plan		Survey questions formulated	Permitting and approval	Installing	
	Batting Cage at Bill Hanks		purchased			
Completed						
In Progress						
Need to check on status						
2020-21 proposed project						