

**MINUTES
CARBONDALE PARKS & RECREATION COMMISSION
August 10, 2022**

Hollis Sutherland called the meeting of the Carbondale Parks & Recreation Commission to order at 7:03 p.m. at Carbondale Town Hall on August 10, 2022.

ROLL CALL

The following members were present for roll call:

Members:	Hollis Sutherland, Chair Rose Rossello, Vice-Chair Ashley Hejtmanek, Member John Williams, Member Leslie Keery, Member Susan Rhea, Member Brian Soby, Alternate Misha Logan, Youth Representative
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Town Staff Present:	Eric Brendlinger, Parks and Recreation Director Jessi Rochel, Recreation Center & Recreation Programs Manager Luis Yllanes, Board of Trustees Liaison Kae McDonald, Boards & Commission Clerk
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CONSENT AGENDA

Motion Passed: Ashley Hejtmanek *moved* to approve the minutes from the July 13, 2022, meeting with one correction to the top line on page three: "Hollis suggested rewriting the maintenance section to simplify the graffiti section." 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 Commission.

VOTE ON CHAIR AND VICE CHAIR FOR 2021-22

Hollis noted that there was a motion on the table from the July meeting to nominate her to continue as Chair. There was no discussion and the Commission voted unanimously to approve Hollis as Chair for 2022-2023.

Hollis noted that there was a motion on the table from the July meeting to nominate Rose to continue as Vice-Chair. There was no discussion and the Commission voted unanimously to approve Rose as Vice-Chair for 2022-2023.

VOTE ON YOUTH PARKS & RECREATION COMMISSION MEMBER

Hollis noted that Misha reapplied for the Parks & Recreation Commission youth representative. Hollis asked Misha to explain why he was interested in continuing and what he learned over the last year.

Misha explained that the last year was a trial year, and he has learned that he needs to be better prepared for meetings.

Hollis asked if Misha will be able to balance the requirements of his senior year in high school.

Misha thought he would be able to do so.

Motion Passed: Susan *moved* to recommend to the Board of Trustees the reappointment of Misha Logan as the Parks & Recreation Commission youth representative. Rose *seconded* the motion, and it was *unanimously approved*.

PARK ASSESSMENT TOOL FINAL VERSION REVIEW

Hollis noted that Ashley had done a great job capturing the suggestions provided at the last meeting including those that Drew had made.

Ashley noted that the Assessment Tool was reduced to fit within the margins of the packet, but when printed as a standalone document, the fonts will be bigger.

Susan agreed that it looked great but wondered why some of the blocks were larger than others.

Ashley replied that she tried to give weight to the more important topics as well as to allow room for written comments.

Eric like the cover sheet because it provides a lot of good important.

Hollis wondered if under the heading "Trash Receptacles" if the recycling bins need to be wildlife resistant.

Ashley commented that the Assessment Tool can be a living document and modified as needed.

Hollis asked if under the heading "Playgrounds – Accessible Activities are Present" is oriented towards wheelchair accessibility or other forms of accessibility.

Ashley replied that it is meant to as ADA ground level which can be wheelchair accessible but includes other accessibility options as well.

Susan wondered if it should say universal design instead.

Ashley thought it best to say ADA accessible but thought it might need to be reviewed for more clarity.

Eric suggested specifying transfer level.

Hollis suggested moving it up under the 5- to 12-year-old line or create a category specific item. She noted that the commission members may not have the expertise to review the ADA category.

Ashley reminded the commission members that the tool is not meant to be used for code enforcement, but as an inventory. She pointed out that she had created the "Play Fields and Sport Courts" categories on her own and asked if there were items that needed to be reviewed.

Luis asked what the goal is – to make everything accessible?

Hollis replied that the first page asked what the purpose of the park is and the nature of the park may dictate who can take advantage of it.

Ashley pointed out that while it was recommended that the third column be removed, she left it in place to start looking forward to the next Master Plan.

Susan asked if they needed to go out and reassess the parks with the new form.

Hollis pointed out that that wasn't necessary because they will distribute it to CAFCI members to make assessments.

Eric added that he is interested in each person's perception of the park's purpose.

Susan noted that since none of the parks currently have exercise stations if it was necessary to keep that section.

Hollis pointed out that there is some potential for exercise stations – for example, the open space at Bonnie Fischer Park could be utilized for an exercise station which could also benefit the businesses at the Third Street Center. She added that she doesn't want to lose sight of that for the next Master Plan.

Brian commented that shade features should be an important facet of not only the exercise stations, but seating as well. He noted that shade will improve the experience.

John asked if under the “Dog Park” category if that question is specific to that park.

Ashley pointed out that she had added a column for “Not Applicable (N/A)” that can be used if the category doesn’t apply to a specific park.

John suggested adding a line about whether there is space for a dog to run off-leash.

Rose suggested adding lines for the number of dog pots, water features, whether it is fenced, proximity to roads, multiple gates/entrances, natural terrain, and different sections for different sized dogs.

Eric noted that he will contact CAFCI so their members can complete additional assessments and review the assessment tool itself.

Hollis asked what the timeline was for them to return their assessments so they can be incorporated into the 2023 goals.

Eric suggested October 1st.

DRAFT PARKS & RECREATION DEPARTMENT BUDGET GOALS 2023

Eric commented that with the current Finance Director retiring soon, the budget season is compressed. He pointed out that the packet includes the draft budget goals and work plan but noted that he is currently going through the line-item process with staff prior to doing the same with the Finance Director and Town Manager. He added that this is the process they go through every year and asked that the commission members review it carefully and if there is something egregious or missing to let him know. Eric listed the highlights for new items:

- Find a central location at each park for parks rules and information, possibly in the form of a kiosk on or near the bathroom.
- Electrification of Mow Crew Equipment
 - Brian asked if charging was sufficient to stay on task.
 - Eric replied that they will double-up on the batteries so they can be switched out at lunch. He noted that has worked with the electric handheld equipment they use and was confident it would work with the larger equipment.
 - Brian asked if the costs were similar between gas and electric equipment. He suggested a more complete cost analysis.
 - Eric replied that the equipment purchase costs were similar but there would be an extra expense for the second set of batteries. He noted that he has relied on CLEER’s analysis and recommendations.
 - Hollis added that it is a priority of the Board of Trustees to get to net-zero emissions and in her experience, the batteries find equilibrium after a modest degradation when new.
 - Leslie noted that a quick search revealed that there is a four-year life on the batteries before needing to be replaced but acknowledged the initial cost outlay and run-time restrictions.
- Susan asked if the 4th Street Plaza had been dropped. Eric responded that they have delayed that project in favor of going through a larger public process. He noted that they plan to have two demonstration patches of turf to elicit more feedback.
- Hollis asked about the significant investment in cemeteries. Eric replied that the Town of Carbondale currently has an archaic method for keeping track of plots and they plan to invest in new software that can map out each cemetery and have that information available in a digital format. He noted that this will not only simplify the process, but also provide for a much-improved user experience while safeguarding the information. He also noted that they currently don’t have any topsoil available and will have to purchase some while at the same time paying to dispose of cobbles.
- Hollis asked about the skylight replacement. Eric noted that that budget item was spent on other maintenance items needed at the Rec Center.
- Ashley asked about the Signage Master Plan and whether the developed guidelines were being followed.

Eric noted that a graphic artist would be hired to develop the signage and it would be consistent throughout the park system.

- Rose asked for clarification regarding the Carbondale Arts Youth Art Park and whether the project was complete or if they were asking for a grant extension. Eric replied that Carbondale Arts is asking for a board extension of up to two years to complete the project.

AQUATICS FACILITY MASTER PLAN – NEXT STEPS: BOND UNDERWRITER TIMELINE AND S & P RATING PRESENTATION. DRAFT CONSTRUCTION TIMELEINE. ASPEN COMMUNITY FOUNDATION NON-ENDOWED ORGANIZATIONAL FUND DETAILS

Eric noted that he had provided several pieces of information regarding the rating presentation and how the S & P rating is achieved which were pulled together by the finance consultant. He pointed out that the credit worthiness document was written in layman's terms and provided a clear picture of the Recreation and Sales Tax health. He thought it was valuable information and demonstrates how the bond will be paid down over time. He thought it likely they would get a good credit rating because they have a consistent source of revenue with which to retire the debt. Eric also pointed out that a financing schedule has been developed with the closing and delivery of proceeds on September 27th; once the money is in-hand they can move forward with the project phase which is described under the Aquatics Facility Construction Planner 2022-2024 section. He noted that the Owner's Representative will be a subcontractor to the Town of Carbondale and will need experience in green building with the goal of net-zero construction. Eric pointed out that the Owner's Rep would be responsible to issuing the RFP for the Architect and Engineering and construction bidding, as well as overseeing the demolition and construction of the new pool. He thought the best-case scenario would be to close the pool early in 2023 and open late for 2024 but cautioned that that timeline is tight especially with regards to the construction.

Ashley asked if the pool would be constructed in phases.

Eric replied that the only item that could be phased-in was the splash pad – everything else must be constructed at the same time.

Rose asked if there were still plans for a two-story pool house.

Eric replied that that will be one of the items to be reviewed.

Hollis announced that she and Eric had met with the Aspen Community Foundation, and they are very receptive to working with an organization created to oversee the fundraising for the pool. She noted that that would ease the recording burdens and the time and expense that would need to be undertaken to obtain a 501(c)(3). She pointed out that they qualify as a "Non-Endowed Organizational Fund" and it would be pooled with ACF's other investments. Hollis added that the next step is to accumulate the required \$100,000.00 necessary to establish the fund and the benefit is that it facilitates an immediate avenue to fundraise and solicit for donors for not only the pool construction, but other future needed park amenities as well.

Leslie asked if there will be naming rights available.

Hollis replied that there is a protocol in place, but it hasn't fully been discussed in the context of the new pool.

Ashley asked how \$100,000.00 is accumulated if the fund hasn't been set up yet.

Susan responded that individuals pledge to donate and once the fund is setup, they then give the money.

Hollis thought that donations were more likely once the architect and engineering was complete but was optimistic that there may be individuals willing to provide seed money. She noted that an organization distinct from the Parks & Recreation Commission will need to undertake the fundraising, but commission members could participate.

REPORT & UPDATES: STAFF AND COMMISSION MEMBERS

Eric Brendlinger, Parks and Recreation Director:

- Eric relayed information on the current maintenance issue regarding the gas leak at the pool.
- Mountain Fair went well, but some damage was done that will have to be repaired.

Jessi Rochel, Recreation Center & Recreation Programs Manager:

- Our Town, One Table is August 21st. Jamie Wall is still taking table reservations.
- Potato Days is planned for October 1st. They have a goal of raising \$10,000.00 for the event; \$5,000.00 of the profit is set aside for the next year's event and the remaining money is donated to the Carbondale Historical Society.
- There is a Concert in the Park on Sunday.
- Youth Programming is being added for the fall.

ADJOURNMENT

The August 10, 2022, meeting adjourned at 9:05 pm. The next regular meeting is scheduled for September 14, 2022, at 7:00 pm.

Respectfully submitted,
Kae McDonald