



Carbondale Parks & Recreation Commission Regular Meeting

Wednesday, September 13, 2023

7:00 PM

Carbondale Town Hall Room 1

Join the meeting via Zoom:

<https://us02web.zoom.us/j/82068217426?pwd=ZXdHcWtYemptSnIqTHRJSIRWTERCQT09>

Passcode: 769257

Or One Tap mobile: +17193594580,,82068217426#,,, *769257# US

+16699006833,,82068217426#,,, *769257# US (San Jose)

Or Telephone, Dial: +1 719 359 4580 US, +1 669 900 6833 US (San Jose), +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 444 9171 US,

+1 312 626 6799 US (Chicago), +1 360 209 5623 US, +1 386 347 5053 US, +1 507 473 4847 US

+1 564 217 2000 US, +1 646 931 3860 US, +1 689 278 1000 US, +1 929 205 6099 US (New York), +1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US

Webinar ID: 820 6821 7426

International numbers available: <https://us02web.zoom.us/j/82068217426?pwd=ZXdHcWtYemptSnIqTHRJSIRWTERCQT09>

1. Roll Call

2. Consent Agenda

August 9, 2023, Meeting Minutes

3. Items from Citizens Present Not on the Agenda

4. Welcome to Youth Parks & Recreation Commission Member and Re-appointed Members

5. Manifest Communications Dog Park Signage Presentation for Hendricks, Glassier and Nature Park Off-leash Dog Areas

[Dog Park Signage.pdf](#) 

3 - 11

- 6. Crystal River Restoration Project Update** 12 - 13
[Crystal River Restoration Update.pdf](#) 
- 7. Aquatics Facility Design and Construction Update -- Timeline and Capital Campaign Information** 14 - 21
[Aquatics Facility Update.pdf](#) 
- 8. Reports & Updates: Staff & Commission Members**
- Eric Brendlinger, Parks & Recreation Director** 22
[30 60 90 Progress Spreadsheet.pdf](#) 
- Margaret Donnelly, Recreation Center Manager**
- Luis Yllanes, Board of Trustees Liaison**
- Parks & Recreation Commissioners**
- 9. Adjournment**

TOWN OF CARBONDALE

DOG PARK SIGNAGE

STATEMENT OF QUALIFICATIONS + PROPOSAL

PREPARED BY

MANIFEST COMMUNICATIONS

Rachel Brenneman: Strategic Communications + Marketing

Traci Schalow: Art Director + Graphic Designer + Website Development



THE MANIFEST COMMUNICATIONS TEAM:

RACHEL BRENNEMAN

BRAND STRATEGIST, COPYWRITER, PROJECT MANAGER

Rachel Brenneman is a veteran brand and marketing strategist with 26 years of experience working with Colorado companies, following her graduation from the University of Colorado at Boulder with a degree in Advertising. She specializes in helping organizations define their identity and goals – then translating key information into strategic plans, messaging platforms, and campaigns. Known as an expert project manager, she has a track record for implementing projects on time and on budget. Rachel's value for giving back is evident as she is a volunteer mountain bike coach for the Aspen High School, and a board member of The Roaring Fork Mountain Bike Association. As a Colorado native her heart lives for the outdoors. This passion fuels her mountain biking, telemark and backcountry skiing, and an innate desire to sleep outside as many nights a year as possible.

TRACI KINDRED SCHALOW

ART DIRECTOR, GRAPHIC DESIGNER, WEBSITE DESIGNER & DEVELOPER

Traci is a thoughtful and inventive graphic designer who blends over 36 years of design experience with her passion for the outdoors, local communities and local initiatives. Her concepts and resulting branding and identity programs for business have translated into all forms of print & digital collateral, multi-media, social media and web design.

Having recently moved to Crawford from Carbondale, has lent itself to many outdoor opportunities. Much of her decompression time is spent in the backcountry either on foot, skis, horseback, or mountain bike.

MANIFEST COMMUNICATIONS CAPABILITIES:

PROFESSIONAL STRENGTHS

In addition to our marketing capabilities, the Kindred team also shares:

- A deep appreciation and passion for community engagement, technical expertise and a proven track record
- 50+ years experience in successful communications planning, campaign development and fundraising
- Established network in southwest Colorado in the fields of civic engagement and community organizing
- Timeliness: We pride ourselves in adhering to project deadlines and schedules.

CAPABILITIES;

STRATEGY, PLANNING & TOOLS

- + Facilitated strategic sessions
- + Integrated marketing & content plans
- + Communications calendars
- + Fundraising campaigns
- + Partner + sponsor programs
- + Brand ambassador programs
- + DIY design templates
- + Staff training + support
- + Customer relationship management (CRM)

BRANDING

- + Brand positioning + key messages
- + Logo development + design
- + Naming + taglines
- + Package design
- + Brand identity guidelines

VIDEO + PHOTOGRAPHY

- + Motion media
- + FAA certified drone photography
- + Still photography

COLLATERAL + CONTENT

- + Business cards + stationery
- + Branded apparel
- + Signage + vehicle decals
- + Brochures + flyers
- + Fact sheets + case studies
- + Diagrams + infographics
- + Educational materials
- + Presentations + webinars
- + Annual + quarterly reports
- + Website content
- + Articles + blog posts
- + E-newsletters

STRATEGY, PLANNING & TOOLS

- + Event planning & theme design
- + Event collateral: invites, posters, flyers
- + Advertising + PR
- + Videos + animation
- + E-newsletters

ADVERTISING + PR

- + Publication advertising
- + Online banner ads
- + Direct mail
- + Press releases
- + Media relations
- + Photography direction
- + Image management

WEB + DIGITAL

- + Responsive website design + integration
- + Site map + navigation
- + Hosting + site management
- + Search engine optimization (SEO)
- + Content management + training
- + E-commerce & donations
- + Reservations & booking
- + Online business listings & review sites
- + Animated banners

SOCIAL MEDIA

- + Profile + page set-up
- + Page promotion + likes
- + Posts + visuals
- + Training + support
- + Ongoing management



SMALL SIGN



Town of Carbondale Parks + Rec

NATURE PARK



Fun Fact!
Nature Park is also home to many wild species, including 134 bird species counted by the Roaring Fork Audubon Society and the native western painted turtle, Colorado's state reptile.

Wetlands Zone & Nesting Bird Habitat
Please keep children away and keep dogs on leashes!
More information can be found here.

**33 Acres of Rumping
Good Entertainment!**



Swimming Hole

Caution: Electric Fence



NATURE PARK
PARKING

Archery Range

Remember:
You must have your dog on a leash outside of the three designated off-leash parks.

FOR MORE INFORMATION VISIT:
CARBONDALEGOV.ORG/URL



Town of Carbondale Dog Parks



BIKE PATH

WELCOME to the Nature Park

A Sanctioned Off-Leash Dog Park

CARBONDALE PARKS & RECREATION DEPARTMENT maintains this space for you and your dog's amusement. While enjoying the park, you are responsible for yourself and your furry friend. Knowing the rules will keep it friendly and fun!

HAPPY, HEALTHY DOGS

Safety is our first priority! Please **DO NOT** bring your dog to the park when they are:



In heat



Sick



Aggressive



Vaccinations must be up-to-date!

WELL-BEHAVED DOGS (& HUMANS!) WELCOME



Dogs can be unleashed once inside the park.



Maintain visual contact and voice control at all times

And finally:

LEASH your dog when:

- Displaying overly aggressive or rambunctious behavior.
- Unwanted chasing or jumping on others.
- Venturing beyond park boundaries.



POTTY TRAINED HUMANS ONLY!

Pick up your dog's poop and dispose in provided bins.



RESPECT THE PARK



Children under 12 must be accompanied by an adult.



No digging for or chasing the park's wildlife.



littering.



Thank you for your cooperation!

Violation of any rule/policy is subject to fines or impoundment.
Should attack, biting or aggressive problems occur: Call Animal Control @ 970-625-8095.
In an emergency call 911.

FOR MORE INFORMATION VISIT: CARBONDALEGOV.ORG & CHAPTER 7 OF THE MUNICIPAL CODE





MOCK-UP

Please Note:

- Some rules not apply to all parks such as keeping gates closed.
- Detailed map such as Nature Park will not be necessary for smaller parks.
- Possibly insert a fun fact about the park?
- Additional spanish language can be inserted with each rule.





Crystal River Restoration and Weaver Ditch Efficiency Project

Weekly Construction Check-In

Date: Tuesday, September 5, 2023

Time: 11:00am

Attendants: Dave, Eric, Kevin, Scott, Sabra, Jason Jaynes, Lisa M, Alex, Quinn

Notes by: Alex Heller

Dave's 2-week Look-Ahead

Sept. 5-9

1. Finish boulder walls work in upland area's
2. Finishing installing coir matting
3. Grub out and grade out BK05
4. Complete the Weaver Ditch boulder work – boulders delivered tomorrow for this work
5. Install fish habitat boulders BK04-BK06

Sept. 11-16

1. River performance adjustments
2. Timber walls for access ramp
3. Dowel fence and closure gate installed
4. Entry Monument placed – Sabra has identified with Dave
5. Stage topsoil and Mulch on river left for spring planting

Meeting Notes

-) Roaring Fork Audubon upcoming September newsletter
 - o Trail clearing was done by hand, no ground disturbance outside of 3' trail corridor. Per Jason, this means that grasses should be able to grow back quickly because no real damage was done by tearing things up.
 - o Earthwork was brought in with skid-steer
 - o Eric will draft email response to Mary by end of today. Topics to hit on:
 - Restoration projects take time and the overall goal is to improve channel and riparian health.
 - Grasses and willows will grow back and encroach trail once again.
 - There will be more disturbance to the riparian zone, primarily at BK05. It would be good to make her aware of this so that she is not caught off guard by more work in that area.
 - Offer to meet with her onsite.
-) Punchlist for river by end of this week, trail by end of next week
-) Heather will be leading a tour of the site on Sept. 12th with Melissa Wills from CO River District.



CRYSTAL RIVER RESTORATION AND WEAVER DITCH EFFICIENCY PROJECT BANK RESTORATION - OVERVIEW

No.	REVISION/UPDATE	Date

CLIENT NAME AND ADDRESS



Town of Carbondale
511 Colorado Ave
Carbondale, CO 81623

	DESIGN FIRMS NAME AND ADDRESS
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RiverRestoration.org, LLC
P.O. Box 248
Carbondale, CO 81623
www.RiverRestoration.org

DHM DESIGN
311 Main St, Suite 102
Carbondale, CO 81623
970.963.6520
www.dhmdesign.com

PROJECT NAME AND ADDRESS

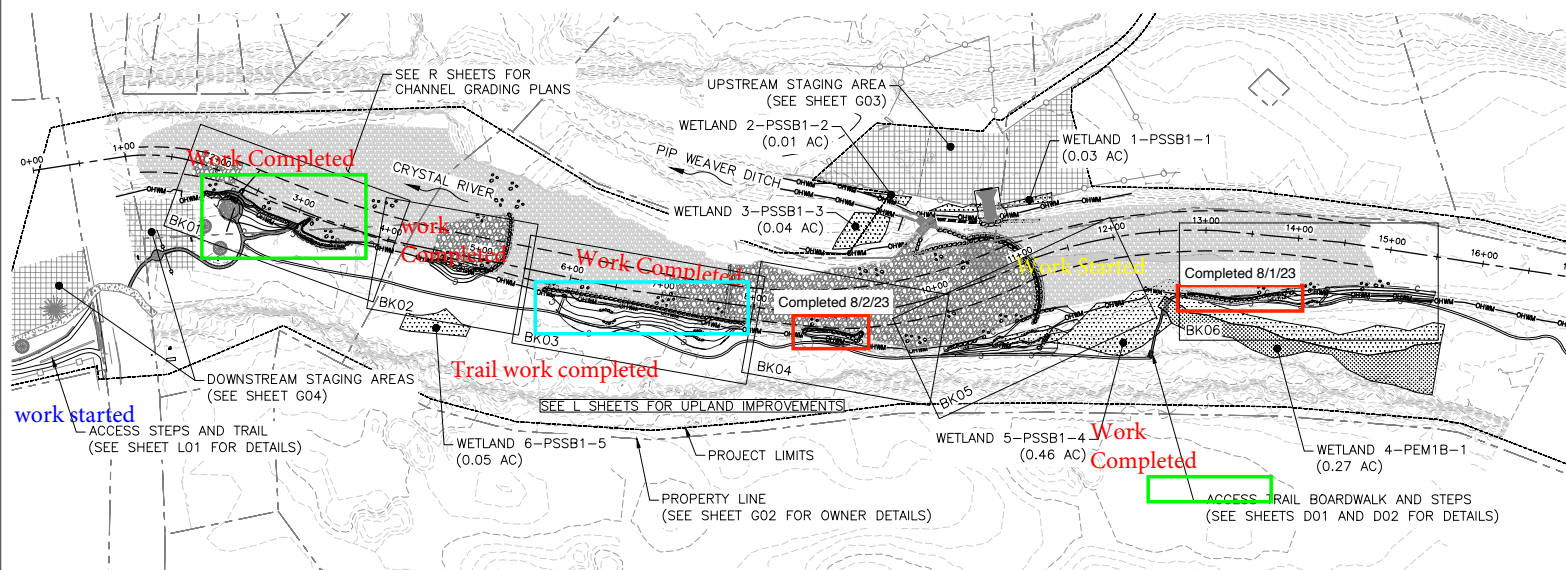
PROJECT NAME AND ADDRESS
Crystal River Restoration
and Weaver Ditch Efficiency Project
Carbondale, CO 81623

Project	
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Date
January 2023

Scale
1" = 60' (FULL-SIZE)

Sheet	
	BK00



LEGEND

-  PALUSTRINE EMERGENT WETLAND (PEM1B)
 PALUSTRINE SCRUB SHRUB WETLAND (PSSB1)
 ---- PROPERTY LINE
 ORDINARY HIGH WATER MARK
 ---- PROPOSED CONTOUR
 ---- EXISTING CONTOUR
 ——— PROJECT LIMITS
 === PROPOSED THALWEG
 NATIVE ALLUVIUM
 NATIVE ALLUVIUM (COARSE)



BID 5FT

Carbondale Aquatics Center Schedule
Tue 8/22/23

Land+Shelter

D	Task Name	Duration	Start	Finish	Predecessors	Qtr 2, 2023			Qtr 3, 2023			Qtr 4, 2023			2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024			2025				
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		Apr
1	Programming	10 days	Mon 5/1/23	Fri 5/12/23																											
2	Programming Development	10 days	Mon 5/1/23	Fri 5/12/23																											
3	Client Review, Programming Approval	5 days	Mon 5/15/23	Fri 5/19/23																											
4	Conceptual Design	57 days	Mon 6/5/23	Tue 8/22/23																											
5	Conceptual Design Work	20 days	Mon 6/5/23	Fri 6/30/23	2																										
6	Pricing of two deisgn options	10 days	Mon 7/3/23	Fri 7/14/23	5																										
7	Owner Review	7 days	Mon 7/17/23	Tue 7/25/23	6																										
8	VE Pricing & Review	15 days	Wed 8/2/23	Tue 8/22/23																											
9	Schematic Design	65 days	Wed 8/23/23	Tue 11/21/23																											
10	SD Design Work	40 days	Wed 8/23/23	Tue 10/17/23	8																										
11	Community Outreach	20 days	Wed 10/18/23	Tue 11/14/23	10																										
12	SD Pricing	20 days	Wed 10/18/23	Tue 11/14/23	10																										
13	Owner Review	5 days	Wed 11/15/23	Tue 11/21/23	12																										
14	Capitol Campaign	250 days	Wed 11/15/23	Tue 10/29/24																											
15	Fundraising Begins	250 days	Wed 11/15/23	Tue 10/29/24	12																										
16	Land Use Approvals	80 days	Wed 10/18/23	Tue 2/6/24																											
17	Land Use Review	80 days	Wed 10/18/23	Tue 2/6/24	10																										
18	Design Development	70 days	Wed 10/18/23	Tue 1/23/24																											
19	DD Design Work	45 days	Wed 10/18/23	Tue 12/19/23	10																										
20	DD Pricing	20 days	Wed 12/20/23	Tue 1/16/24	19																										
21	Owner Review	5 days	Wed 1/17/24	Tue 1/23/24	20																										
22	Construction Documents	90 days	Wed 1/24/24	Tue 5/28/24																											
23	CD Design Work	50 days	Wed 12/20/23	Tue 2/27/24	19																										
24	Final Construction Pricing	25 days	Wed 2/28/24	Tue 4/2/24	23																										
25	Client review and Trustee approval of pricing	10 days	Wed 4/3/24	Tue 4/16/24	24																										
26	Permitting	60 days	Wed 2/28/24	Tue 5/21/24																											
27	Building Permit Review	60 days	Wed 2/28/24	Tue 5/21/24	23																										
28	Construction & Owner Move In	311 days	Wed 5/22/24	Wed 7/30/25																											
29	Construction	301 days	Wed 5/22/24	Wed 7/16/25	27																										
30	Owner Move in/ FF&E/Training Etc	10 days	Thu 7/17/25	Wed 7/30/25	29																										



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

**Board of Trustees Agenda
Memorandum**

Meeting Date: August 22, 2023

TITLE: Aquatics Facility Project Capital Campaign consultant proposal
and contract

SUBMITTING: Eric Brendlinger, Parks & Recreation Director

ATTACHMENTS: Resume of Cynthia Perry Colebrook, Consulting Agreement,
Budget implications work sheet, Professional Services Agreement

PURPOSE:

Initial process of conceptual design of the new Aquatics Facility, has shown square foot costs higher than anticipated on all three components of the project. The new building, the pool structures themselves and the site plan have all been values engineered to try to meet the existing bond amount. Without large concessions to the public outreach process and to the preferred design for the new pool it has been determined that additional budget appropriations from reserves, fundraising, grant writing and a capital campaign are all going to be needed to build a functional facility for expanded future use to meet the needs of the citizens.

BACKGROUND

The Parks & Recreation Department and the Parks & Recreation Commission successfully produced a master plan with a GOCO planning grant. The planning process looked at a few things that were very important for the new facility to obtain. One was the options that two to three separate bodies of water could provide by separating the lap pool from the leisure pool and the addition of a spa for simultaneous programming. The second was an ADA compatible building incorporating universal design elements and access for all. The third was an energy efficient building and a goal of a net zero facility.

ANALYSIS

The bonded amount of 8.5 million represents the capacity of the Recreation Sales and Use Tax to pay back the bond while still funding the operations of the new pool and the recreation center. To satisfy the goals vetted through a public outreach process and the goals of the Town with new capital improvement projects additional funding will be needed.

DISCUSSION

Request to enlist the services of a Capital Campaign Consultant. The length of service and scope of work and fee structure is included in the attachment.

Prepared By: Eric Brendlinger, Parks & Recreation Director

CYNTHIA PERRY COLEBROOK

P.O. Box 1714

Carbondale, Colorado 81623

cynthiacolebrook@aol.com

(513) 479-2321

Management Executive with successful experience as an agent for positive change. Exceptional ability to galvanize efforts of others, to generate enthusiasm, and to create an esprit de corps. Particularly knowledgeable in strategic planning, in organizing events, directing capital campaigns, major gifts solicitation and stewardship, interim management, speech writing, staff competency assessments and searches, feasibility studies, building organizations from the ground up, and in Board Member/Volunteer recruitment and training. A natural leader.

Capital Campaign Direction

Works collaboratively with board and staff members to develop strategies, leadership and results for successful capital campaigns. Directs tasks which include prospect identification and research, case statement preparation, awareness raising, special events, volunteer recruitment and training, solicitation, timelines, budgets and celebrations.

Not-for profit Management

Experienced in a range of responsibilities, including filing Articles of Incorporation, obtaining tax exempt status from the IRS, budgeting, banking, payroll, benefits, staffing, recruiting and coaching Boards of Trustees, strategic planning, devising policies and procedures, creating hard copy and computerized record keeping systems, developing marketing and public relations programs, and launching a Total Development Program.

Certified Fundraising Executive

Attained certification through the Association of Fundraising Professionals (formerly National Society of Fund Raising Executives) in 1988 having satisfied the requirements of tenure, achievement, education, knowledge and service to the fund raising profession. Served as a leader locally and nationally. Have raised millions of annual and capital dollars.

Community Organizer and Leader

Blessed with natural leadership and organizational skills, have led both volunteer and professional groups to excellence. Organized many regional competitions, fund raising galas and educational conferences. Good at both doing and delegating.

EMPLOYMENT HISTORY

5/15 – Present Independent consulting with a variety of non-profits, including Alonzo King LINES Ballet, Pacific Vision Foundation, San Francisco Village, Aspen Center for Environmental Studies (ACES), and The Buddy Program.

10/11 – 4/15: Vice President for Institutional Advancement, San Francisco Art Institute

Founded in 1871, San Francisco Art Institute is one of the nation's oldest and most prestigious schools of higher education in contemporary art. With a lean budget and ambitious goals, the following was accomplished during my tenure: 12 trustees added and provided with an orientation; 6 staff positions in advancement department added for a productive, professional team; contributed income increased by 24% and number of leadership donors by 39% in FY14 over previous year; total number of donors increased by 80% in 3 years; \$24 million capital campaign launched; 3 endowed funds added; 5 gift agreements signed with \$1.7 million in bequest expectancies; Gala income increased 200% over 3 years; number of alumni

with correct contact information increased by 67%; credibility in advancement function restored.

1/08 – 6/08: Development Consultant, Westport River Watershed Alliance, Westport, MA

The Westport River Watershed Alliance works to protect the quality of the Westport River through education, partnerships, and advocacy. The Board and the Director wanted to assess and improve the efficacy of their fundraising program so they retained me to conduct a study, as well as a half-day Board retreat. During the following years, the organization has accepted many of the study recommendations; their membership and fundraising results have improved impressively.

1/06 – 12/07: Campaign Director, New Bedford Whaling Museum, New Bedford, MA

The New Bedford Whaling Museum is the largest whaling museum in the world and the leading cultural institution in South Coast Massachusetts. The Board launched a \$23 million capital and endowment campaign following the acceptance of a gift that doubled the size of collections. With an expanded mission, the Museum intends to be the preeminent resource for scholars, to present a central exhibition to tell the global story of whales and whaling, and to stabilize operations through a larger endowment. After reaching \$11 million, the campaign was put on hold due to the Museum's unexpected leadership change.

1/05 – 12/05: Campaign Director, Contemporary Arts Center, Cincinnati, OH

Served as the director of a \$20 million endowment campaign which sought to stabilize operations and launch new initiatives. After raising \$10 million, the campaign stalled when the Board determined that the new Director was not a good fit. Campaign activity was put on hold while the organization undertook leadership change.

2/04 – 7/04: Interim Leadership, Contemporary Arts Center, Cincinnati

During a period when the Contemporary Arts Center was conducting a search for a new Director, the positions of Director of Development, Marketing Director, and Curator were also vacant. Because of trusting relationships established previously, the Board of Trustees retained me to provide interim leadership and stability.

9/02 – 7/04: Campaign Director, YMCA of Greater Cincinnati

The YMCA of Greater Cincinnati, an association of 26 branches and child care facilities, committed to fulfilling its mission by launching a \$10 million campaign for a full family branch facility in the heart of the urban core. Without an established constituency for private financial support, the challenges included establishing a prospect list, recruiting a cadre of influential fundraising volunteers, and building buy-in with the local community. All these efforts were successful.

3/02 – 6/03: Campaign Director, Episcopal Diocese of Massachusetts, Boston, MA

The Episcopal Diocese of Massachusetts is the largest Episcopal Diocese in the country with a very diverse constituency. As part of the mission strategy, they decided to build a new camp and conference center with a fundraising goal of \$18.4 million. With very little previous experience with fundraising, the Diocese's campaign was ultimately successful with a first-ever major gifts initiative, and 100% participation by all parishes. The dedication and opening were held in July, 2003.

3/99 - 6/01: Campaign Director, Contemporary Arts Center, Cincinnati

The Contemporary Arts Center (CAC) in Cincinnati, the third oldest and one of the top ranked museums of contemporary art in the country, commissioned internationally acclaimed architect, Zaha Hadid, to design a building that would be a cutting-edge work of art in and of itself. By the time of groundbreaking, the initial goal of \$27.5 million had been revised and surpassed for a final tally of \$34.6 million. The grand opening was held in May, 2003.

9/94 -6/98: Managing Director, Cincinnati Parks Foundation

Part of a growing trend nationally in public-private partnerships, this organization was formed by the Cincinnati Board of Park Commissioners to increase private support to the public parks of the City of Cincinnati. I was retained as the first Managing Director, and successfully recruited an influential board, guided the fledgling organization through policy development and strategic planning, established an award-winning newsletter, an annual special event, and on-going fundraising programs.

9/90 - 7/94: Director of Development, Cincinnati Playhouse in the Park

CPIP is a not-for-profit, professional regional theater dedicated to producing and presenting for audiences the breadth of theater through works of uncompromising quality. I was responsible for \$1.3 million in contributed income for the annual operating budget as well as monies for the endowment and plant funds. While there, we increased fundraising volunteer involvement 3000%, giving by individuals by 100%, and giving from corporate sources by 84%.

9/87 – 12/11: Consultant, Skystone Ryan, Inc. (formerly Staley/Robeson/Ryan/St. Lawrence), Cincinnati, OH

The firm provides professional fundraising counsel to educational, health, religious, cultural, social service and other nonprofit institutions. With affiliated offices in Buenos Aires, Cape Town, Durban, Johannesburg, London, Mexico City, Montreal, Paris, Santiago, Sao Paulo, and Washington, DC, the firm is also a member of the American Association of Fund Raising Counsel. I started as an intern, and progressed through the titles of associate consultant and senior consultant.

3/99 – 12/11: Consultant, Campaign Consultation, Inc, Baltimore, MD

The company works with individuals and organizations at the local, state, national and international levels to achieve community development, fundraising, diversity utilization, issue advocacy, media and marketing, public policy as well as organizational and business development success. With them, I have developed curriculum and taught all over the country providing training and technical assistance for the Corporation for National and Community Service.

1/07 – 12/11: Consultant, Jaques & Company, Danvers, MA

Jaques was a consulting practice providing strategic and tactical advice to non-profit organizations that are serious about institutional development. The firm helps clients achieve new levels of excellence in strategic planning, fundraising, governance, and financial strategy and business development. The focus is on results, improving productivity, and capacity building.

6/74 - 3/87 Self-employed

Colebrook Farm, Union, West Virginia and Equine Emprise, Inc., Cincinnati, Ohio

9/72 - 3/74 Head Trainer, Instructor, Manager

The Midland Riding Center, Midland, Georgia

EDUCATION

Graduated from the Westover School, Middlebury, Connecticut

Attended the University of Denver, Denver, Colorado
Graduated from the Talland School of Equitation, Gloucestershire, England
Graduated from Appreciative Inquiry Facilitator Training, Haverhill, Massachusetts

COMMUNITY SERVICE

Current

Member, Western Slope Regional Leadership Committee, in partnership with Community Resource Center, Denver
Volunteer, Retired Senior Volunteer Program (RSVP), Eagle County

Previous

Member, Steering Committee, Western Slope Rural Philanthropy Days and Co-Chair of the Program Sub-Committee, 2018-19

Member, Advisory Board, SOTENI International, Cincinnati, Ohio, and Kenya, Africa, 2010-2019

Member, Executive Committee, ArtTable, N. CA Chapter, 2015-2016

Board of Governors, Westover School, Middlebury, Connecticut, 2012-2015

Leadership Cincinnati, a program of the Greater Cincinnati Chamber of Commerce

- Member, Class XX 1996-97; Chair, Greenspace Project
- Member, Steering Committee 1997-99; Co-chair, Diversity Weekend

Ohio-Kentucky-Indiana Regional Council of Governments

- Chair, Regional Greenspace Initiative Task Force 1998 -2000
- Founding member, Regional Greenspace Initiative, now known as Green Umbrella

Ohio Conservation and Environmental Forum

- Member, Lobbying Committee

Metropolitan Growth Alliance, Greater Cincinnati

- Speakers Bureau
- Facilitator for public involvement in a regional transit planning process

Association of Fundraising Professionals (formerly National Society of Fund Raising Executives)

- National: Continuing Education Review Board, Conference Education Advisory Council, Parity Task Force
- Greater Cincinnati Chapter: President and National Delegate

Indian Hill Episcopal-Presbyterian Church

- Senior Warden and member of Executive Committee
- Chair, Stewardship Campaigns

United States Pony Clubs, Inc.

- District Commissioner, Greater Cincinnati
- Regional Supervisor, Mid-South Region

Consulting Agreement

This consulting agreement, when signed by both parties, confirms that Cynthia Perry Colebrook will serve the Carbondale Parks and Recreation Department as a contract consultant to assist with Campaign Direction for the renovation and expansion of the Aquatics Facilities.

It is understood that Cynthia will work closely with the core leadership team of Executive Director, Chair of the Volunteer Advisory Commission, Campaign Chairmen, and a still-being-formed Campaign Cabinet.

Work is to begin immediately, up to four days a month on average, on a flexible schedule to be determined by the needs of campaign preparations and implementation.

Compensation is to be provided by the Parks and Recreation Department to Cynthia Colebrook at a rate of \$120 for each hour served, not to exceed thirty-two hours per month, plus reimbursement for any out-of-pocket expenses. Time sheets and invoices will be submitted monthly.

The contractor agrees not to disclose or communicate any of the client's confidential information to any person or entity outside of the client organization.

This agreement can be terminated at any time by either party.

Cynthia Perry Colebrook, CFRE
Contract Consultant

Eric Brendlinger
Director
Carbondale Parks and Recreation

Date

Date

Carbondale Parks and Recreation Department
 Campaign for Expansion of Aquatics Facility
 Prepared by Cynthia Perry Colebrook
 8-11-23 Revised to TOC budget cycle 8-17-23

ROUGH TWO-YEAR BUDGET

Office and Administration		2023	2024	2025
		4 mth	12 mth	8 mth
Supplies and Stationery	1,000	500	250	250
Postage	1,000	500	250	250
Subtotal	\$ 2,000	\$1,000	\$ 500	\$ 500
Promotion and Materials		2023	2024	2025
Graphic Design	4,500	4,500		
Printing	6,000	3,000	3,000	
Meetings/Hospitality	600	300	300	
Cultivation Events	1,500	750	375	375
Kick-off Events	6,000	2,000	2,000	2,000
Donor Recognition	1,400		700	700
Subtotal	\$ 20,000	\$10,550	\$6,375	\$3,075
Counsel and Staffing		2023	2024	2025
		4 mth	12 mth	8 mth
Fundraising Counsel (@ 4 days per month on average, 8 hours per day, \$120/hr, 32 hours a month, 384 hours a year \$3,840 per month	92,000	15,360	46,080	30,560
Half-time campaign staff (potentially existing staff)	(40,000)			
Subtotal	\$92,000	\$26,910	\$52,955	\$34,135
Total			\$114,000	

In Progress						
Need to check on status	Carbondale P & R Outstanding Projects	9/13/2023	Funding source or amount	Completed	30 days	60 days
2023 New projects						90 days
*delayed final design/ permit	Red Hill Trail Improvements	AVLT Maintenance Endowment	C-LineTrail open installed new signs	RFOV dedicated trail crew 2 day build	Sign Repair	Ongoing trail maintenance
	Crystal River Restoration and Weaver Ditch Efficiency Project	Grant Funded	Contracted with Redoubt Excavation	work commenses	work continues	grant processing
	GOCO Resilient Communities AVLT ADA Access/ classroom	grant \$55,000	GOCO Contract & Resoution	grant extension requested	Grant closeout with GOCO	grant closeout
	Fishing is Fun Grant Crystal River Project. CPW 2020 ADA access/classroom	Grant \$30,000	processed received PO		grant closout started	grant closeout
	Fishing is Fun Grant Crystal River Project. CPW 2021 In-channel improvements	Grant \$50,000	processed received PO		"	"
*no staff training	CIWMP- Approval for 2023 weed mitigation strategies	2023 Budget	BOTApproval Feb Bee Happy Lands train	2 temp workers for three weeks	evaluate previous efforts	evaluate plan
	Playground & Park equipment repairs Cirsa audit	2023 Budget	installed test swing mats in Sopris	order and install additional swing mats	horseshoe pit repairs	vinyl coating on metal,
*delayed production/ delivery	Mobile Stage 3 trained planned use in 2023 (11 times)	2023 budget	BOT Fee Waiver paperwork approved	Sept FF, Farmers Marktet	Ocotober FF, Farmers Mkt. Dia De Los	November, no scheduled use.
	Aquatics Facility	2023 Budget Bond	Owners Rep, Design and construction	OAC for CD pricing/ fundraising	OAC / SD/ fundraising/grants	OAC/SD/ pricing
	Nature Park-loop pathway improvements trail maintenance techniques	surplus EWF from 2022	wood chips donated, burned small secti	weed mitigation/solar array	weed work, sign work	evaluate weeds
	RVR Park Weed Management - can/will they adopt Town weed plan	Orchard & Triangle Park	Town Staff request to GM	report on Triangle and Orchard	include strategy in weed management plan	report on progress
	Miners Park Irrigation Retrofit to ditch water	2022 parks CIP budget	VFD Pump installed and plugged in	process vfd rebate	functional	shut down for season
	Park Signage and Branding (Dogs in park story map)	2023 Budget	subcontracted Manifiest Communication	conceptual to P & R	rfp for sign production	produce and install Install signs
	Highway 133 South Irrigation replacement project	2023 Parks CIP budget	install new pump and fixed leak in line	new pump functional , leaks fixed	functional until shutdown.	
	Youth Art Park Rio Gande with Carbondale Arts	\$35k GOCO Grant Extension	extension to Sept 2023	fall project/ grant closeout possible?	extension needed?	
	CWWRA-Carbondale Wild West Rodeo Association MOU and solutions	2023 Rodeo Maintenance	MOU, parking ideas, garco approval	new rules evaluation and report	parking solutions meeting	parking solutions approved
	Replace Rec Center Skylights and new security cameras	2023 Rec budget	seek new bids for project	purchase equipment needed	RFP for contractor	contract for 2024 install
	Replace Boiler and Pool Chemtrol distribution unit	2023 Pool Budget	boilers replaced	Final pool closure Sept 24th	storage of useable equipment	storage of usable equipment
	Updated Highlighted Chart of Master Plan	na	April P & R Meeting	budgeting for 2024	budgeting for 2024	
	4th Street Plaza Park Improvements (Chacos Park)	2023 budget	rfp and contractor selected	public and stakeholder outreach	public outreach	infrastructure needs for 20
	Electrification of mow equipment	2023 parks budget	equipment purchased	budget for Toro diesel electric replacemen	budget for additional equipment	purchase in 2024
	Cemetery Software Purchase and implementation	2023 Budget 3 quotes	Chose and purchasedCemSites	software training and implementation	software training and implementation	Implementation
* affected by covid-19						
Completed 2022-2023						
* change scope public outreach	Aquatics Facility Master Plan	completed	GOCO Grant closeout			
	Nuche Park - Parking & Signage	Fence Permit and approval	fence completion			
	Miners Park Volleyball Border Project	net sleeves, lines, grass seed	Completed			
	Triangle Park Tennis Courts crack repair	completed with final fix	open			
*delayed fundraising	Batting Cage at Bill Hanks	construction complete	Inspected install signage	shut down store for winter in shed		
*delayed bidding	Fence at White Hill (Hillcrest) Cemetery received bid Taylor Fencing	Old Fence Removed & contrac	Construction and completed			
	Nuche Park Parking Lot improvements Grade and Road base	Street Crew		Timing TBD but before Bald Eagle Closure	Construction	Bald Eagle Closure Dec 1
	Bear Proof Trash and Recycling Cans	conservation Trust Fund	2 in triangle, 2 in Thompson	arrived and placed	done	done
	Bonnie Fisher Park signage and enforcement	Demeters Garden/Access road	public outreach /sign production	Signs Installed send letters to homeowner	Enforcement	Enforcement
	Electric Work at RV Park	2022 rv park budget	Contracted w/Lassiter phase 4	work complete sites 15-19	completed	completed by May
	Red Hill Signage for completed kiosk	2022 budget	RFP with Proposals	Kiosk signage completed and installed	done	
	North Face Bike Park Jump line capping	2022 Rec budget	project completed			
	Replace pool water heater at Pool	2021 budget partial	replaced , waiting to test	installed	test in spring when water back on	functioning
	Electrification of mow equipment	2022 parks budget	equipment purchased	Use	use	use assesment
	High Speed Radio WiFi Internet at Gateway RV Park	2022 rv park budget	project completed	completed	completed by May 6th	completed
	Hillcrest Cemetery	2022 budget	Fence Completed	contract for survey and plot layout	work concluded	work concludes
	GOCO Resilient Communities AVLT Red Hill Shade Shelter & landscaping	Grant \$55,000	GOCO Contract grant extension	Grant closed	money transferred to Town Bank	
	CIRSA Claims property work in Parks	CIRSA Reimbursed	CIRSA payments to Town work complete	North Face Bathroom and Red Hill Porta P	projects complete	
	Red Hill C-line alternate bike trail.	AVLT Maintenance Endowment	Trail open	completed	no probuild needed	
	Hendricks Playground Replacement Burke bid \$82,604	2022 Budget appropriatioin	A & Z Contracted	construction began	completed by May 30	completed
	Ramey-Harvey Park Improvements CAFCI AARP grant 2 benches concrete	2022-23 budgeted	completed	Town reimbursed for concrete work from CAFCI		
	Sopris Park ADA Path & Water Fountain replacements	ordered & contracted	construction complete	charge and make functional	hook up water fountains	
	Hendricks Dog Park Water Fountain Replacement	2022 budget	Product received pad poured	make functional	complete	complete
	Red Hill C-line alternate bike trail.	AVLT Maintenance Endowment	C-LineTrail open installed new signs	RFOV dedicated trail crew 2 day build	Ongoing trail maintenance	Ongoing trail maintenance
ts not awarded 2022	FMLD Rec Center Gym LED Lighting Retrofit	FMLD Mini-Grant	submitted	not awarded		