CARBONDALE PARKS & RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, February 8, 2023   Meeting 7:00 P.M.
Carbondale Town Hall Trustee Chambers

TIME*			ITEM	DESIRED OUTCOME
7:00		1.	Roll Call	
7:05		2.	Approval of January 11, 2023 Minutes	INFORMATIONAL
7:10		3.	Items from Citizens Present Not on the Agenda	
7:15		4.	Trustee Work Session Draft Agenda & Talking Points for February 21st, 2023	INFORMATION DISCUSSION (Attachment A)
7:55		5.	Review of Cemetery Software quotes for approval and purchase	INFORMATION DISCUSSION (Attachment B)
8:15		6.	Red Hill Trail User Numbers 2022 Report (11 months)	INFORMATION DISCUSSION DECISION (Attachment C)
8:25		7.	Carbondale Integrated Weed Management Plan Final Changes	INFORMATION DISCUSSION (Attachment D)
8:30		9.	Report & Updates: Staff & Commission Members • Eric Brendlinger, Parks & Recreation Director • Quarterly Reports Oct. Nov. Dec. 2022 • 30/60/90 Day Outlook • Margaret Donnelly-CRCC Manager • Parks & Recreation Commissioners • Luis Yllanes, Trustee Liaison	INFORMATION (Attachment E)
9:00		9.	Adjournment*	*Please note: Times are approximate

TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board of Trustees Work Session Agenda Memorandum

Meeting Date: February 21, 2023

TITLE: Parks & Recreation Commission and BOT Work Session

SUBMITTING: Parks & Recreation Department and Parks & Recreation Commission

ATTACHMENTS: P&R Commission Resource Guide
Park Assessment Tool
Girl Scouts PPT Presentation

Commission Introductions & Service Tenure Hollis (1 minute informational)

- Hollis Sutherland, Chair 2011-12 years
- Rose Rosello, Vice Chair 2018-5 years
- Ashley Hejtmanek 2017- 6 years
- Leslie Keery 2021 – 2 years
- Susan Rhea 2021 – 2 years
- Drew Sorenson 2022 – 1 year
- John Williams 2017-6 years
- Brian Soby 2020 – 3 years
- Misha Logan 2021 – 2years

Overview of Commission Operations Hollis (5 min informational)

- Request to change term start/end date
    - Currently start/end August 31 request to move to May 1
    - Engage new Commission Member with priority setting and budgeting
    - Better chance of catching citizens attention in late winter/spring than summer, potentially creating a larger pool of candidates. Better timing with the school year to engage a youth commissioner.
- Misha – what he has learned being on the Commission and why it's important to have Youth Commissioners (2 minutes informational)
- Challenge with how to onboard and bring members up to speed
    - All orientation or training has been within the Commission, Hollis's attempt in helping Commissioners come up to speed is in creating the P&R Commission Resource Guide, (included in work session packet).

- o P&R Commission Resource Guide created in 2021. Contents includes:
    - Town and P&R Mission Statement
    - Commission Values and Code of Conduct
    - Importance of serving on the Commission and an overview of Roberts Rules of Order and Sunshine Laws.
    - Town Code, Section 7 – relating to the P&R Commission.
    - Members and Staff List, Meeting Dates.
    - Chair and Vice-Chair Role & Responsibilities.
    - Quick Links to pertinent information, such as Master Plans, Integrated Weed Management Plan and Events Calendar.
    - An Overview of other Key Documents and Communication Tools used by the Commission.
    - Commission's Master Calendar.
  - o Commissioners are responsible for reviewing and orienting themselves to the materials on their own.
  - o It would be helpful to have a comprehensive orientation where all Commissioners would come together for formal training led by the Town. Some suggested topics would be, informing Commission members:
    - About how the Town operates and how their Commission fits into the overall picture.
    - Expectations for them as Commissioners from the Town's perspective.
    - What is allowed and what is not allowed (Sunshine Laws, etc.)
    - Key documents and where to go to find information on key topics.
    - "Chain of Command" and where to go if they have questions, or concerns. When it's appropriate to go beyond the supervising Staff Member and Commission Chair and to whom, etc.
- In 2022, opportunities presented themselves for members to work in pairs or small groups on a few projects. This has helped with operational efficiencies in that details were worked on in advance and brought to the Commission for input and approval. You will be hearing in greater detail about some of these projects.

2023 Significant Projects Ashley (2 minutes informational)
- Park Assessment Tool, and Integrated Weed Management Plan
  - o History of how the Parks Assessment tool came to be.
    - CAFCI approached Eric and Hollis, with a tool that they had discovered called the Outdoor Livability Assessment Tool. (OLAT)
    - Its purpose is to create more accessible and age-friendly outdoor spaces.
    - Hollis and Eric began working with the document and realized that it was oriented to Urban areas and was not as comprehensive as was needed to make it a useful tool for Carbondale.
    - This opened an opportunity for a small group to form to take a deeper look at the tool and create one that fits the needs of Carbondale.

- Susan, Hollis and Ashley expanded and crafted the tool that was then tested by the Commission this past summer and will be tested by CAFCI this Spring.
- It is a fluid document that can be expanded and edited as needed over time.
- The purpose of the Assessment Tool is to help us better inventory the amenities of each park, look creatively as what could possibility be added/removed/replaced/repurposed in the park and to help prioritize projects in relation to planning the annual budget.
  - o The Integrated Weed Management Plan is integral in properly caring for our parks. (Trustees saw this at their last meeting)
    - The 2023 Plan was presented to the Parks & Recreation Commission in December, the E-board in January and the BOT in February for approval.

- Updated Park Information – SUSAN (5 minutes informational)
  - Signage, Usage, Amenities
  - Wayfinding
  - Dog Park Rules & Proper Behavior
    - o In our current Master Plan, connectivity and wayfinding is mentioned in several areas. We are looking to address this in a couple of ways - updating the park map webpage and through park signage.
    - o Using the Park Assessment Tool, we will be able to better identify the amenities in each park. Our plan is to then update the park map and overview web page to highlight each park's 'purpose' and detail what is available in each park.
    - o New signage would be created for each park to inform visitors of the amenities in the park and their location, as well as park rules and other important information.
    - o We have in the budget to hire a graphic designer to help us create an attractive, consistent look.
    - o Our top priority is in creating better signage in our Dog Parks and a Dog Rules map of the Town of Carbondale.
- Hendricks Park Playground – Girl Scouts involvement – ROSE (2 minutes informational)
  - o Demolition and construction has been delayed due to weather until spring. The old playground will be demolished and recycled. We are working with A to Z Recreation for the installation of a Burke Playground that will have elements for ages 2-5 and equipment for 5-12 year old's. The playground will also have an ADA compatible swing and transfer platforms and a partner swing.

- Chacos Park Master Plan & MOU with Rodeo event – DREW (5 minutes information and discussion)
  - o Landscaping, Park Signage and irrigation improvements will take place this spring correcting what would be considered hazards according to CIRSA. Then an RFP will take place for a master plan with public outreach for the park improvements

to be funded in 2024. Potential FMLD Planning Grant funding for the master plan in 2023 and matching funds of $10-$15,000 out of New Park Improvements/ Equipment line item.
- o Memorandum of Understanding with Carbondale Wild West Rodeo Association. This document will define roles and responsibilities between the Town and the CWWRA regarding maintenance, parking, cleanup, alcohol, and security.
  - ▪
- Pool Project – ERIC (2 minutes informational)
  - o Update on RFP for design & engineering services and the timing of the RFP for Construction Services.
- Creating an Alternative Funding Source – HOLLIS (5 minutes information & discussion)
  - o Looking to create a way for people to donate money (tax free) for Recreational Purposes.
  - o Many municipalities have established their own Foundation or an account under a Community Foundation.
  - o Working with the Aspen Community Foundation would allow us to establish a fund under their non-profit status, thus eliminating many accounting, management and reporting responsibilities that would otherwise fall to the Town.
  - o While the Pool would be the initial project for which we would be seeking donations, the long-term vision is to establish a fund that could support a wide-range of recreational needs and create a source for matching-fund grants.
  - o Other Grant Sources for the pool include: GOCO, GARCO FMLD, DOLA, and other private foundations.

What's on the Horizon
- New 10-year Master Plan – Current one runs to 2015 – 2025 – JOHN (2 minutes informational)
  - o Chapter 4 of the current Master Plan, allow us to edit and update what has been accomplished.
  - o It is color coded to quickly allow you to see what is complete, what is in process and what is yet to be done.
  - o It is used annually to help us set budget priorities.
  - o It will be used in addition to the Park Assessment Tool to help guide our next Master Plan.
  - o We will be looking for funding to pay for the next Master Plan, which, due to Staff bandwidth, probably won't happen until after the Pool is complete.

- Carbondale Nature Park – LESLIE (5 minutes information and discussion)
  - o This is one of our most popular parks and it attracts the interest and attention from a wide range of people with diverse perspectives on how the park should be utilized.
  - o The focus on this park is slowly heating up and an overall plan is going to be needed sooner than later.

- The constituents we have heard from the most are:
  - Dog walkers, who don't want anything to change and access to all areas of the park.
  - Birders who want the pond protected by keeping the dogs out. Several years ago, they lobbied to keep dead cottonwoods upright, which was accommodated, by placing fencing around the trees to protect people and animals from deadfall.
  - CAFCI, who would like to see more accessibility for those who may be in wheelchairs or using walkers.
- There are two outdated Master Plans for this area, one is obsolete as it had lighted ball fields in the middle, which in violation of the use of wetlands, and the other lost the partner organization (science Outreach Center) and funding.
  - An Archery range was added quite a number of years ago and was put in rather randomly because people were asking and that seemed like a reasonable place.
- This is also one of our largest problematic areas for noxious weeds.
- Because interest and passions run high with this park, and because other research is needed, such as reassessing the wetlands designation, which will have a direct input on what can and cannot be done in the park, hiring a neutral 3rd party to properly engage the public, assimilate their input, and accurately assess the incoming information, will be important.

36 minutes

Cemetery Software Comparison List

Subject/Item	Initial purchase Core cloud based software & database management and digitization	Software and Mapping Set Up Costs & Surveys	Annual costs w/ support	Add on modules	Staff fee for change orders or additional modules, map edits	Total Quote Fee	Location	Ranking	Notes
CemSites	$4,000		$2,400 w/3 user profiles	$2,880	$200 / Hr.	$11780 w/modules $8,900 wo/modules	Pennsylvania	Rank	Note: best customer service, aerial survey included
Chronicle	$2,310	$3,000	$720 / year	n/a full access to all modules	$150/hr	$6,030	Australia & Florida	Rank	Note: drone aerial survey and existing grave coordinate survey included
Cims	$4,000 Platinum, $2,00 Gold, $1,300 Light	$1,000 Gold, Platinum	$5,500 $500 Light,$800 Gold, $1,300 Platinum	n/a due to light, gold, or platinum choices	$175/hr	Light $1,800, Gold $2,000, Platinum $5,600	Wisconsin	Rank	Note: need drone aerial survey not included, best maps

Quote was based on the following information based on these considerations:
- Cloud based cemetery software
- digitize existing paper maps
- Integrated GIS data
- White Hill Cemetery has 1,112 plots and assuming there will be less than 12 interments per year for the newer section.
- Evergreen Cemetery has 1176 plots and assuming there are 6-12 interments per year.

What's the Difference?

CemSites software offers clients more options than any other cloud software on the market. That's why cemeteries keep picking us.

- We offer complimentary customer support, including your own personal Client Advocate.

- We listen to your needs and create a solution tailored to you.

- We are 100% made in the USA, and we proudly support the American economy and our military.

- We offer free training to ensure you thrive when using our software.

- We offer the widest selection of modules on the market.

- We have the most experience with data migrations, making it an easy transition for you.

- We offer many seamless, third-party integrations.

No one has our apples!

Who We Are:

CemSites is the pioneer of Cemetery Cloud Software. We provide complete turnkey solutions.

CemSites
Cloud Software for Cemeteries

14 Memorial Drive
Perryopolis, PA 15473
877-783-9626
www.cemsites.com

Request a demo today!

CemSites
Cloud Software for Cemeteries

Apples to apples, no one compares!

Record Management

Our cloud cemetery record management software is designed to elevate your customer experience. Featuring: Dashboard, calendar, task reminders, and work orders.

Mapping

Mapping made simple and usable. Find available graves from any point within your cemetery. Look up loved ones in the software. Offer searching to the local community and add KeepSafe Memorials to enhance user experience.

Visual Lot Viewer

This tool follows you around the system, so it's never far from reach. Easily see detailed information on graves and lots with one simple click.

Niche and Crypt Viewer

An easy, user-friendly way to view availability within your mausoleums and niche walls. See points of interest or find loved ones in your mausoleum with one click.

Marker Manager

Save time by viewing and tracking the markers that exist in a lot in a simple, organized view. Plus, create great upselling opportunities by running reports on property without markers.

Obstruction Manager

Create layered maps to mark the locations of trees, benches, buildings, rocks and other obstructions in relation to graves.

Map Printing

Search and print a map of the area of your cemetery that is needed. This feature shows a close-up view of the chosen grave and a full view of your cemetery marking that location. This tool helps customers and staff find graves with ease.

Document Automation

Never double- or triple-enter anything again! Our documents auto-populate with data from your system. You can use our template documents, or we can make them look just like your documents.

AR Finance Module

Save both time and money by simplifying and automating your billing and reporting. Reduce duplicate entries in journals and general ledgers. Set up recurring billing with ease.

Sales Module

Increase revenue streams with this sales CRM built just for cemeteries. Activity-based tracking, daily follow-ups, pipelines, calendared events, and much more.

Crematory Module

Created for the unique management of cremation records. Track inventory status. Enjoy one-click reporting. Generate auto-populated documents including letters, certificates, receipts, and more.

Multi-Location Module

View and compare the performance of multiple cemeteries and cost centers to make better business decisions. Analyze by cemetery or cost centers and bundle the cemetery data the way you need it.

Web Sync

Engage your local community with a dynamic website that speaks to them. We can design and build a website that helps you create a significant web presence that draws them in. It will automatically show upcoming burials and recent interments with data from your CRM system. You can also post a calendar with upcoming events.

Walk-to-Site

Help your community find loved ones with ease. We have the most accurate walk to gravesite technology in the industry.

KeepSafe Memorials

Preserve family legacies with these online memorials. Your community can share and retain memories of loved ones on memorial pages branded to match your cemetery.

Revenue Plus

Sell any product or service from your website, including grave and mausoleum inventory. Reach more people with drip marketing, featuring automated follow-up emails to the local community.

Communication Portals

We offer a wide range of access to your system allowing for clean communication between vendors and customers. Easily communicate with funeral homes, crematories, florists, customers, and more.

Custom Solutions

Don't see the module you need? Just ask! We can custom-build pretty much anything to accommodate your specific needs.

CemSites
Cloud Software for Cemeteries

Proposal

Why choose us?

Inspired by you. Built for you.

We've been working side-by-side with cemeteries just like yours for many years. We understand the challenges and responsibilities you face daily. We know you want to provide easier access for your community, improve efficiency, and save money. Our goal is to introduce modern technology to every cemetery and have all prosper and thrive from its time and money-saving benefits.

We developed the most functional, adaptable, and powerful cemetery software in the industry.

Every cemetery is unique. We learned that one solution doesn't fit all, so we went in a different direction. Together with our cemetery partners we developed cloud software that is flexible, scalable, super-secure, and tailor-fit to meet your specific needs.

Apples-to-apples, no one has our apples.

With our innovative Secure CRM and suite of powerful add-ons, we believe we have it all. We offer data visualization, GPS Walk-to-Site, task automation, one-click reporting, promotional tools and so much more. Our company's experience and structure allow rapid deployment and implementation of our software unlike any other company.

About those apples....

CUSTOMIZABLE PRODUCTS

Flexcore Framework CRM is the primary platform for all CemSites products. It is a highly developed and highly adaptable application that allows for rapid deployment and implementation for any size cemetery. Modular components can be added-on to easily expand its power, features, and functionality. Add on what you want, drop what you don't need.

SECURITY

All data in Secure CRM on FlexCore Framework is stored on servers that are protected by armed guards 24/7/365. CemSites software is both PCI and HIPAA compliant and is protected by the same security standards used by world governments and financial institutions. Data is stored in multiple locations, backed up daily, and retrievable for up to 30 days. It is also downloadable if you would like to retain it yourself.

CLOUD SOFTWARE

CemSites cloud software is not device-dependent; it can be accessed from any computer, tablet, or phone from anyplace at any time. Your cemetery data is stored at multiple data centers and backed-up throughout the day. Never fear losing data again. Our cloud software also updates automatically, so you'll never be stuck with outdated software again!

CEMCARE℠ PARTNER SUPPORT

Unparalleled commitment, support, and access for our CemSites partners. Dedicated client advocate assigned to support your cemetery. Emergency hotline 365 days-a-year. Proactive outreach that includes preemptive check-ups, quarterly evaluations, maintenance, software training and adoption.

100% MADE IN THE USA

We take pride that all aspects of CemSites' software—including coding—are crafted and perfected in the USA. Our software engineers, support staff and marketing team are all in-house. CemSites firmly believes in supporting not only our local economy, but also the American economy by not outsourcing and keeping jobs in the United States.

CemSites

FlexCore
FRAMEWORK

ADAPTABLE · EXTENDABLE

SECURE CRM
Cemetery Record Management Software

Secure CRM is all you need to start managing your cemetery with CemSites.
but be sure to check out our add-ons for even more features.

Secure CRM is our powerful, completely customizable web-based cemetery record management software that is built on FlexCore Framework. It is user-friendly and intuitive while maintaining robust computing, searching and plotting options to most effectively manage data.

HOW IT PAYS OFF

Secure CRM was given its name for a reason: All data stored in Secure CRM on FlexCore Framework is protected by the same security standards used by world governments and financial institutions. Because Secure CRM is web-based and always up-to-date, having outdated software will no longer be a concern. As opposed to the months or years of setup for most software on the market today, CemSites software can be up and running within weeks with the promise and commitment of our staff.

FEATURES

- User-based dashboard with critical support metrics and calendar
- Grave and owner management
- Work order management
- Funeral home management
- Document management
- Field highlighting
- Data migration
- Disaster prevention
- Permission-based roles
- Offline and private network installs
- Quick implementation
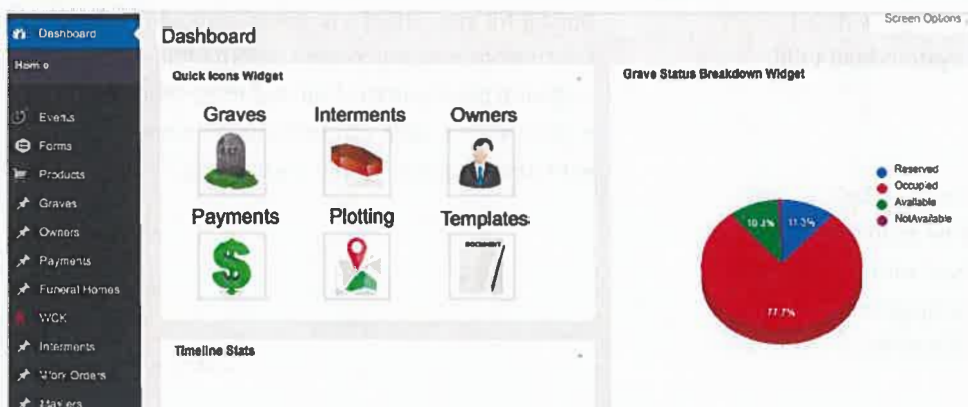
"I would highly recommend CemSites; they've been able to increase our revenues and have made my job much easier."

– CINDY FISHER
Office Manager,
Round Hill Cemetery

CemSites

ADD-ONS
Modules to complement Secure CRM

Add-ons provide you with the ability to pick the tools you want, so you are only paying for what you'll use.

Stay organized and informed

AR FINANCE MODULE
The AR Finance Module provides an efficient and reliable way to streamline your cemetery's entire receivables process and export data to other software. With extensive financial information at your fingertips, your cemetery can make more accurate business decisions.

INVENTORY MANAGER
Keep track of monuments, benches, and other sellable items right in Secure CRM — no double data entry necessary! This add-on works seamlessly with our other add-ons to provide an integrated and automated sales system built to fit cemeteries' operations.

DOC AUTOMATION MODULE
The Doc Automation Module saves time by automating the document workflow. Eliminate the need for handwriting and never deal with double entry by printing autopopulated templates for deed transfers, interments and obituaries.

MULTI-LOCATION MODULE
This tool provides an oversight view of all cemeteries at once for administrators that handle multiple locations. With the data gleaned from the Multi-Location Module, decision makers can make well-informed choices, and cemetery staff can be coached appropriately so that all cemetery locations can work together in the most efficient way possible.

CUSTOM SOLUTIONS
Don't see the module you need? Ask and we will build it for you. Thanks to our advanced FlexCore Framework, we can create custom management software solutions to fit all cemetery-related organizations, such as combination cemeteries with funeral homes or pet cemeteries.

Reach out and build profit

WEBSITE INTEGRATION
Showcase your cemetery online with autopopulated data from Secure CRM. Sell products and services, publish records, announce arrangements and more. Our team can create a website from scratch or integrate with an existing site.

KEEPSAFE FAMILY LEGACIES
The KeepSafe Family Legacies add-on provides online pages that clients can purchase to add and display biographical information about both living and deceased loved ones. The legacy pages act like an online safety deposit box for future generations, full of information from clients who create their own autobiography or add to their loved ones' legacies.

REVENUE PLUS
Drive new revenue streams by selling any product or service directly from your website, even if sales are sub-contracted through local or national vendors. The module also includes a drip marketing tool, allowing you to engage the community and expand opportunities.

SALES MODULE
The Sales Module is a tool that keeps track of customers and aids in the development and organization of prospects, leads and sales and gives you the power to grow your pipeline. Spend more time selling instead of fretting over sales processes.

KeepSafe Family Legacies

Revenue Plus

CemSites

Visualize your cemetery

GRAVE MAPPING
The Grave Mapping add-on allows cemeteries to plot and display the location of graves within an intuitive interface. With Walk-to-Site mobile navigation, visitors and staff members can quickly find graves without assistance.

CEMVISION360
Interactive, 360-degree mapping of cemeteries allows grounds to be explored without the long walk or having to brave inclement weather. Staff can use CemVision360 to give tours to customers without leaving the office, and the public can use this tool to virtually visit graves from the comfort of their homes.

VISUAL LOT VIEWER
The Visual Lot Viewer digitally represents entire cemeteries' layouts, providing a way to visually connect burial, grave, owner and marker information with physical location. Find available graves right from the lot and edit record information on the fly.

MAP PRINTING MODULE
Search and print cemetery maps by section or lot to use as a reference tool for both visitors and grounds crew. Never deal with highlighting outdated maps again!

MARKER MANAGER
Save time by viewing the markers that exist in a lot in a simple, organized view. Marker Manager's ability to keep track of marker information makes it a great auditing tool. Plus, create great upselling opportunities by running reports on graves without markers.

OBSTRUCTION MANAGER
Create layered maps to mark the locations of trees, benches, buildings and other obstructions in relation to graves. This add-on can assist in making better groundskeeping decisions and aid staff by helping them pinpoint areas in need of maintenance.

MAUSOLEUM MAPPING
The Mausoleum Mapping add-on visually connects crypts and owner record information within Secure CRM to its physical location. Use the face view and section photograph features to "walk through" crypt location options with potential customers without leaving the office.

"I've been coming to the cemetery since the passing of my father in 1976. The Walk-to-Site technology allows me to use my smartphone to track my steps right to the gravesite."

– RICK MAZE
Cemetery customer

Grave Mapping
Walk-to-Site
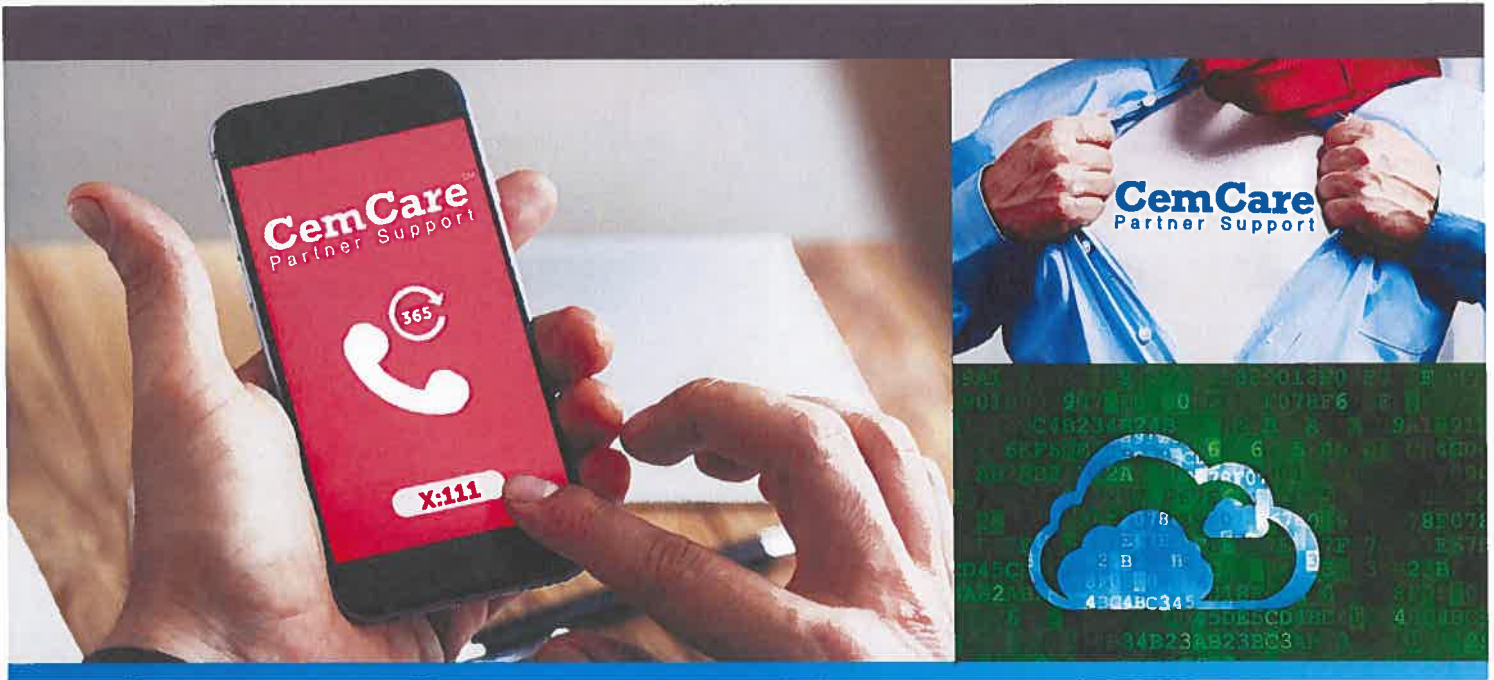
CemSites

CemCare SM
Partner Support

Unparalleled Commitment, Support, and Access for Our CemSites Partners

CemCare was developed through careful self-evaluation, partner feedback and extensive real-world testing. We believe our support program is unprecedented, and the best in the industry. Providing the world-class support, you deserve.

THE HALLMARKS OF OUR PARTNER SUPPORT PROGRAM

CemCare provides a dedicated client advocate, emergency hotline, proactive outreach, and tech resource bundles. These elements represent a seismic-shift in client support and are the result of years of work in the field with our cemetery partners.

DEDICATED CLIENT ADVOCATE

- Assigned to your cemetery
- Addresses issues in real-time
- Assistance with full adoption

EMERGENCY HOTLINE

- LIVE response
- 365 days-a-year
- You call, we answer

PROACTIVE OUTREACH

- Preemptive check-ups
- Software training and adoption
- Quarterly evaluations and maintenance

TECH RESOURCE BUNDLES

- Partner discounted development
  - Custom programming
  - Design changes
  - Staff onboarding

The Cemsite staff are personable, caring, and love what they do. Those are traits that create success."
−Heather Leigh, Owner, Greenhaven Memorial Gardens & Life Tribute Center

CemSites
Cloud Software **for Cemeteries**

Quote
1/31/23

CEMSITES
14 Memorial Drive
Perryopolis, Pennsylvania 15473
(877) 783-9626

QUOTE #
038454
BILLED TO ERIC BRENDLINGER
Town of Carbondale Parks & Recreation Department
567 Colorado Ave
Carbondale, CO 81623

PRODUCT	QUANTITY	PRICE	TOTAL
CORE SOFTWARE	1	$0.00	$0.00
Project Summary	1	$0.00	$0.00

-# of Cems: 2
-Acres: 5.62
-# of Records: TBD
-# of Graves: TBD
-Docs: See Optional Quote
-Software: N/A

Additional modules, hours, or change orders will be billed at $200.00 per hour. Up to (25) hours are allocated.

CRM Pro	1	$2,000.00	$2,000.00

Cloud Cemetery Record Management software designed to elevate your customer experience.

-Dashboard, calendar, tasks, reminders, & work orders
-Set restrictions & permissions by user
-Easy searching & reporting with no double entry

CRM Pro License	1	$2,400.00	$2,400.00

Annual License. Includes access up to 3 user profile(s).

Lot Level Mapping	1	$2,500.00	$2,500.00

Your maps online, always up to date with live information. Walk with families & sell graves with Visual Lot Viewer.

-Inventory searching by lot
-Drag area & drill down to view
-Survey maps provided by customer

Visual Lot Viewer	1	$2,000.00	$2,000.00

Have your lot cards come to life. Everything is connected through this visual launchpad.

-Quick Add - A simple way to enter a new record
-Drag & Drop - Make changes to your lot with ease
-Inventory Status - Easily see what's available & sold

CemCare - Partner Support	1	$0.00	$0.00

Dedicated client advocate assigned to support you. They become part of your team.

-Proactive outreach
-Evaluations with report cards
-Software training

PRODUCT	QUANTITY	PRICE	TOTAL
-Helps with adoption			
-Emergency hotline 365			
Optional Add-On Modules not included	1	$0.00	$0.00

Data Migration, Map Printing, Niche/Crypt Viewer, Marker or Obstruction Mngr, Crematory, Accounts Receivable, Financial Migration or Integration, Sales, Merchant Integration, Rev+, KeepSafe, Walk-to-Site

	TOTAL		$8,900.00

This estimate is valid for 30 days and is based on the data and information we have gathered to date. Actual data quality and map detail will affect the price. If during development, the job exceeds the original estimated development/design hours allocated, an estimate for additional work, modules or change orders are billable at $200.00 per hour will be provided to the client for approval prior to continuing the client build. Does not include any transaction and/or bank fees or any applicable local/state/federal taxes. If your state requires sales tax, you are required to pay it. This is only an estimate. Please request an invoice to process your payment.

CemSites
Cloud Software **for Cemeteries**

Quote
8/25/22

CEMSITES
14 Memorial Drive
Perryopolis, Pennsylvania 15473
(877) 783-9626

QUOTE #
038458
BILLED TO ERIC BRENDLINGER
Town of Carbondale Parks & Recreation Department
567 Colorado Ave
Carbondale, CO 81623

PRODUCT	QUANTITY	PRICE	TOTAL
OPTIONAL SOFTWARE	1	$0.00	$0.00
Project Summary	1	$0.00	$0.00

-# of Cems: 2
-Acres: 5.62
-# of Records: TBD
-# of Graves: TBD
-Docs: 1 - deed
-Software: N/A

Additional modules, hours, or change orders will be billed at $200.00 per hour. Up to (15) hours are allocated.

Custom Document	1	$1,500.00	$1,500.00

Completely replicate your documents in our system. Auto populating fields will eliminate human error and ensure accuracy.

 -Print & save important docs on-demand
 -Improve customer experience
 -Save time & money
 -No double entry

WebSync	1	$900.00	$900.00

Match the look of your existing website. Integrated seamlessly for the public.

 -Automatically posts information from your database
 -Record searching, events calendar, burials & interments
 -Enhance with Walk-to-Site

Website Hosting	1	$480.00	$480.00

Website hosting billed annually.

Optional Add-On Modules not included	1	$0.00	$0.00

Data Migration, Map Printing, Niche/Crypt Viewer, Marker or Obstruction Mngr, Crematory, Accounts Receivable, Financial Migration or Integration, Sales, Merchant Integration, Rev+, KeepSafe, Walk-to-Site

TOTAL | | | **$2,880.00**

This estimate is valid for 30 days and is based on the data and information we have gathered to date. Actual data quality and map detail will affect the price. If during development, the job exceeds the original estimated development/design hours allocated, an estimate for additional work, modules or change orders are billable at $200.00 per hour will be provided to the client for approval prior to continuing the client build. Does not include any transaction

and/or bank fees or any applicable local/state/federal taxes. If your state requires sales tax, you are required to pay it. This is only an estimate. Please request an invoice to process your payment.

Our commitment

Our promise to you

We will provide easy-to-use, custom-fit solutions for your cemetery. Our team will work to rapidly deploy and implement those solutions. We will train you and your staff to adopt and use our software. We will provide industry-leading customer support to you, our partner. Our dedicated team will work daily to earn your business.

100% satisfaction

Your complete satisfaction is paramount to us. If you are unsatisfied, we request 30 days to attempt to find a resolution. If you are not 100% satisfied after 30 days, we will cancel your agreement upon request. In the event you cancel your agreement, we will not withhold your data. It is yours and will be given to you to use as you please.

Our bylaws protect you

Cemsites company bylaws ensure protection of your data (and your rights to it) regardless of any circumstances within or related to the company and/or its leadership. As our partner, you will always have access to our software. You will always own your data regardless if you are a CemSites partner or not.

Agreed: _____   Agreed: _____
Your company name   Our company name

By: _____   By: _____
Your signature   Our representative's signature

_____   _____
Your name   Our representative's name

_____   _____
Your title   Our representative's title

Date: _____   Date: _____

Eric Brendlinger

From:	Dhia Andrina <dhia@chronicle.rip>
Sent:	Wednesday, August 24, 2022 8:01 AM
To:	Eric Brendlinger
Subject:	Your requested proposal
Attachments:	Chronicle Proposal - Town of Carbondale - Aug 22.pdf

Hi Eric,

Please find attached our proposal for developing a digital presence for cemeteries managed by the Town of Carbondale Parks & Recreation Department, including our database administration module.

I have not received the sample of maps and records, so I am using assumptions on the situations of your records and maps form our conversation last week.

This proposal is drafted based on these considerations:

- White Hill Cemetery has 1,112 plots. I assume there will be less than 12 interments per year for the newer section.
- Evergreen Cemetery has 1176 plots. There are 6-10 interments per year.
- In the proposal, we propose:
  - Solution for White Hill Cemetery: Grave Coordinate Survey, due to the unmarked burial and there is no sufficient map for the old section. Please note the survey would only be for the approximately 500 interments in the old section, and we will draw the 612 plots in the newer section using a map supplied by you and an aerial drone survey.
  - Solution for Evergreen Cemetery: Draw a lot level map using an aerial drone survey.
  - For these solutions, we need your help in providing your records from Laserfiche to Excel or CSV spreadsheet format.

- A discount of 30% is applied to your upfront digitizing fee as part of our promotion until the validity of this proposal (30 days).

It would be helpful if you can send me the sample of records in CSV and the maps. I can give you a call to help you get through this proposal for your upcoming board meeting this week.

Would you be available on Wednesday afternoon or Thursday morning?

Regards,

Dhia Andrina

Sales Manager | Chronicle

M: +61488820409
P: Aus: +61385953847 | US: +15305000551
E: dhia@chronicle.rip

Visit us at chronicle.rip

Digital Mapping and Database Solution for Town of Carbondale

Prepared by Matthew Borowski
23 August 2022

AUS +61 3 8595 3847
US: +1 628 2137151
e. matt@chronicle.rip
w. chronicle.rip

Chronicle Rip Pty Ltd
ABN: 37 646 672 817

OVERVIEW AND GOALS

Dear Eric Brendlinger,

I'm excited to send over our proposal; which marks the initial phase of digitising the White Hill Cemetery and Evergreen Cemetery. We are confident that by linking all existing cemetery records, you are guaranteed to have time to watch the sunset without having to deal with time-consuming tasks; such as locating plots for both staff and deceased family members.

Chronicle was founded in Melbourne in 2016. At Chronicle our mission is to help our communities to honour and celebrate their departed through our beautiful software platform. We achieve this by creating a digital mirror of your cemeteries where you can manage your records in our powerful, yet intuitive software and share them online. Chronicle has been warmly accepted by the industry, with over 160 digitised cemeteries (51 in the US / 114 in Australia) on the Chronicle platform as of August 2022.

Our online cemeteries are accessible on any mobile device and designed to encourage new visitors to your cemeteries. Feedback from every community that has embraced Chronicle has always been hugely positive and is something we use as fuel every day to keep us motivated in our mission.

Through our mission, "Connecting Memories through Meaningful Innovation" we have set the standard ensuring our community, not only have access to invaluable historic information, but can tangibly resonate with the deceased.

We are thrilled to be a part of your cemetery's evolution into the digital realm. These are some exciting times ahead and I look forward to our journey together.

Regards,

Matthew Borowski
Founder and CEO
Chronicle

CUSTOMER TESTIMONIALS

"I was looking for a cemetery software platform that could update online cemetery records and map immediately and accurately. If any plots were sold or any errors were noticed, the records should reflect the updates and corrections before piling up for months. Also, an easy-to-use cemetery software that didn't require a "3-month learning curve" to get the hang of. From what I saw, Chronicle solved those issues. I was more than happy with the way the Chronicle platform maintains accurate records, even with more complex situations."

Angela - Riverview Cemetery, Montana

"We were very discouraged with a local surveyor who told and there was nothing in the industry that would allow us to have a digital survey of our small cemetery... After 3 zoom meetings with them and a very clear list of to do's for us, we were on our way. It was a quick process after we uploaded our documents, and within 30 days we were meeting again going over the actual graphical map. We had a couple of changes and they were completed in a short period of time. Currently we use this internally and once we put in the additional info that we have, we will discuss making it public. They are very good at what they do, and you can trust them to hold your hand along the way."

Lisa Sulka – Bluffton Cemetery, South Carolina

VIDEO: INTRODUCTION TO CHRONICLE (5 MINUTES)
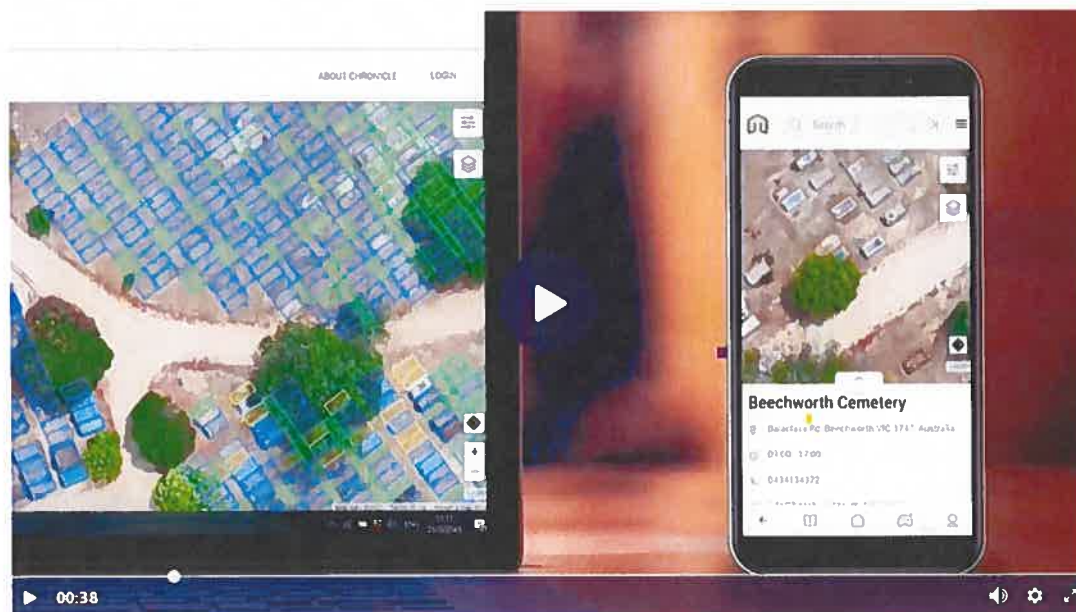
MAPPING AND DIGITISATION SERVICES

Chronicle was founded by a surveyor and mapping specialist and as such pride ourselves on being the best in the business at cemetery mapping. We offer two types of mapping solutions for Town of Carbondale to consider.

1. Grave coordinate survey with burial details extracted for White Hill Cemetery
2. Draw lot level map using aerial drone survey for Evergreen Cemetery

SOLUTION 1: GRAVE COORDINATE SURVEY WITH BURIAL DETAILS EXTRACTED

Advanced
Cemetery Mapping

True-to-life digital representation of your cemetery
with Chronicle's precise survey and aerial map

① AERIAL DRONE SURVEY

Chronicle's qualified drone pilot
acquires high-resolution aerial
images

② GRAVE COORDINATE SURVEY + HEADSTONE PHOTOS

We take an accurate GPS
coordinate and headstone photo
of each plot

③ EXTRACT HEADSTONE DATA

Extract interment details from
every single headstone/plaque

④ CREATE PLOT MAP

Draw diagram of individual burial
spaces and precise plots then
match them with relevant plot IDs

⑤ ONLINE WITH CHRONICLE

cross-check the accuracy of map and
burial records with existing data. Combine
seamlessly and upload to Chronicle's
secure platform

⌂ Chronicle

Grave coordinate survey gives total visibility of exactly where all marked burials are located, as well confidence in unmarked burial locations. This option gives very high confidence to cemetery management and (importantly) the community in the burial locations.

SCOPE OF SERVICES

This involves our local professional surveyor, physically walking to each grave headstone/monument/plaque to record the sub-inch accurate GPS coordinates. The surveyor also take a photo of the monument so that our off-site team can efficiently extract the details of the burial, including name, date of birth, date of death and interment date.

The outcome will be that all burial records correctly relate to the true physical resting place, allowing everyone to easily find and visit any burial using the Chronicle software. With the mobile app the user can search for a deceased name, see the true grave location along with their GPS marker (think Google Maps) and be guided to walk to the exact burial location, all on their smart phone.

a. Grave Coordinate Survey

We create a very accurate map and database of all burials and their location in your cemetery. We are essentially rebuilding your cemetery records from zero, as we build a list of burials and their location based on the true physical monuments on the ground.

To achieve this, we walk the grounds of your cemetery, stopping at each headstone/monument/plaque to record the details of those buried there, take a photo and link that information to a an accurate (<1 inch) GPS coordinate.

This process includes:

- Arrange for a local professional surveyor to visit to the cemetery.
- Observe and record the details of each monument.
- Record very accurate (sub 1 inch) GPS coordinates of each headstone
- Drone aerial survey to acquire a high-resolution aerial photograph, at 0.5 inch resolution with accurate GPS position.

The outcome is a cemetery database that is 99.5 percent correct, with records, maps, and actual locations all exactly aligned. Our high-quality survey method also allows us to make accurate guesses of unmarked burials through visible ground disturbances

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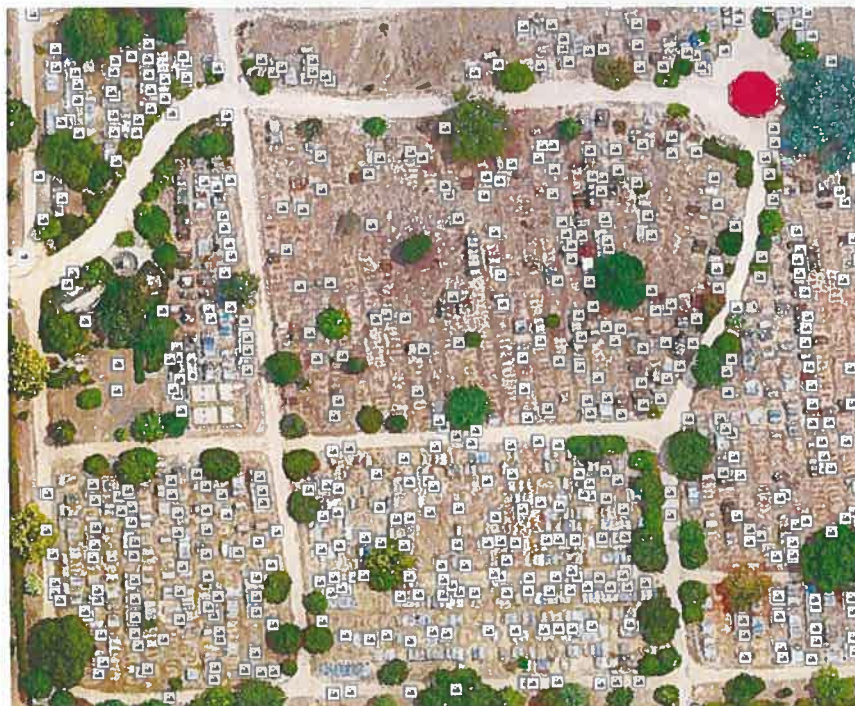
b. Extract information from headstones and monuments

We extract the burial details from the head of the headstones. This process involves us manually reviewing each monument and transcribing the details to our database.

From the headstone, we extract:

- Name
- Date of birth
- Date of death

Where possible we will validate our newly transcribed records against the original burial records supplied by the customer.

Name: Dr. Abner Eden

DOB: 1857

DOD: 1909

c. Create the cemetery plot maps

We use the aerial image and ground survey to create a plot map for each cemetery, that shows each plot as a polygon. To do this we must manually draw a polygon for each plot.

Often it will be unclear on the correct location of a plot boundary. To solve these mysteries, we refer to the ground survey photos and make experienced assumptions on the intended historic cemetery design.

SOLUTION 2: DRAW LOT LEVEL MAP USING AERIAL DRONE SURVEY

We use a combination of drone mapping and your supplied maps to create a very accurate lot level map of your cemetery.

a. Aerial drone mapping

We contract local professionals to capture high resolution aerial imagery of your cemetery. Then our in-house team of GIS professionals trace each of the visible burial spaces as a unique polygon and fill in the remaining lots by augmenting the supplied original plans. Finally, we use your supplied records to label each burial space with their unique ID to create the relationship to our records database.

The result is very accurate cemetery lot map that clearly shows the location of each headstone.

b. Consolidate the records in to a single database

Once we're armed with this information, we'll set to work combining the records of each cemetery into a single database.

The Chronicle database will contain relational links between:

- Each record to the "real-world" physical plot location
- All interment and cremation details
- Next of kin contact details
- Right of interment contact details
- Funeral director/minister details
- Monument photos
- Paper forms

Perhaps most importantly, migrating records to the Chronicle platform will provide a single source for all data that is always up-to-date. What this means is that the data can be accessed and edited by any authorised Trust member in real-time, with accuracy.

c. Create digital version of the original plan

If provided, we create a digital version of the original plan. Otherwise, we work with the cemetery manager to create a new plan. The primary purpose of the cemetery plan is to identify the plot numbers. This will allow us to:

- Identify the most likely position of unmarked burials.
- Guide future cemetery design.
- Assist in matching the monuments identified in the aerial survey with the existing database.

d. Create relationship between new plan and database

Our goal is to link the physical monument location (coordinates), as you see it on the ground, with the burial record in the cemetery database. This will involve combining the previous steps of digitising, surveying and record consolidation into a single format, which we call a Geographic Information System (GIS).

To build the relationship between the new plan and combined database we will utilise a semiautomated process of software algorithms and human hours.

e. Upload all data to the Chronicle cemetery software

Now we have a complete dataset of the new plan, new design, and it is all linked to the original records. To allow you to efficiently manage and update this data, as well as make it accessible to everyone in the Trust and the general public, we upload it to the Chronicle platform.

RESULTS | OUTCOME

1. OVERVIEW

- A full overview of all plots that are colour coded by status
- Quickly find your records by flying direct to the location
- View and store headstone photos
- High-resolution aerial imagery background map
- Accessible via web browser on any internet-connected device, including smartphone, tablet, iPad, and laptop
- High-speed performance with the latest technology to ensure a responsive experience no matter the cemetery size.
- Allow the public to find their ancestors records and physically locate them using the map interface
- Access, edit and create internment, reservation and plot details through our intuitive custom design forms
- Advance records search to ensure you can quickly find the plot or burial of interest
- We treat the security of your records as mission-critical and will not compromise with anything but the highest security standards
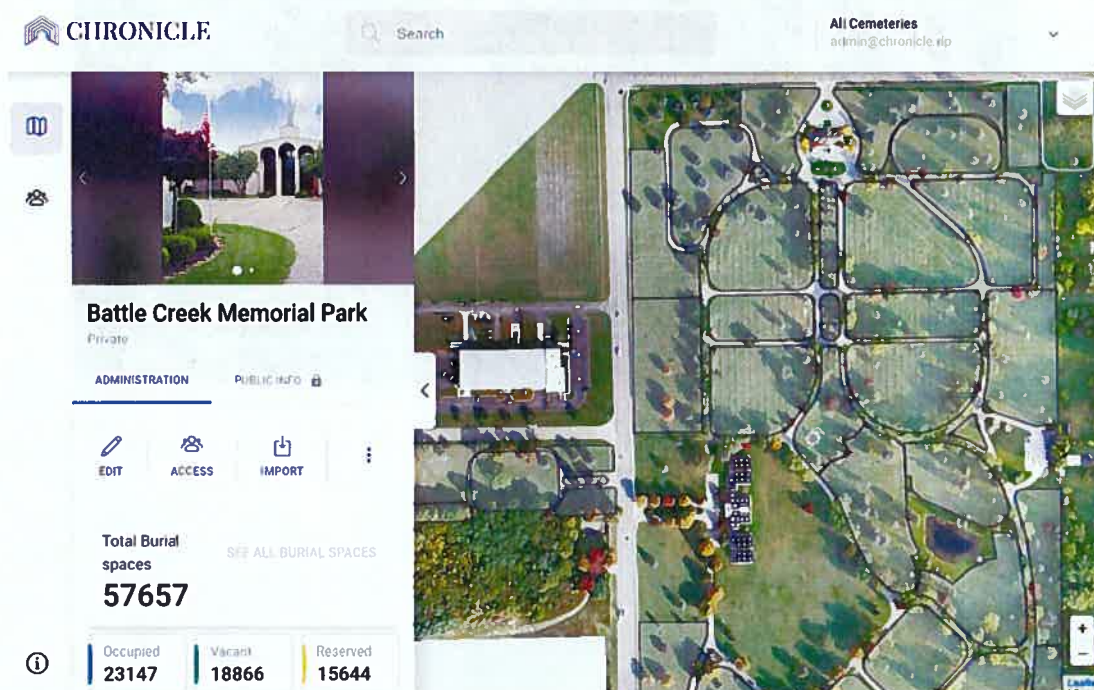
2. SEARCH AND NAVIGATE RECORDS

- Search for records based on many different criteria, including first name, surname, date of birth, date of death, section, row, plot ID, status, etc.
- Edit records with the click of a button.
- Update the status from reserved to interred, or vacant to reserved
- Search cremation records and identify niches
- Pop out plan view of niche to identify exact location (future version)
- User management - Cemetery Trustees and the Secretary are able to access management features via the secure login portal.
- Each plot is linked to all relevant records and data, including:
  - o Next of kin details
  - o Rights holder details
  - o Monument photos
  - o Interment forms
  - o Cremation forms
  - o Funeral director details
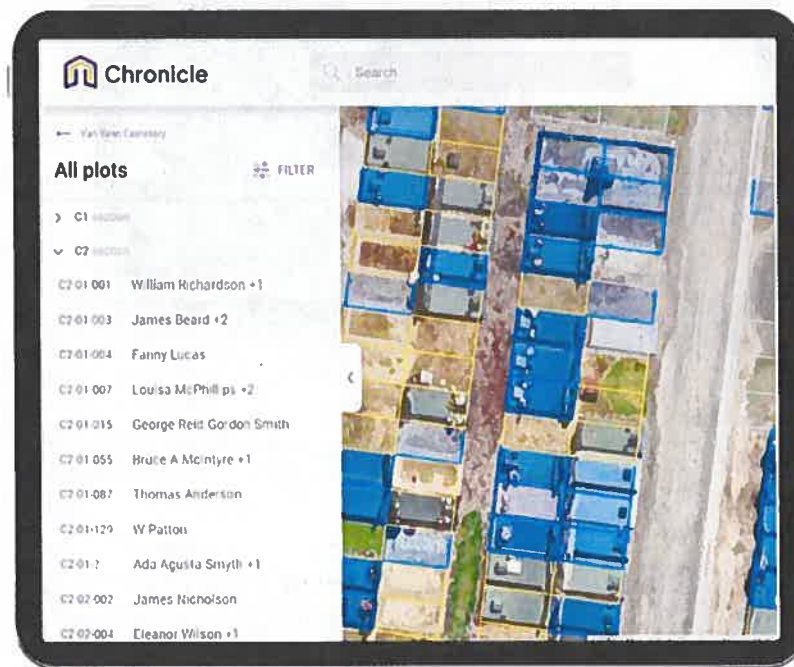
3. PUBLIC ACCESS PORTAL

- Public can pinpoint the plot location of ancestors.
- Ancestry searches are intelligently performed by name can be further filtered by date of birth or date of death.
- Aerial drone imagery allows the public to easily locate the identified plot.
- View headstone photos and inscriptions
- Assist the public to identify vacant plots and reserve a right of interment.
- Accessible via web browser on any internet-connected device, including smartphone, tablet, iPad, and laptop
- Give the family a digital place to remember loved ones that is linked related to their true physical resting place.

4. PROVIDE MULTIPLE DEPARTMENTAL USERS ON OR OFF-SITE ACCESS TO CEMETERY RECORDS

Chronicle will give unlimited number that supports 3 user roles:

A. Viewer - Only able to view records details but not make edits
B. Manager - Able to edit records
C. Admin - Full access and has rights to add/remove user

5. RECORD MANAGEMENT

- Edit existing records, e.g. Update next of kin contact details or correct transcription errors
- Create new records for new interments or reservations
- Easily navigate and access all related records, including next of kin, right of internment, etc.
- Customise the fields that are stored for each plot and for each interment.
- Quickly lookup, update and store records
- Consistent record-keeping across the entire cemetery
- The Chronicle database includes forms for:
- Plot details
    - Interment details, supporting cremations and multiple interments
    - Right of Interment, including rights applicant and multiple rightsholders
    - Associated records like a funeral director, minister and next of kin.
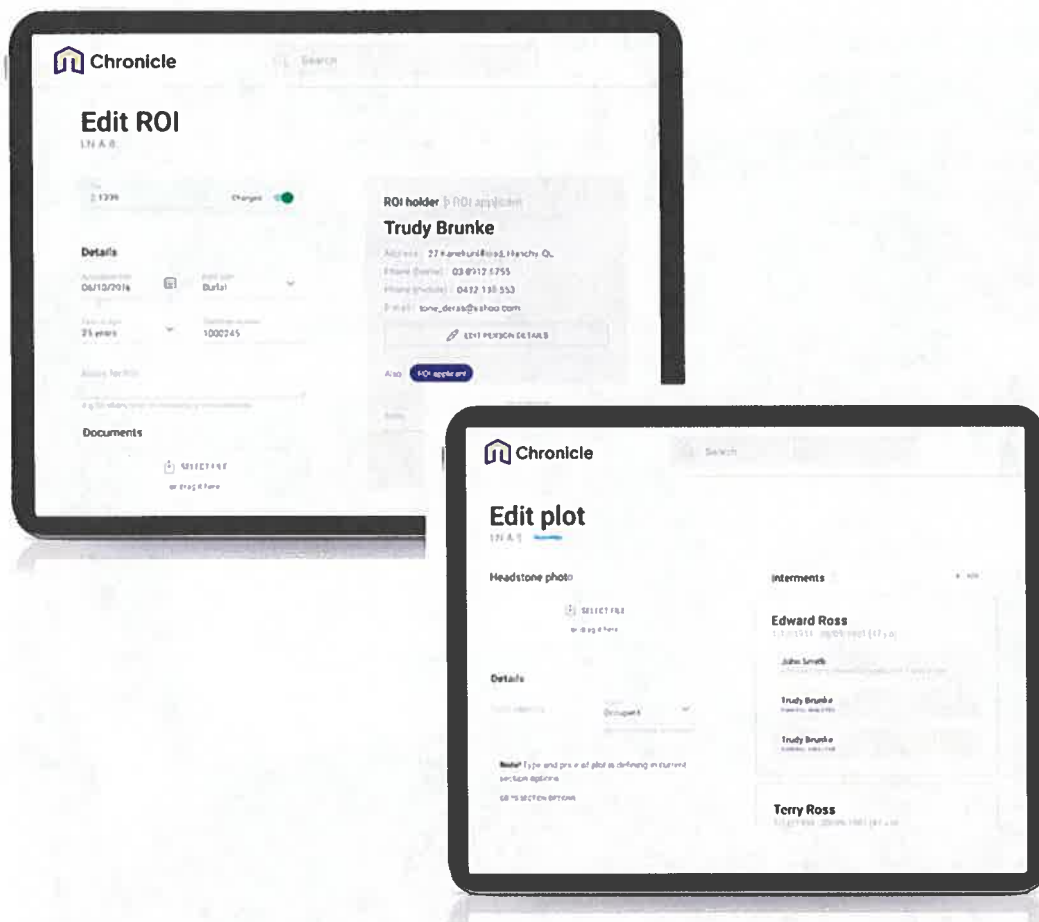
6. ONLINE MEMORIALS WITH "LIFE CHRONICLE"

Life Chronicle gives your customers one central place to digitally remember their loved ones. We are giving the public the opportunity to write their own stories. This is for families, loved ones and close friends to have a space to share their stories of a special life.

We quickly learned that cemeteries are financially restricted and with limited opportunities to earn revenue and often with perpetual maintenance to worry about.

With Life Chronicle, we want to help our cemeteries financially. For each Life Chronicle posted, we charge the customer a small fee of $49 and give 40% of that back to the cemetery! Giving our cash-sensitive cemeteries an additional revenue source and means to better maintain the grounds.

This is a way for people to honour and share memories of their loved ones and also help our cemeteries to maintain their resting place.

Introduction to Life Chronicle video (1 min)

7. WALK TO GRAVE

Chronicle has a public facing portal that is totally mobile responsive. Chronicle mobile app allow user to search for a deceased name, see the true grave location along with their GPS marker (think Google Maps) and be guided to walk to the exact burial location, all on their smart phone.

Walk to Grave video overview (2 minutes)

8. EXPORT REPORTS

- Reports help you to understand what is happening in your cemetery for daily operations or for quarterly management meetings.
- Chronicle supports 8 different report types, ensuring all of your data is quickly accessible.
- Reports can be fully customised and analysed by the user due to the multiple export options and complete attribute selection.

9. EXPORT PRE-FILLED CUSTOMISED CERTIFICATES

Quickly output a prefilled a certificate for any purpose with our fully customisable certificates module. Information about the relevant interment, plot, and right of interment details from our system will be automatically prefilled into a certificate template that you provide. Certificate types that can be exported include interment authorisation, ROI purchase, plaque install, etc.

10. MOBILE AND USER-FRIENDLY INTERFACE

All Chronicle's functionality is accessible on mobile devices (smartphone and tablet), both public-facing search portal and administrative access. This allows the public visitors to walk around the cemetery with their phones to locate their loved ones, read stories of the deceased, and explore other plots and sections.

This also allows cemetery manager to audit their records, take headstone pictures and upload them to Chronicle on the go, completing a fully digital experience for the community.

11. EVENTS AND WORK ORDERS

The Chronicle Events module allows users to generate work orders and assign tasks to staff. Events can be linked to plot location on the map, showing exactly where the works need to be done and track the progress of each Event.

Events will help you to manage resources, staff, services, and burial. Our customisable workflow functionality allows you to create detailed work orders and see when each step has been completed. It means work will be carried out at the right place and right time. It also means that internment spaces can be promptly prepared in time for the family to arrive.

In Q3 of 2022, we will add functionality for external business to have special user access, so they can login to see activities assigned to them and take certain actions. For example, a funeral director can see all upcoming services and directly book a new service in the next available slot.

The Events and Tasks module includes:

- Create events / tasks for any activity
- Calendar of all upcoming activities
- Dashboard of what is happening that day
- Documents (image or PDF) attached to each ticket
- All events can be linked to a burial plot and interment.

Digital Mapping & Software Solution

21
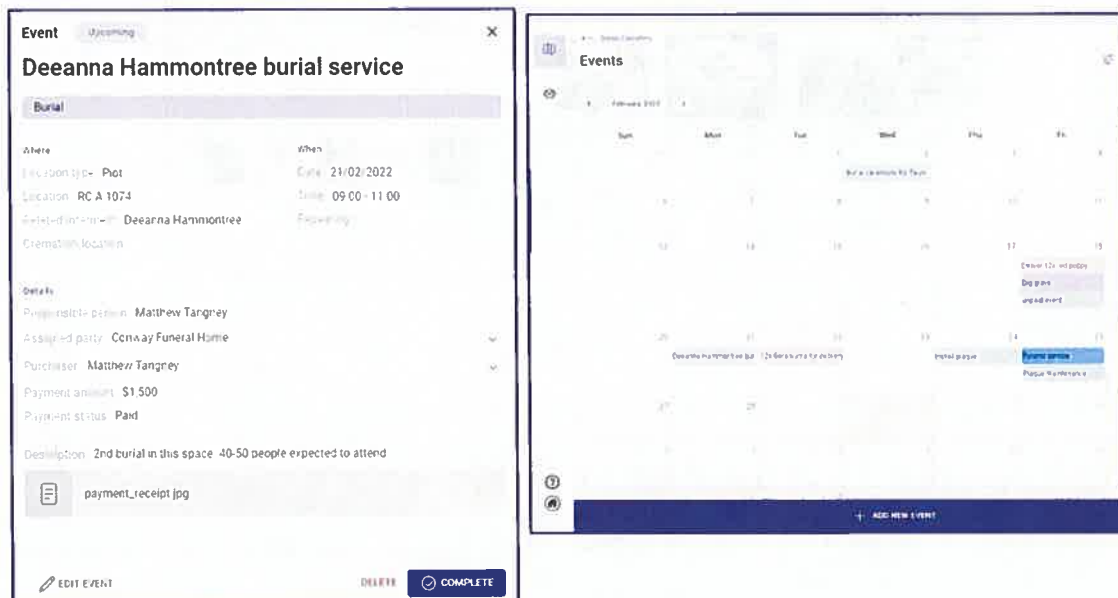
12. GOOGLE SEARCH FRIENDLY

Chronicle is optimised to be Google Search Friendly. The software is uniquely designed as a SaaS so that Google (and other search engines) will crawl the digital cemetery and show it in the results. Most of our cemetery customers are on the first page of Google search.

It's worth noting that Google search listing is not normal for a dynamic web app like Chronicle and requires significant investment to achieve

While we can't guarantee where Google will display your cemetery, we do our best to optimise the listing. We also list your cemetery in Chronicle with Google Search Console to enhance the quality of the results.

This is the Google results for our customer Battle Creek Memorial Park with Chronicle as the top result.
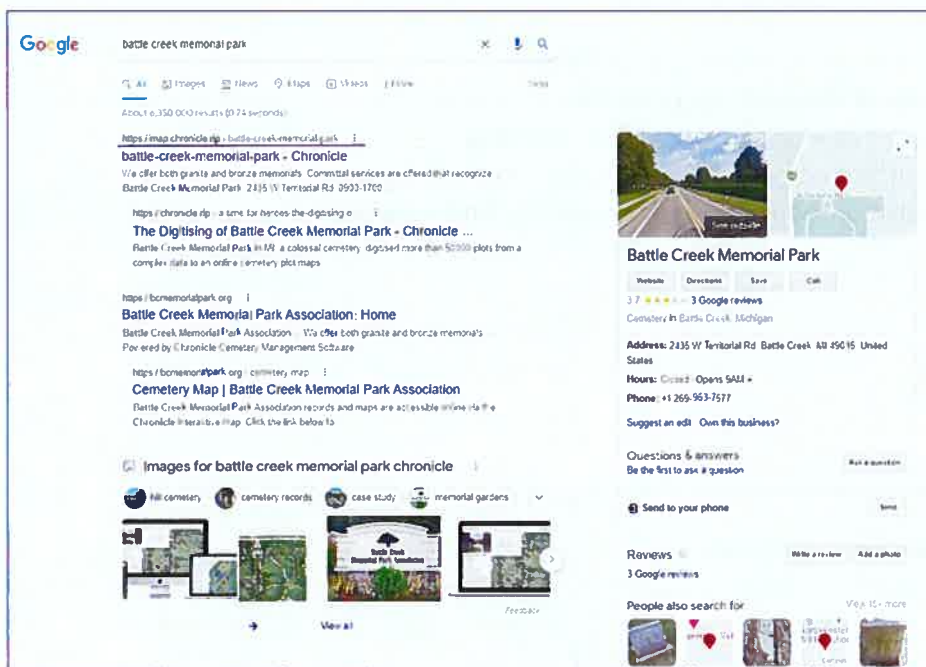
PROJECT DELIVERY SCHEDULE - HEADSTONE SURVEY

This is an estimated schedule for a typical cemetery.

Deliverable	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Receive all existing records and diagrams																
Aerial survey of cemetery																
Headstone photo survey with GPS coordination																
Headstone photo information extraction																
Matching headstone photo information with cemetery records																
Incorporate headstone photos with plot																
Convert database to Chronicle format																
Convert map to GIS format																
Build relationship between map and records																
Align plots to aerial imagery																
Resolve discrepancies in map and records																
Upload to Chronicle.rip																
Client testing and feedback																
Corrections based on feedback																
Upload final version to Chronicle.rip																

PROJECT DELIVERY SCHEDULE - AERIAL SURVEY

This is an estimated schedule for a typical cemetery.

Deliverable	Week									
	1	2	3	4	5	6	7	8	9	10
Receive all existing records and diagrams										
Aerial survey of cemetery										
Convert database to Chronicle format										
Convert map to GIS format										
Build relationship between map and records										
Align plots to aerial imagery										
Resolve discrepancies in map and records										
Upload to Chronicle.rip										
Client testing and feedback										
Corrections based on feedback										
Upload final version to Chronicle.rip										

SCHEDULE

TRAINING, SUPPORT AND MANUALS

Training

Training is provided remotely at the completion of the project using your preferred video conferencing platform. Typically training includes 2 x 30 min sessions for one or more people.

Online Knowledgebase

Our online knowledge base is constantly updated with how-to's and video guides from how to get started to how to produce your annual reports.

US Support Centre

Our customer support centre operates Monday to Friday, except during national US holidays. Our US support line is available on 628 213 7151 from 8am to midday CST. If we miss your call, it will be returned within a maximum of 4 business hours.

Email Support

Email support is available at support@chronicle.rip, where we will reply within 4 business hours to all support requests 95% of the time.

Solution 2 for Evergreen Cemetery: Draw lot level map using aerial drone survey

In this solution, we need your help to identify the plot layout for the newly built digital map on top of the aerial imagery.

Description	Cost (USD)
1. Drone Aerial Survey	
Drone aerial survey to acquire high-resolution imagery, at sub-inch resolution.	$500
2. Consolidate all paper, digital files, and maps into one, central database	
Process the orthorectified aerial image and map tiles. Trace plots from aerial imagery and match to client supplied cemetery diagrams. Full audit and review each supplied record including interment and reservation records. Up to 1,200 records. Assign Plot IDs to map Check each record against the Plot ID and attach the headstone photos (if available) to the correct plot. Quality check, review and iterate. **30% discount applied** **Normally $1,650**	$1,155
3. Chronicle software – Standard license	
Full access to all Chronicle modules Complimentary set up of users, plan and database Remote training of all users Support help line - 9am to 5pm, Monday to Friday Continual software improvements and feature additions for performance and functionality	$360/year
TOTAL	**$2,015**
GRAND TOTAL (2 CEMETERIES)	**$6,030**

YOUR INVESTMENT

Solution 1 for White Hill Cemetery: Grave coordinate survey with burial details extracted

Description	Cost (USD)
1. Headstone Coordinate Survey	
Recreate cemetery records and plot map by visiting up to 500 monument and including taking headstones photos and GPS coordinates. Review all monument details, check against headstone photos, and lookup the corresponding records in customer supplied original records. Convert the 500 headstone's information and inscription and input it to the system.	$2,000
2. Drone Aerial Survey	
Drone aerial survey to acquire high-resolution imagery, at sub-inch resolution.	$500
3. Build a central database	
Trace up to 1,200 plots from aerial imagery and match to client supplied cemetery diagrams and the GPS survey. Assign Plot IDs to map. Check each record against the Plot ID and attach the headstone photos to the correct plot. Quality check, review and iterate. **30% discount applied** **Normally $1,650**	$1,155
4. Chronicle software – Standard license	
Full access to all Chronicle modules Complimentary set up of users, plan and database Remote training of all users Support help line - 9am to 5pm, Monday to Friday Continual software improvements and feature additions for performance and functionality	$360/year
TOTAL	**$4,015**

TERMS AND CONDITIONS

PRICING:
All quoted prices are in USD, unless otherwise stated.
Rates will increase annually according to CPI.

VALIDITY:
This quote is valid for 30 days.

ADDITIONAL REQUESTS

Additional map edits or records manipulation requested by the Client after the project is completed will be charged at $75 per hour in 30 minute time blocks.

QUOTATION ACCEPTANCE
If you wish to proceed with this quotation, please sign in the space below and e-mail to
matt@chronicle.rip
I/We, wish to proceed with purchase of the items quoted above and accept all terms outlined in this quotation.

PO#……………………………………..

Signed: ……………………................. Name: ………………………....................…….

Date: ………………..……..

SAAS AGREEMENT

This Agreement including the proposal thereto (**The Proposal**), together referred to as the **Agreement** is dated 23 August 2022.

Parties:

The _____ [name of cemetery legal entity], a statutory corporation with business registration number _____ of _____ [address] ("the **Cemetery**");

and

Chronicle Rip Pty Ltd, (ABN 37 646 672 817) of 21 Melville Drive, Kyneton, VIC, 3444, Australia ("**Chronicle**")

Together referred to as the **Parties** in this Agreement.

Background:

On the date of this agreement, the **Parties** agree the following:

1.1 The records of the **Cemetery**, dating from its establishment, are held by the **Cemetery** and it owns all of the intellectual property rights, including copyright and any related rights, database rights, confidential information and any business and trade names in all of its records, which include burial information, plots information, maps, photographs, diagrams, drawings, paintings, marks on paper and records in any other form whether generated by hand, typewritten, printed, stored in any electronic form, or in any other manner and includes any such records that may be created in the future (**Records**).

1.2 To assist with the retention and management of the **Records**, the **Cemetery** wishes to create an electronic searchable database and digital cemetery plan/map to allow for the efficient searching and recording of **Records** (**Digitalisation Project**).

1.3 **Chronicle** is a business established to work with cemetery boards of management and trusts to convert paper records into digital form on a searchable web-based database platform called "Chronicle Cemetery Software" (**Software**) which is offered as a Software as a Service.

1.4 Under its statutory obligations the **Cemetery** is obliged in any contracts relating to its **Records** to include terms that ensure that the **Cemetery** retains all intellectual rights in the Records and that such **Records** are only stored within the United States at all times.

1.5 This **Agreement** sets out the **Cemetery's** rights to the intellectual property of its **Records**.

1.6 This **Agreement** is for the term specified under the "Terms and Conditions" section of **The Proposal** (**Initial Term**) and commences on the date this **Agreement** is signed and fully executed by the **Parties**.

1.7 This **Agreement** may be extended for a further term of one year on the same terms and conditions or such other conditions as the **Parties**, negotiating in good faith, agree to in writing.

2. Intellectual Property Rights

2.1 The **Cemetery** owns all intellectual property rights in the **Records** and nothing in this agreement grants **Chronicle** any rights in or over the **Records** and the **Cemetery** owns and retains all intellectual property rights in all of its **Records** both existing and future and all **Records** created as a consequence of the **Digitalisation Project** and access to **Chronicle**.

2.2 The **Cemetery** hereby grants to **Chronicle** a non-exclusive, non-transferable licence to store, publish, export and edit the **Records** to the extent reasonably required and necessary for the performance of **Chronicle's** obligations under this **Agreement** and the **Digitisation Project**.

2.3 **Chronicle** owns all intellectual property rights in and to the **Software** and nothing in this agreement shall be construed as granting the **Cemetery** any right, title or interest in the **Software**, or the trademarks or logo of **Chronicle**.

3. Payment Terms

3.1 **Chronicle** has agreed to provide the services and the **Cemetery** has agreed to pay the fees defined in **The Proposal**.

3.2 The **Digitalisation Project** include the software components, server fees, software licence, works, support training and assistance (**Fee**) as set out in **The Proposal**.

3.3 The **Parties** have agreed that the **Fee** includes the licence fee, hosting fee, server fee, and training and support for users ("ongoing costs") for the **Initial Term** and the **Parties** will negotiate in good faith the ongoing costs applicable to any further term.

3.4 The **Cemetery** will pay any undisputed invoice for **Fees** within 30 business days of receipt of invoice. If the **Cemetery** dispute any invoice (in whole or part) it must promptly notify **Chronicle**. If the **Cemetery** disputes only part of an invoice, **Chronicle** may issue a separate invoice for the undisputed part, which the **Cemetery** will pay in accordance with this clause.

3.5 The **Cemetery** will be able to request edits to the map and records for 30 days following project delivery by **Chronicle**. After 30 days, the upfront component of **Digitisation Project** will be considered complete and future support requests may incur a fee.

4. Confidential Information

4.1 **Confidential Information** means all information that is by its nature confidential and relating to, or developed in connection with, the **Digitalisation Project**, and its related services, regardless of its form which includes information, whether visible or not, of any storage from which such information can be reproduced, and any form in which such information can be embodied or encoded.

4.2 The **Parties** hereby irrevocably agree that during the terms of this **Agreement** and any time thereafter each party will:

    (a)   not use any **Confidential Information** for any purpose other than investigating, pursuing and implementing the Digitalisation Project (the Permitted Purpose);

    (b)   not disclose any **Confidential Information** to any person except as strictly necessary for any permitted purpose;

    (c)   not disclose any **Confidential Information** to any person without the prior written consent of the disclosing party unless required to do so by law or any order of a court of competent jurisdiction; and

    (d)   ensure that any person to which the receiving party discloses any **Confidential Information**:

       i.   uses it only for any permitted purposes; and

      ii.   does not disclose it to any other person without the prior written consent of the disclosing party.

4.3   This clause 4 and the obligations herein survive the termination of this **Agreement**.

5.   Preservation of Data and Records

5.1 **Chronicle** shall perform daily backups of the **Records**, with each such backup retained for a minimum period 3 months, whereby each can be used to restore any hosted services of the **Software** to the state it was in at the time the backup was recorded.

5.2 Both **Parties** must take all steps necessary and reasonable to protect the integrity of the **Records** from incursion by third parties.

5.3 **Chronicle** warrants that the **Records** within the **Software** will only be stored and hosted on servers located within the United States at all times during this **Agreement** and thereafter.

5.4 **Chronicle** recognises that the **Records** are unique and have historical value and hereby warrants that it will use due care and skill in handling the **Records** and in any way dealing with the **Records** for the purpose of the **Digitalisation Project.**

5.5 **Chronicle** will not retain any of the **Records** supplied by the **Cemetery** for the purposes of the **Digitalisation Project**, except as required to deliver on the functionality of the **Software** and shall return all such **Records** to the **Cemetery**.

6.   Termination

6.1 Either party may terminate this **Agreement** for any reason whatsoever by giving the other twelve (12) months of notice in writing and the **Agreement** will then terminate at the end of that notice period. Where this **Agreement** is terminated without cause or fault of either party, **Chronicle** will be entitled to claim it's expenses and fees for works performed up until the termination date.

6.2 On termination of this **Agreement** or should **Chronicle** cease to operate for any reason or otherwise on request by the **Cemetery**, **Chronicle** will provide a full backup of all the **Cemetery** data stored on the **Software,** in open non-proprietary formats that are fully interoperable with other cemetery software, database software and GIS.

7.   Miscellaneous

7.1 Nothing in this **Agreement**, including any condition, stipulation or provision, may be interpreted to waive or limit any obligation the **Parties** may have under any applicable federal or state law or any rule or regulation thereof.

7.2 This **Agreement** constitutes the entire agreement and understanding between the **Parties** and supersedes all prior written or oral agreements understandings or arrangements between them relating to the subject matter of this **Agreement**.

7.3 Any amendments to this **Agreement**, or further undertakings or agreements shall be in writing and signed by both **Parties**.

7.4 Nothing in this **Agreement** is to be treated as creating a partnership between the **Parties** under the laws of any applicable jurisdiction and, except as specifically provided in this **Agreement**, no party may act or has any authority to act as agent of or trustee for or in any way bind or commit the other party to any obligation.

7.5 Each party agrees and declares that it will at all times act in good faith in relation to the other party, with respect to all matters relating to the carrying out of the **Digitalisation Project** as set out in this **Agreement**.

7.6 This **Agreement** shall inure to the benefit of and be binding upon each of the **Parties** and their respective successors and authorised assigns.

8. Disputes

8.1 If any dispute or difference of any kind (a "**Dispute**") arises between the **Parties** in connection with, or arising out of, this **Agreement**, the **Parties** within 30 days shall attempt to settle such **Dispute** in the first instance through discussions.

8.2 The designated representatives of each Party shall promptly confer and exert their best efforts in good faith to reach a reasonable and equitable resolution of such **Dispute**.

8.3 If the Parties are unable to resolve the **Dispute**, either **Party** may deliver notice to the other **Party** of its intent to submit the **Dispute** to arbitration.

8.4 The **Parties** shall each appoint one person to hear and determine the **Dispute** and, if they are unable to agree, then the two persons so chosen shall select a third impartial arbitrator whose decision shall be final and conclusive upon both parties.

8.5 If the **Parties** fail to elect a third person, either party or both can apply to the Court of arbitration to appoint one.

8.6 The decision of arbitration shall be binding on the **Parties**, their heirs, successors, or assignees.

8.7 During the pendency of any arbitration, **Parties** shall continue to perform their obligations under this **Agreement**.

8.8 All arbitration or binding arbitration shall comply with and be governed by the provisions of the London Court of Arbitration unless the **Parties** stipulate otherwise.

8.9 The location for the Arbitration shall be in the registered business state of the **Cemetery**.

8.10 The attorneys' fees and costs of arbitration shall be borne by the losing **Party**, unless the **Parties** stipulate otherwise, or in such proportions as the arbitrator shall decide

8.11 This Agreement shall be governed by the state of **Colorado, United States.**

EXECUTED as an AGREEMENT:

Authorised Signatory for the Cemetery

_____   _____
Name and Position   Signature

Witness

_____   _____
Name and Position   Signature

Authorised Signatory for Chronicle

Matthew Borowski

Director

_____   _____
                                     Signature

Eric Brendlinger

From:	Tim Annear <tannear@ramaker.com>
Sent:	Thursday, August 18, 2022 2:40 PM
To:	Eric Brendlinger
Subject:	Following up

Hi Eric,

It was a pleasure to meet you and hear about your cemetery. Thanks for taking the time to learn more about CIMS cemetery software. Here is a screenshot of the rough estimate we went over today.

Rough Estimate

	Light	Gold	Platinum
Mapping 5.5 Acres	$0	$1,000	5500
Software License	$1,300	$2,000	$4,000
Annual Maintenance	$500/year	$800/year	$1300/year

When you're ready to get a quote for implementing CIMS at your cemetery, just follow this link and fill out the proposal request form.

If you would like to talk some more, please use this link to my calendar where you can schedule a mutually convenient time for us to speak: https://meetings.hubspot.com/timothy-annear

All the best,

O cims

Tim Annear | GIS Analyst
CIMS Cemetery Software | *a product of Ramaker*
855 Community Dr, Sauk City, WI 53583
D (608) 644-2221 | O (608) 643-4100
cimscemeterysoftware.com | tannear@ramaker.com

[f] [in]

Home

Blog

Request More Information

cemetery mapping

What Is Cemetery Mapping?

CIMS Editorial Team

f   in

Got any questions? I'm happy to help.

Cemetery managers wear a lot of hats.

One day cemetery maintenance takes priority. The next: comforting grieving families.

Through it all, one task never changes. Cemetery managers are always responsible for keeping valuable cemetery information safe and secure. They protect historical deeds, contracts, and records. They preserve financial and personal documents. And of course, they maintain what is arguably the most important cemetery document: the cemetery map.

Keeping track of all this cemetery information while serving local families can be overwhelming. Without proper organization, records can get lost or scrambled. Cemetery managers handle tough situations and emotional information. Keeping records should help ease that stress instead of adding another.

So what cemetery mapping best practices can today's cemetery managers rely on?

In this post, we'll explain the importance of cemetery mapping and outline three mapping approaches for cemeteries.

What is cemetery mapping?

Put simply, maps show correspondences between things. This thing goes there. This landmark is just beyond that landmark. Cemetery mapping applies this basic idea to cemeteries. Cemetery maps communicate information about a cemetery's grounds. How big is the cemetery? How many burials are there? Which spaces are available? Cemetery mapping—when done correctly—answers questions like these.

Cemetery mapping is an important process of managing a cemetery's land and data. Maps must include detailed records of information for cemetery managers to carry out their day-to-day responsibilities.

Cemetery maps can come in different forms. Some cemeteries use analog maps, while others rely on digital ones. Regardless of the format, **the goal of the cemetery map is simple: to keep all information about a cemetery in one place.**

Why is cemetery mapping important?

Maintaining accurate cemetery maps is important for three reasons: up-to-date maps improve day-to-day operations, ensure your staff is selling available plots, and help local families navigate your cemetery.

To manage a cemetery successfully, you must keep up-to-date records of interments and cemetery business. Most importantly, you must know which plots can be sold. Without detailed maps and records, cemetery staff can't do their jobs well. For this reason, cemetery mapping is an important part of preserving and managing a cemetery.

The 3 most common approaches to cemetery mapping

Cemeteries have been around for centuries. Cemetery mapping has, too.

Over the years, three main types of cemetery maps have emerged. In this section, we outline the pros and cons of the most common approaches to cemetery mapping: paper records and logbooks, spreadsheets and databases, and cloud-based cemetery maps.

1. Paper records and logbooks

Paper records have been the most common way that cemeteries mapped out information in the past. Many managers use old, large logbooks. Other managers use record journals that usually come in the form of binder books. These specially made journals have labels and spaces to fill in information.

Pro: There is a familiarity that comes with paper records. They are historical documents that employees are used to accessing.

Con: Paper records aren't always reliable. They can be easily lost or damaged. It is important to have a backup plan, like digitizing the records, in case something happens to the books.

2. Spreadsheets or databases

A more modern approach to cemetery mapping is using spreadsheets or a database to input all the cemetery's information. Managers can create their own tabs and fill in information in columns and rows that make the most sense for the ways they run their cemeteries. With this approach, all the data is complied in one digital document.

Pro: Unlike paper records, spreadsheets can be updated without running out of room. Plus, spreadsheets can serve as valuable backups to paper records.

Con: The biggest drawback of using a spreadsheet as your cemetery map is that spreadsheets don't look like cemetery grounds. Unlike cemetery mapping software, spreadsheets don't incorporate imagery of your cemetery or link burial records to specific burial locations. Furthermore, it's difficult to put images, deeds, invoices, and other important information into a spreadsheet.

Looking to transition cemetery information from an existing spreadsheet or database? Learn more about data migration services from CIMS.

3. Cloud-based cemetery mapping software

Cloud-based cemetery software integrates information from spreadsheets, logbooks, and maps into one powerful database. Select software also includes interactive digital maps with icons and images that designate important cemetery features.

Pro: Navigation is simple with cloud-based software. Managers and employees can access records and log new ones. The software stores images, data, and custom reports. The software can be as hands on as you like with visuals that can be easily manipulated to resemble your cemetery.

Con: Cost. Cost is a valid concern while maintaining a cemetery. Paper records come with costs that can eventually affect your cemetery if not properly maintained. However, cloud-based software can be cost-effective in the long run by saving cemeterians time and streamlining the plot selling process.

Upgrading to cloud-based cemetery mapping software

Companies across industries are moving records to the cloud. Cemeteries are no exception.

Cloud-based cemetery mapping software ensures that cemeteries won't be left behind by giving cemetery managers real-time insights into which plots are sold and which ones are available.

Ready to upgrade your cemetery maps? Schedule a virtual demo with a CIMS expert.

Related Articles
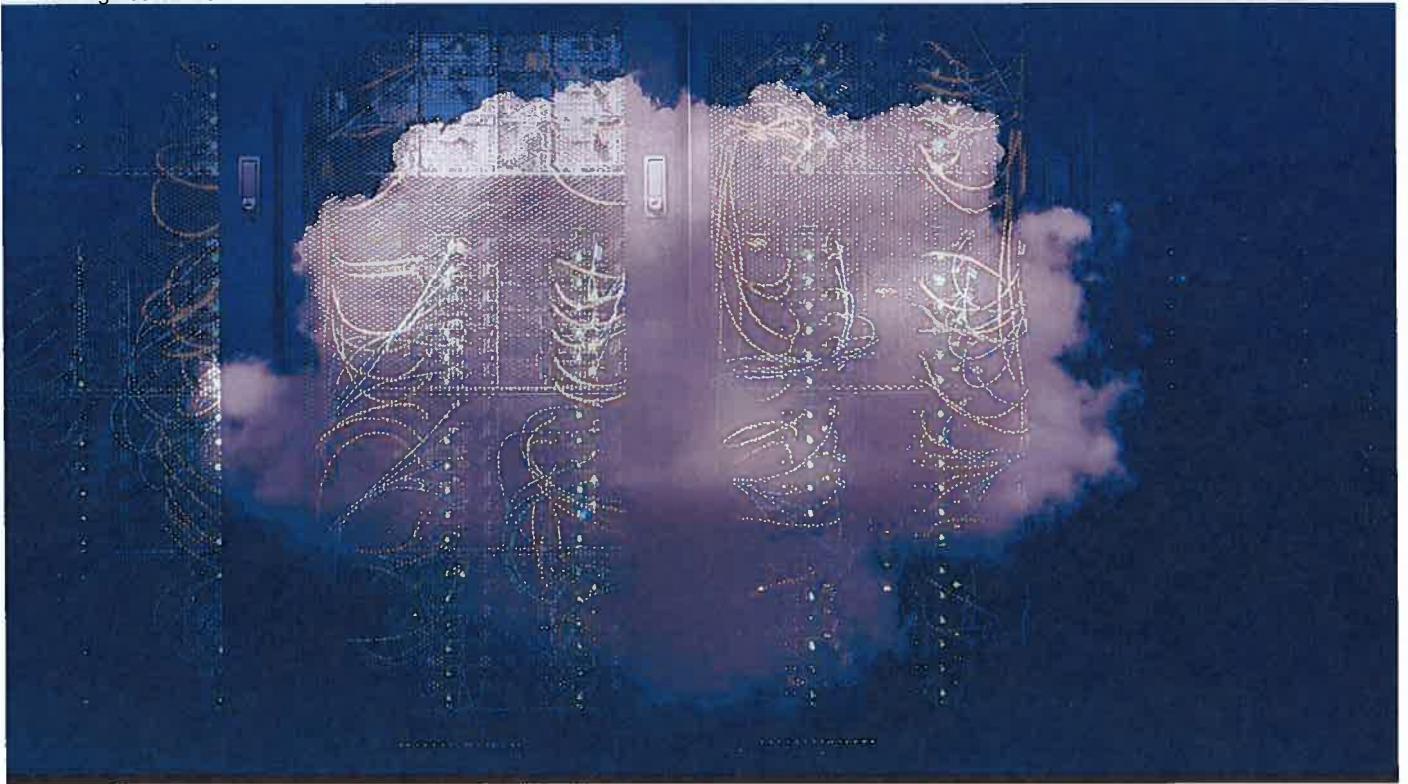
cemetery software

Is cloud-based cemetery software right for your cemetery?

Dropbox. WhatsApp. Netflix. Nowadays, most of the apps we use to work—and to decompress after work—seem to live on the cloud.

CIMS Editorial Team

Read More

cemetery software cemetery technology

5 Advantages of Cemetery Mapping Software

Aging paper maps. Tattered logbooks. Busy spreadsheets.

What used to be essential cemetery management tools are now creating customer service bottlenecks for some...

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cims
cemetery information management system

Product Information

For cemeterians who want to simplify record-keeping and streamline everyday tasks

Contents

Let's simplify your cemetery management.
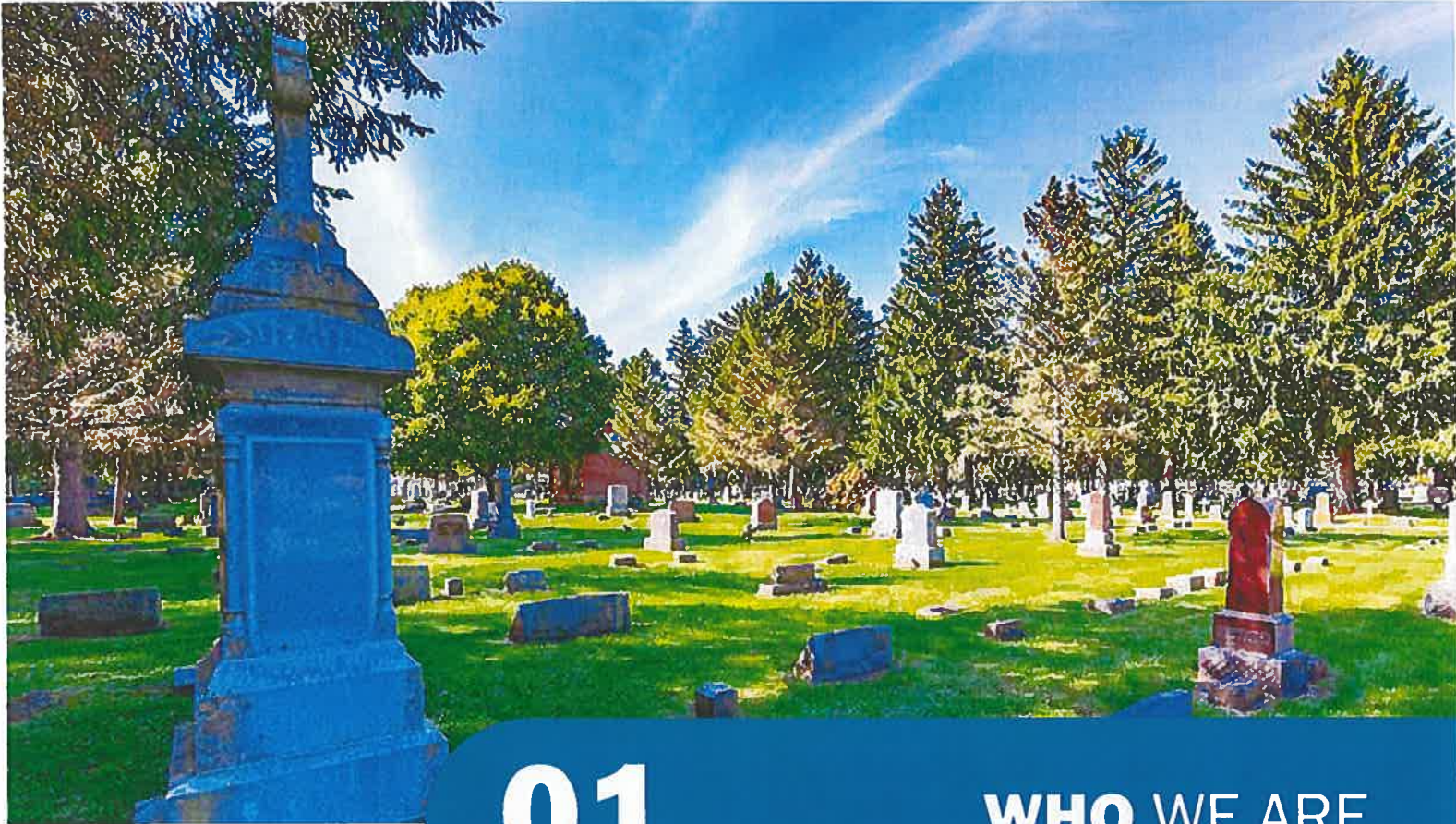
01   **WHO** WE ARE

ABOUT RAMAKER

EMPLOYEE-OWNED SINCE 2007

Since 1992, Ramaker has provided innovative engineering and technology solutions to clients in the public and private sectors. We have an extensive background in GIS (Geographic Information Systems), which includes mapping and custom software solutions for clients, such as cemeteries, private businesses, school districts, and municipalities. We also have a strong resume of land surveying and engineering projects. This combination of expertise has made our firm a trusted partner to cemeteries across the United States.

We began partnering with cemeteries in 1998. At that time, a cemetery in Wisconsin was looking for GIS maps for their cemetery. Our staff proposed a solution that included GIS mapping and developed a stand-alone software that would help them manage the cemetery for years to come. This project launched the CIMS family of software products.

THE RAMAKER DIFFERENCE

In addition to our CIMS cemetery software, Ramaker is a full-service architecture and engineering firm. We have assisted a variety of cemeteries with land surveys, stormwater management, ground penetrating radar, drone imagery, road design, foundation design, and construction management. We provide all of these services in-house and can serve as a one-stop shop for almost any cemetery needs. As is evidenced by this suite of services, Ramaker has a comprehensive understanding of the design needs of a cemetery, and we apply this holistic expertise to every CIMS project.

Headquarters
855 Community Drive
Sauk City, WI 53583

Phone
(608) 643-4100

Website
ramaker.com

105 RAMAKER EMPLOYEES	**8** CIMS TEAM MEMBERS
600 CEMETERIES USING CIMS IN THE CLOUD	**75** COMBINED YEARS OF EXPERIENCE
49 STATES WITH CIMS PROJECTS	**11** OFFICES NATIONWIDE

4

ABOUT RAMAKER

NATIONWIDE LOCATIONS

Over the past twenty-five years, the Ramaker team has grown and evolved across various markets and introduced new services while enhancing internal collaboration and communication. By offering numerous services in-house, Ramaker can truly be a one-stop shop for projects of any scale.

CORPORATE HEADQUARTERS | *Sauk City, WI*
NORTHEAST SATELLITE OFFICE | *Woodcliff Lake, NJ*
ROCKY MOUNTAINS SATELLITE OFFICE | *Denver, CO*
MADISON SATELLITE OFFICE | *Madison, WI*
MINNESOTA SATELLITE OFFICE | *Willmar, MN*

MICHIGAN FIELD OFFICE | *Brighton, MI*
NORTH CAROLINA FIELD OFFICE | *Raleigh, NC*
OHIO FIELD OFFICE | *Louisville, OH*
OREGON FIELD OFFICE | *Portland, OR*
TENNESSEE FIELD OFFICE | *Nashville, TN*
PUERTO RICO FIELD OFFICE | *Bayamon, PR*
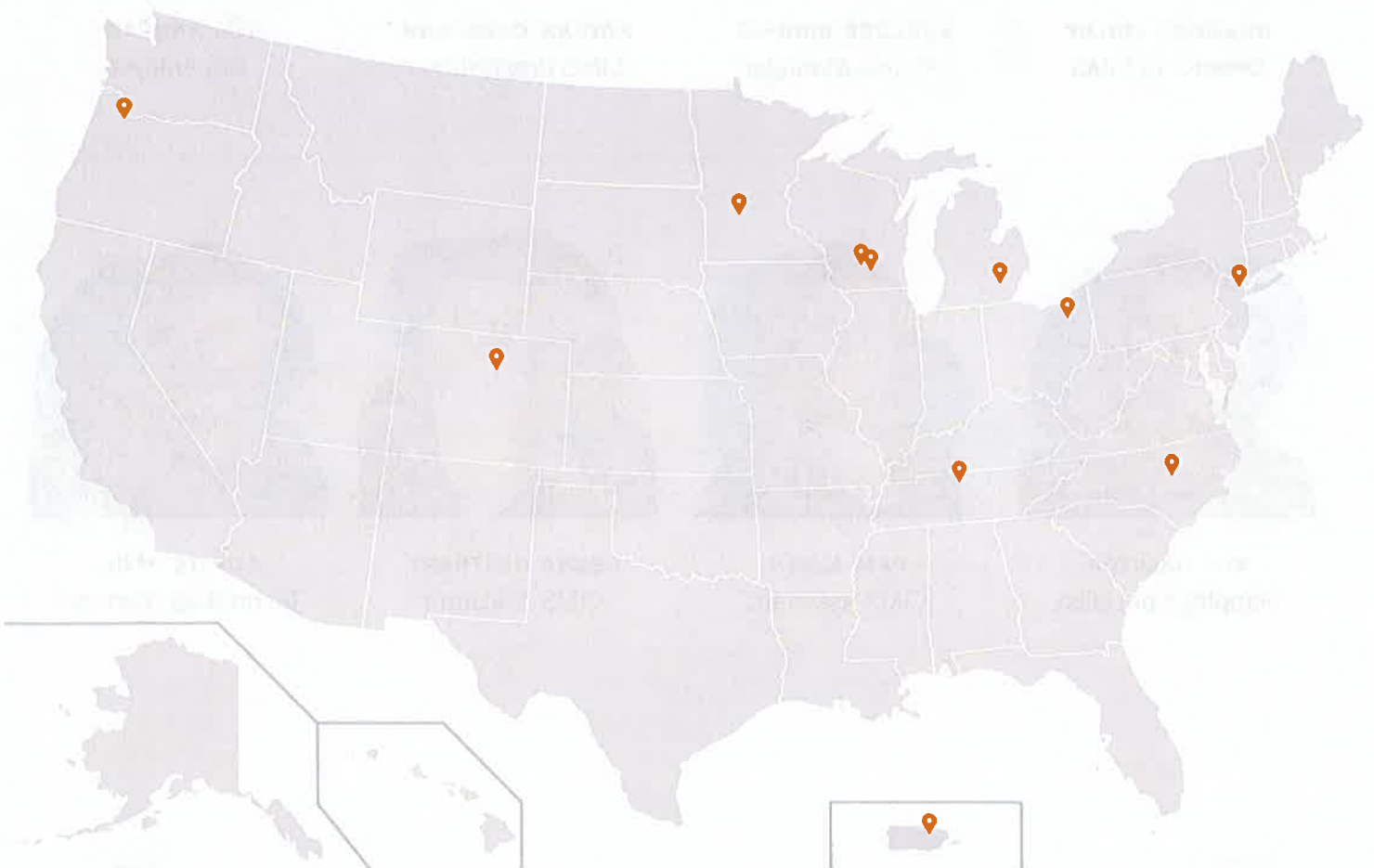
OUR TEAM

Ramaker's dedicated CIMS staff

BRANDON FINLEY
Director of CIMS

REBECCA MORRIS
Project Manager

NATHAN CAVANAGH
CIMS Programmer

TIM ANNEAR
GIS Analyst

KIM GALSTON
Mapping Specialist

PAM ALWIN
CIMS Assistant

DEBRA GOTTHART
CIMS Assistant

CURTIS PAUL
Technology Manager

02

WHAT IS CIMS?

WHAT IS CIMS?

Modernizing records, simplifying management

Ramaker's Cemetery Information Management System (CIMS) is designed to meet the challenges today's cemeterians face. From municipal cemeteries to those run by religious organizations, independents, and corporations, over 1,000 cemeteries across the US and abroad have chosen CIMS as their cemetery management solution.

Whether you're hoping to move paper records online or take advantage of our industry-leading mapping technique, we've created three distinct offerings for differently sized cemeteries with different budgetary constraints.

CIMS Light

CIMS Light is a powerful database that allows cemeterians to protect their records and manage their inventory online.

CIMS Gold

CIMS Gold pairs the database functionality of CIMS Light with an intuitive user-generated mapping feature. Cemeterians using CIMS Gold can view, plot, and edit spaces in their cemeteries to match their records.

CIMS Platinum

CIMS Platinum gives cemeterians complete control over their records by combining the database functions of CIMS with a custom cemetery map. Each database entry is linked to the map, giving cemeterians real-time insights into what's sold, what's available, and where every burial is located. When you click on a space, the corresponding information appears. And when a burial is added, it is automatically placed on your map, so your cemetery maps will never be outdated.

03 **HOW** CIMS WORKS

Cemetery management solutions
for all cemeteries and budgets

Every cemetery has different needs. That's why Ramaker has developed three distinct cemetery management solutions that help cemeteries of all sizes better serve their customers and communities.

CIMS LIGHT

An easy-to-use cemetery database solution for cemeterians interested in moving their records online.
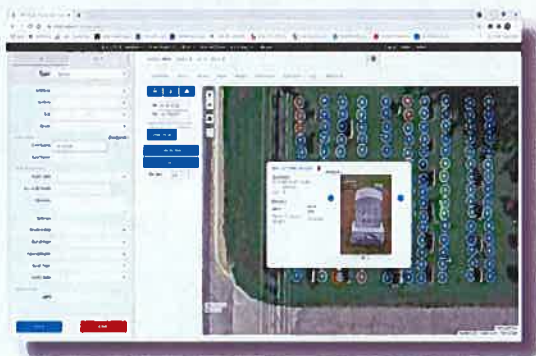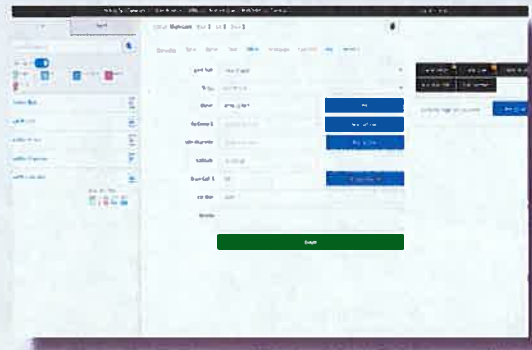
CIMS GOLD

An intuitive cemetery database that includes user-generated mapping capabilities.

CIMS PLATINUM

A powerful cemetery management tool with comprehensive GIS mapping and advanced grave-level features.

Core Features

All the information you need, stored in one easy-to-use database.

11

GIS
Mapping

Keeping your cemetery map current

CIMS Platinum includes direct updating capabilities for all database tables and graphical features. As the database is updated, maps are also updated. So your maps always reflect the latest ownership, interment, and marker information.

Populate columbaria and mausoleums

Clicking on the outline of a columbarium or mausoleum on the cemetery map takes users to the wall view. This view presents a unique, accurate representation of burial and owner data.

Track unique cemetery features

CIMS Platinum users can add various features, such as trees, rocks, and fire hydrants. Users can customize the shapes, sizes, and colors of these features, place them on their maps, and save notes about them.
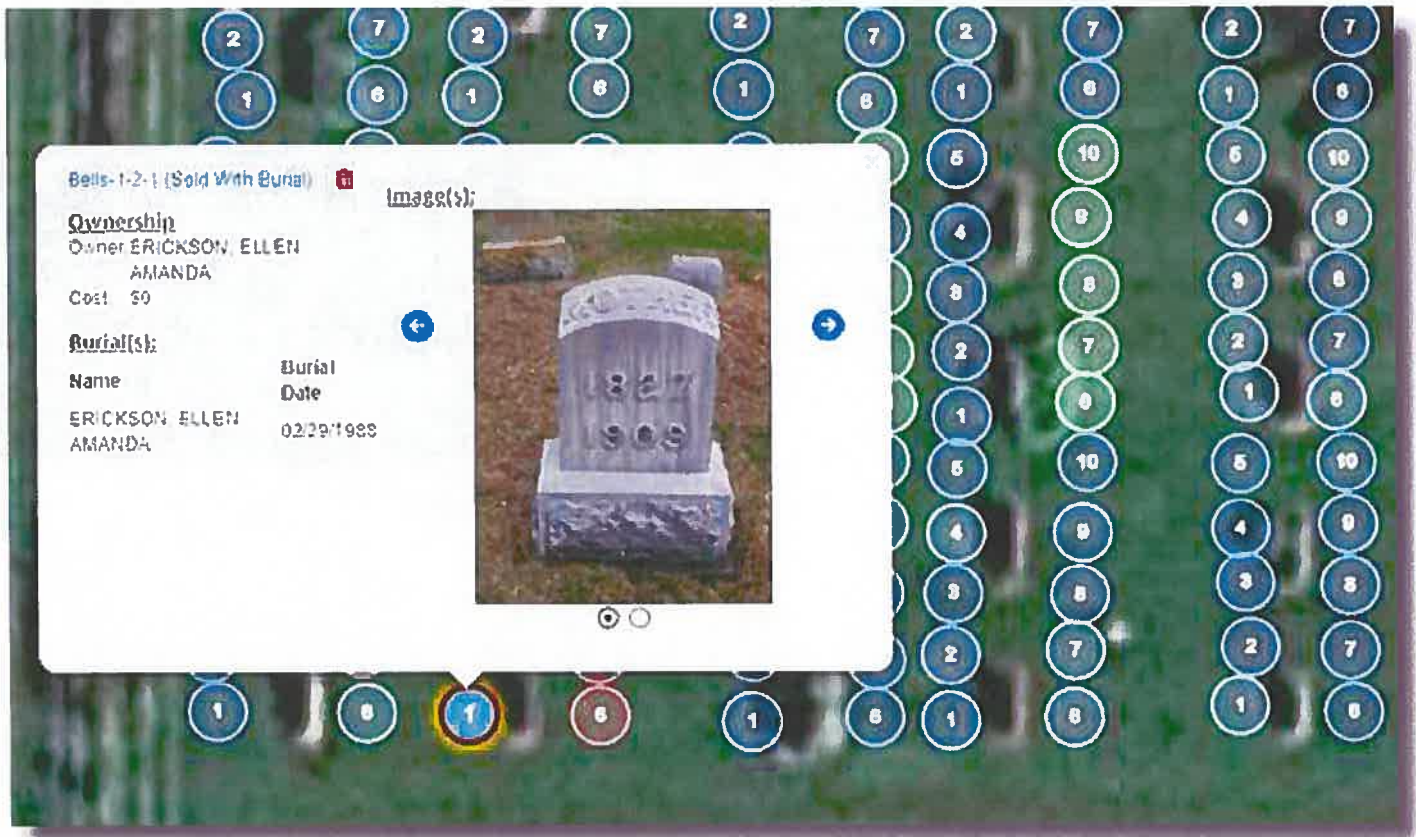

12

User-Generated Mapping

Your maps, made by you

CIMS Gold gives users complete control over their maps, allowing them to mark grave locations with pins and edit spaces to match their cemetery records.

13

Searching
Cemetery Data

Search by burial location

CIMS users can quickly find burials by location and/or name.

CIMS Gold and CIMS Platinum users can also click on the map and establish many details of the space, including who owns it, when it was purchased, and if there are any interments on it.
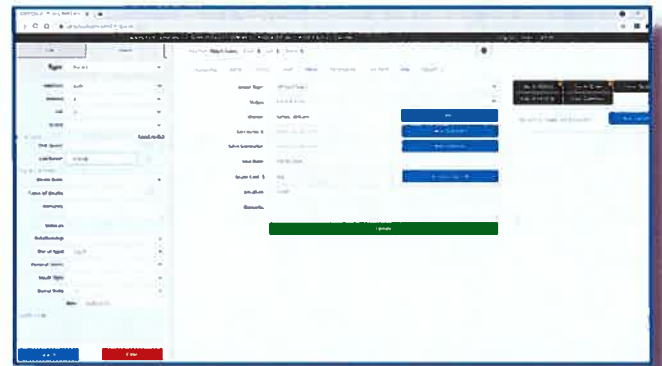
CIMS Light and CIMS Gold search

Track availability and sales

Query available, reserved, restricted, and sold spaces by name and/or location. Users can also inquire about sold dates, space types, and purchase costs.

CIMS Platinum search

14

More
CIMS Features

BUILT-IN REPORTS

Each CIMS product offers users over 30 built-in reports. These prepackaged reports provide overviews of ownership data, burial history, work orders, care funds, available graves, and much more.

USER DEFINED FIELDS

All CIMS products allow users to create custom data fields and populate drop-downs with information relevant to their cemeteries. User defined fields empower users to further align CIMS with the way their cemeteries work.

UNLIMITED IMAGES

CIMS allows users to upload pictures from their computer or mobile device to the cloud so they can be linked to grave spaces, burials, markers, or deeds. There is space for an unlimited number of images in the CIMS cloud.

CALENDAR

As users enter burials, space sales, and work orders into CIMS, an internal calendar is created. This calendar tells users which tasks are upcoming and which tasks have already been completed.

WORK ORDERS

Create work orders for field crews. Managers and superintendents can assign grave openings, marker repairs, tree work, or any other necessary maintenance. Work orders can be created on a computer or mobile device and can include images of the item that requires maintenance. For CIMS Platinum users, a map of the area can also be included with the work order.

15

More
CIMS Features

GPS NAVIGATION

Another benefit of CIMS Gold and CIMS Platinum is that users can leverage the GPS in their mobile devices to accurately find cemetery spaces. View a full map or zoom in to see plot details. CIMS also includes walk to grave functionality.

Map updates as users navigate the cemetery
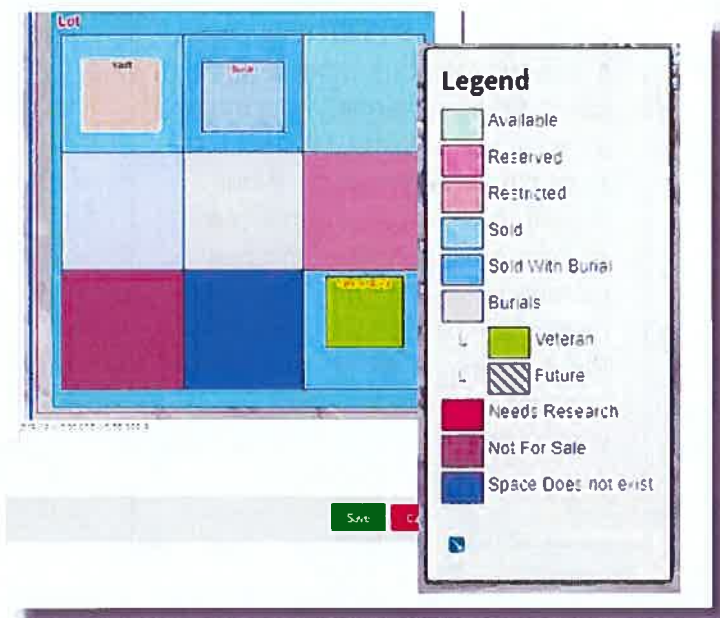
SPACE STATUS

CIMS Gold and CIMS Platinum give users the ability to view space status on their cemetery maps. Need to present this information or take it on the go? CIMS Gold and CIMS Platinum can also generate space status reports.

16

Place
Burial

Your inventory, exactly as it looks

CIMS Platinum's place burial feature lets users identify burials, markers, and other cemetery elements exactly how and where they appear. Edit marker sizes and shapes, customize burial shapes, and account for burial angles—all on your CIMS Platinum map.
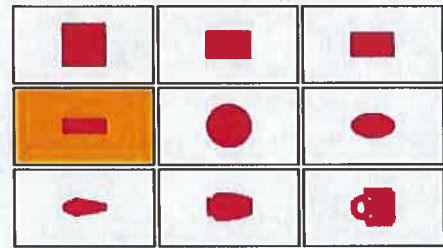
Some shape options for placing burials

17

Add-Ons

Because sometimes we all deserve something extra.

18
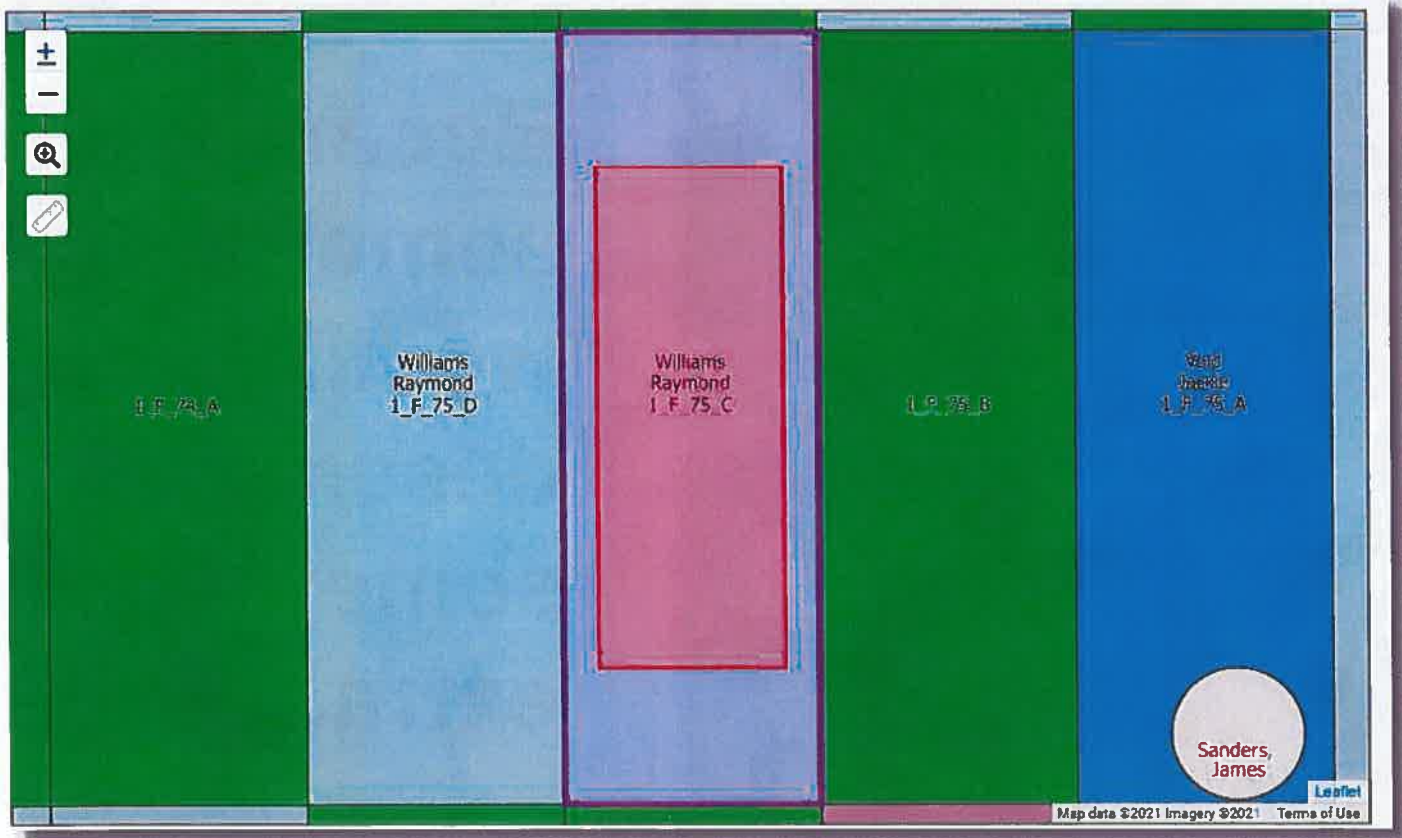
Burial Search
Public Portal

Your cemetery data, shared with your community

Burial Search is an interactive database that can be accessed at www.burialsearch.com.

Adding this option to your CIMS package allows you to share data and maps with people seeking information about their loved ones 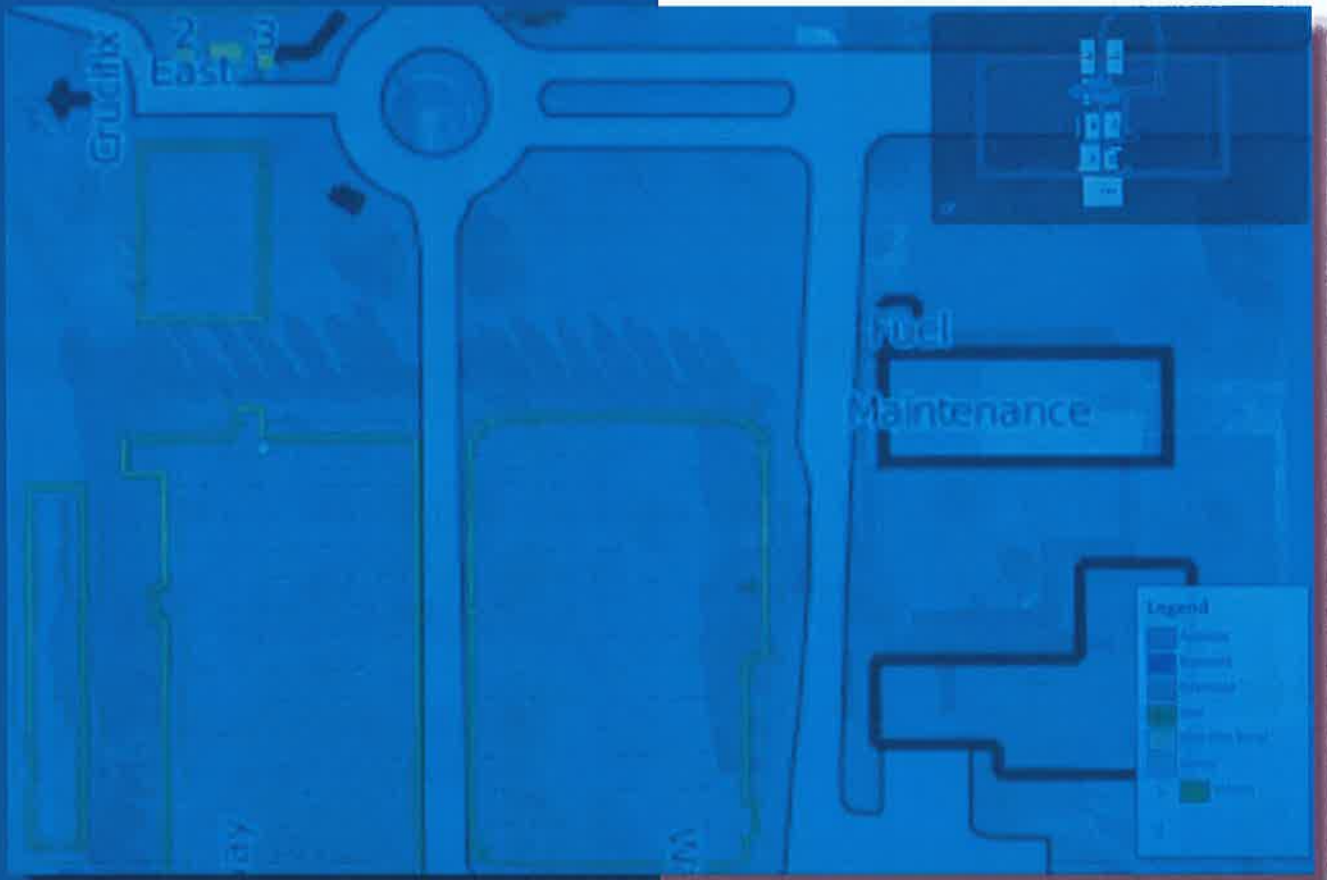or genealogists doing research. As soon as a cemetery representative enters data into CIMS, it will immediately be accessible on Burial Search.

Burial Search features

- Search all burials in a given cemetery by first or last name
- Determine which spaces are sold and which are available
- Print cemetery maps (for CIMS Gold and CIMS Platinum users)
- View images stored in CIMS

Cemetery Search

Burials

Search by:	Search for:	Exact:		
La ∨	moore	☐	Search	Clear

https://burialsearch.com/ecims#/s/162/Guardian_Angels_Cemetery/

Direct Link GPS Directio Google Nav

Burial Information:

First Name: **Leo J.**

Last Name: **Moore**

Sex: **M**

Birth Date: **07/27/1886**

Age: **82**

Death Date: **02/05/1969**

Burial Date: **02/07/1969**

Images: 1 of 1 *Click image to view larger*

Legend

🟩	Available
	Reserved
	Restricted
	Sold
🟧	Sold With Burial
	Burials
🟨	Veteran
🟧	Needs Research
🟧	Not For Sale
🟦	Space Does not exist

☑ Show Coords:

Lat, Lng
(44.949772,-92.940405)

Map data @2021 imagery @2021

19
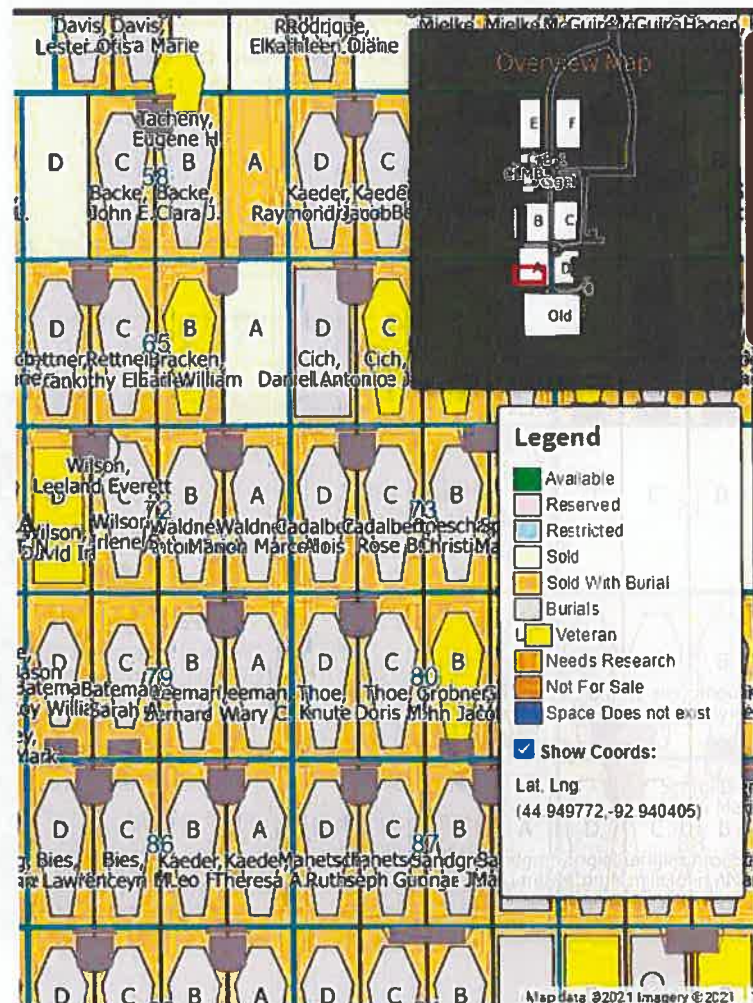
Drone and 360 Imagery

✓ **CIMS Platinum**
✓ **CIMS Gold**
✗ **CIMS Light**

DRONE IMAGERY

Using our drone, we can create high-resolution orthophotos that are spatially accurate and can be used in CIMS for your cemetery's backdrop.

360 IMAGERY

We can also use a 360 camera to capture views from your cemetery as if you are walking it. Similar to Google Street View, 360 imagery allows you to see any point in your cemetery from ground view. So you could show a plot space without ever leaving your office—perfect for the winter months or rainy days!

20

Underground Mapping

✓ **CIMS Platinum**
✓ **CIMS Gold**
✓ **CIMS Light**

Confirm burial locations, identify anomalies

Ground penetrating radar (GPR) is used to locate underground anomalies—such as unknown burial locations, hidden objects, and water or utility lines—without disturbing soil. A transmitted wave reflects objects found in varying degrees of the soil, and reflected signals are mapped into an image. This image can then be used to analyze materials found in the subsurface. The CIMS team specializes in analyzing GPR data from cemeteries. The data captured by the GPR can then be integrated into your CIMS software.

This service is not included in our standard CIMS scope of services. If you are interested in ground penetrating radar, please reach out to your project manager.

Data
Migration

Seamlessly integrating your records

Data migration is when we take your cemetery's records, whether in paper or digital format, and convert them to a form that allows us to import the information into your CIMS database.

Part of the process may require us to convert dates, fields, or special characters. We can integrate data from paper records, Excel files, databases, or even a different cemetery management software.
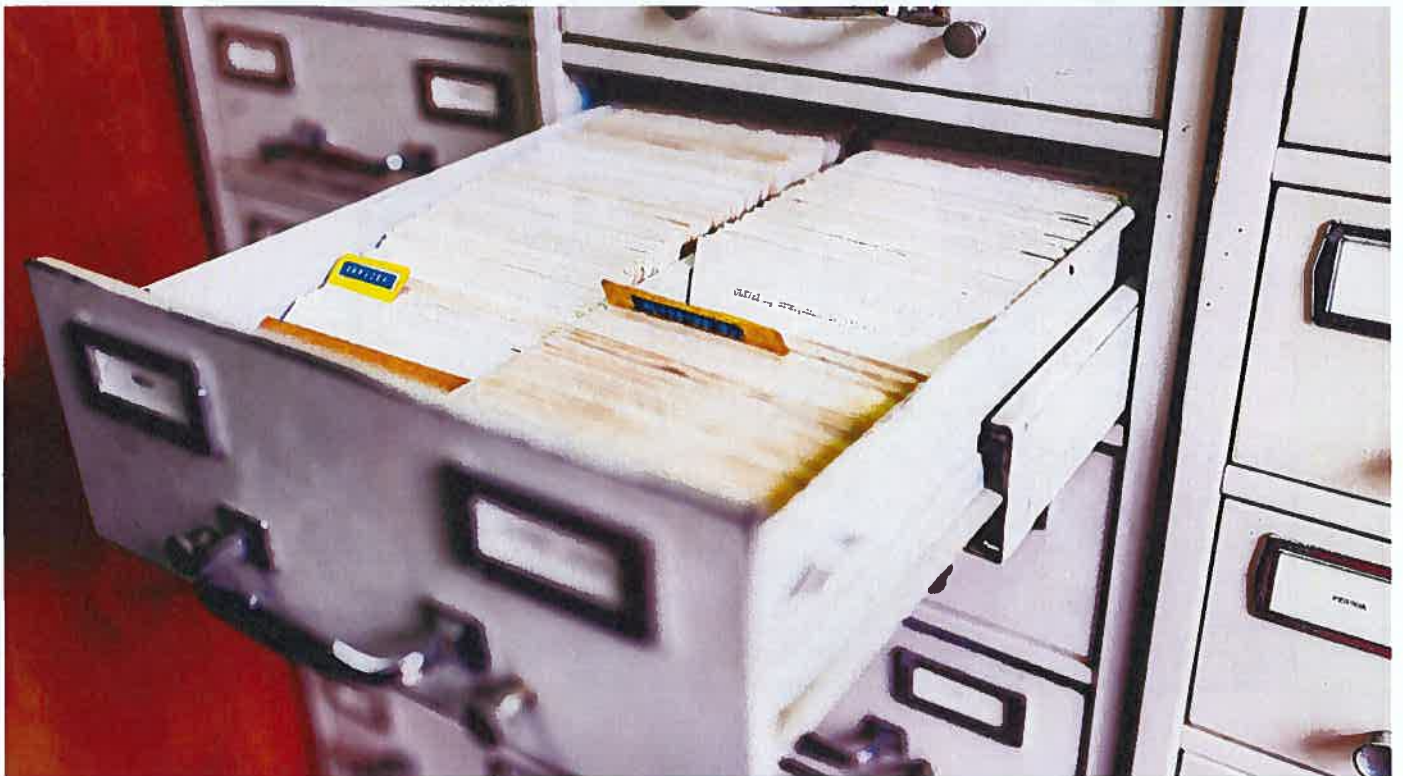
Third-Party Integrations

✓ **CIMS Platinum**
✓ **CIMS Gold**
✓ **CIMS Light**

---

intuit quickbooks.

Paired with our CIMS software, the Quickbooks® Communication Module is there to make your job easier. You can enter sales and customer information into any of our programs and it will automatically transfer to Quickbooks® Accounting Software, saving you time! With Quickbooks®, you can track payments, perform online banking, administer payroll, and manage many different financial accounts.

salesforce

CIMS products offer very basic CRM functionality. You can track your customers whether they are prospects or existing grave owners. However, some cemeteries require more sophisticated CRM. That's why we built a SalesForce integration for CIMS. Now, when your staff is reaching out to potential customers and would like to track every communication or touch point with those customers, you can use SalesForce to track those interactions.

23

Tree and Vegetation Management

✓ **CIMS Platinum**
X **CIMS Gold**
X **CIMS Light**

Track everything (even your trees)

Over the years, our clients have been so impressed with how CIMS has helped them manage their cemeteries that they asked for increased capabilities for managing their trees. In response, we developed the CIMS Tree and Vegetation Management module.

This module allows users to enter all of their trees and vegetation into CIMS and then track information about each of those features. This information includes common name, family, genus, species, DBH, height, canopy diameter, planted date, health rating, and comments.

In addition to all this great information, you can link pictures to trees and vegetation so you can see how they change over time.

Timeline Memorials

Another way to serve your customers

As cemeteries personalize their services to help their customers and provide the best experience possible, some families would like customized web pages, pictures, and videos that tell the story of their loved one's life.

With timeline memorials, these features can be integrated into your CIMS product. Timeline memorials can also be purchased as stand-alone software.

25
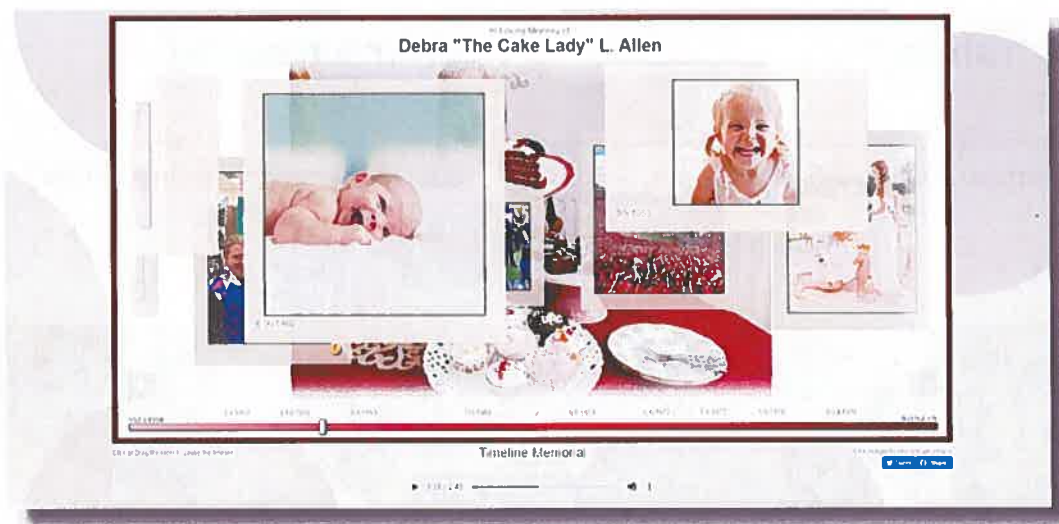
Additional Training

Providing the support you need to get started

Ramaker is happy to provide training for your staff so you can quickly dive into your new software.

One hour of free training is included with CIMS. If additional training is needed, both online and in-person options are available.

Online training
FULL DAY

Best for cemeteries with 6 or more CIMS users.

On site training
FULL DAY

Best for cemeteries with 6 or more CIMS users.

Online training
HALF DAY

Best for cemeteries with 3-5 CIMS users.

Online training
TWO HOURS

Best for cemeteries with 1-3 CIMS users.

26

cims
cemetery information
management system

Thank you for your
consideration.

TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Parks & Recreation Agenda Memorandum

Meeting Date: February 8, 2023

TITLE: 2022 Red Hill Trail Counter Data Report (11 months)

SUBMITTING: Parks & Recreation Department

ATTACHMENTS: Trafx Software trail counter data graphs

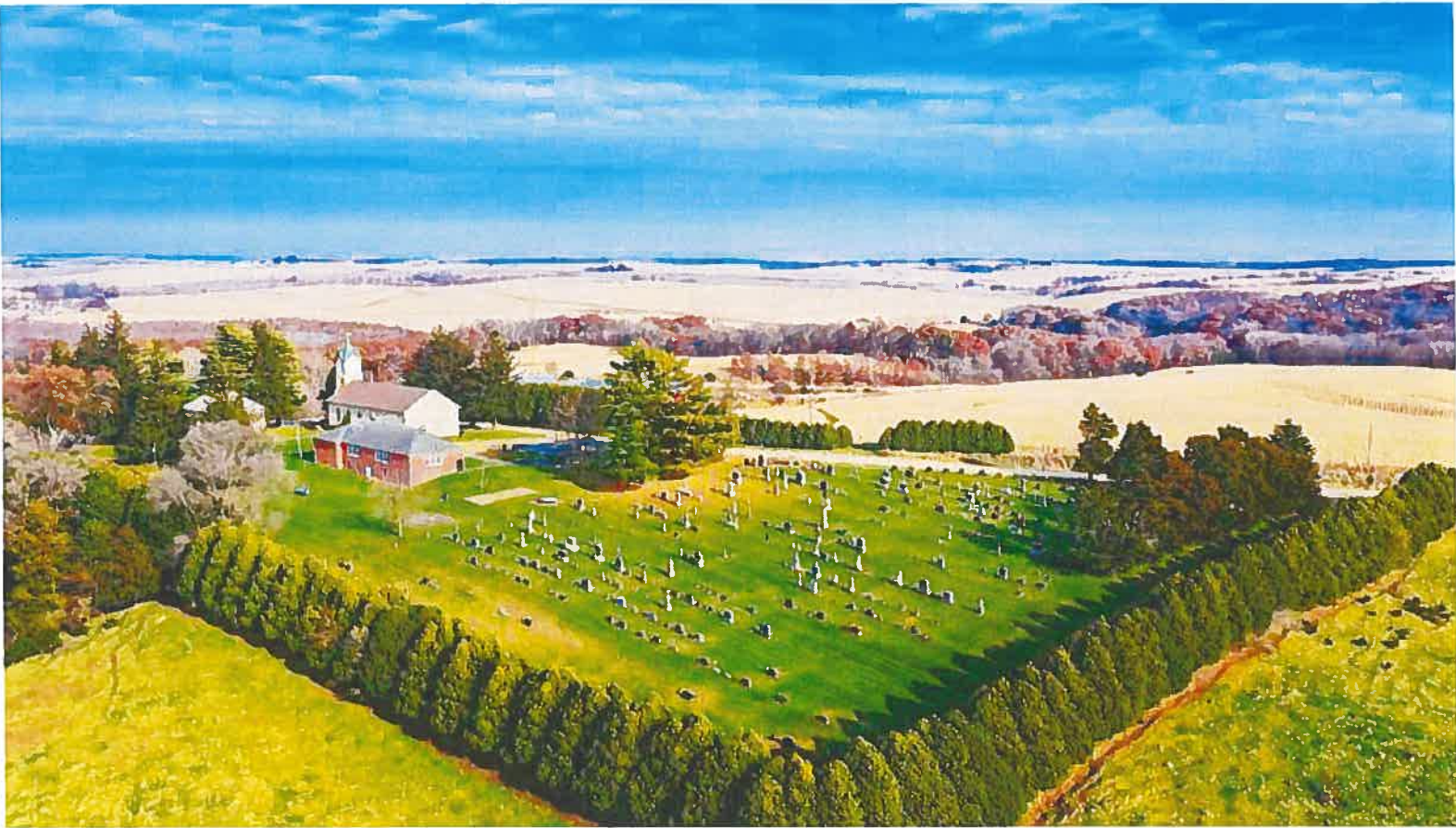**PURPOSE:** Analysis of the Trafx Datanet software reports for trail usage in 2022 at the Red Hill trailhead. This data will also be shared with the Parks & Recreation Commission, Bike Pedestrian & Trails Commission, the Board of Trustees, the Red Hill Council and the Aspen Valley Land Trust.

BACKGROUND: With the annexation into the Town of the Red Hill trailhead parking lots and the new access trails to the BLM Red Hill Special Management Area, the Town purchased the Trafx trail counting system to provide trail use data. The Trafx system purchased comes with a 5 year data net plan and we purchased 4 infrared cameras that will detect trail users or heart beats, which will include dogs and wildlife, due to the unique infrared signal each trail passerby will register. Counters started working on Feb 5, 2022, so the data is missing from January 2022, but can be inferred from average daily use in December.

Starting in February of 2023 we will also start collecting data from the Mountain Bike Counter, which uses an aerospace quality magnetometer. This counter detects moving objects with ferrous metal content (e.g., bike chains, cassettes, etc.) This will be necessary to figure out and separate the bike users from the hikers and runners since we now have a secondary descent from the trail system called the C-line. This counter will be placed at the beginning of the trail system to count all bikes when they enter and exit the system.

The infrared counter locations provide data on the bi-directional hike-only *Ruthies Run* and the *Lower Three Gulch* bi-directional hiker and biker trail both located at the start to the entire trail system. All trail users must pass through either of these locations. We also have two infrared cameras further up the trail, one is on the *B-line* trail, which is a down direction bike only trail, and one on *Upper Three Gulch,* which is a bi-directional hike and bike trail and separates the trail users off of the *Blue Ribbon Trail.*

ANALYSIS: When the *Ruthies Run* data is combined with the *Lower Three Gulch* data you have a total count of trail users since there is no other way to access the trail system without passing by one of these two counters. Since the data is being captured in both directions we need to divide those numbers in half to come up with a total trail user number. With the Sutey trail system connecting to this trail system a biker or hiker could start there and descend the Red Hill trail system and only be counted once, so the data has the possibility to not be exact, but not many hikers or bikers undertake that point to point hike or ride. Dogs and wildlife will also trip the infrared camera, so the numbers closely reflect the number of "heart beats" that travel the trails.

Some data point summer derived from the 11 month of data collection:

- Total user pass by readings on the two entrance trails utilizing the average daily traffic x 365 days =127,553 So this represents 63,776 individual users.
- The busiest month of the year for all trails collecting data is April
- Daily Average numbers: Ruthies Run-70,   Lower Three Gulch-105, Upper Three Gulch- 40, B-line Bike-10 Total average daily use-226
- Days of the week-weekends did not have a large increase of users compared to the weekdays. Weekdays averaged 13% of the weekly totals for the 5 days or a total of 65% of the weekly users and the weekends averaged 17 % per day of the total weekly users per day to make up the other 35% of the weekly total.

Prepared By: Eric Brendlinger, Parks & Recreation Department Director

Months of the year

2022-02-05 to 2022-12-31

Monthly averages
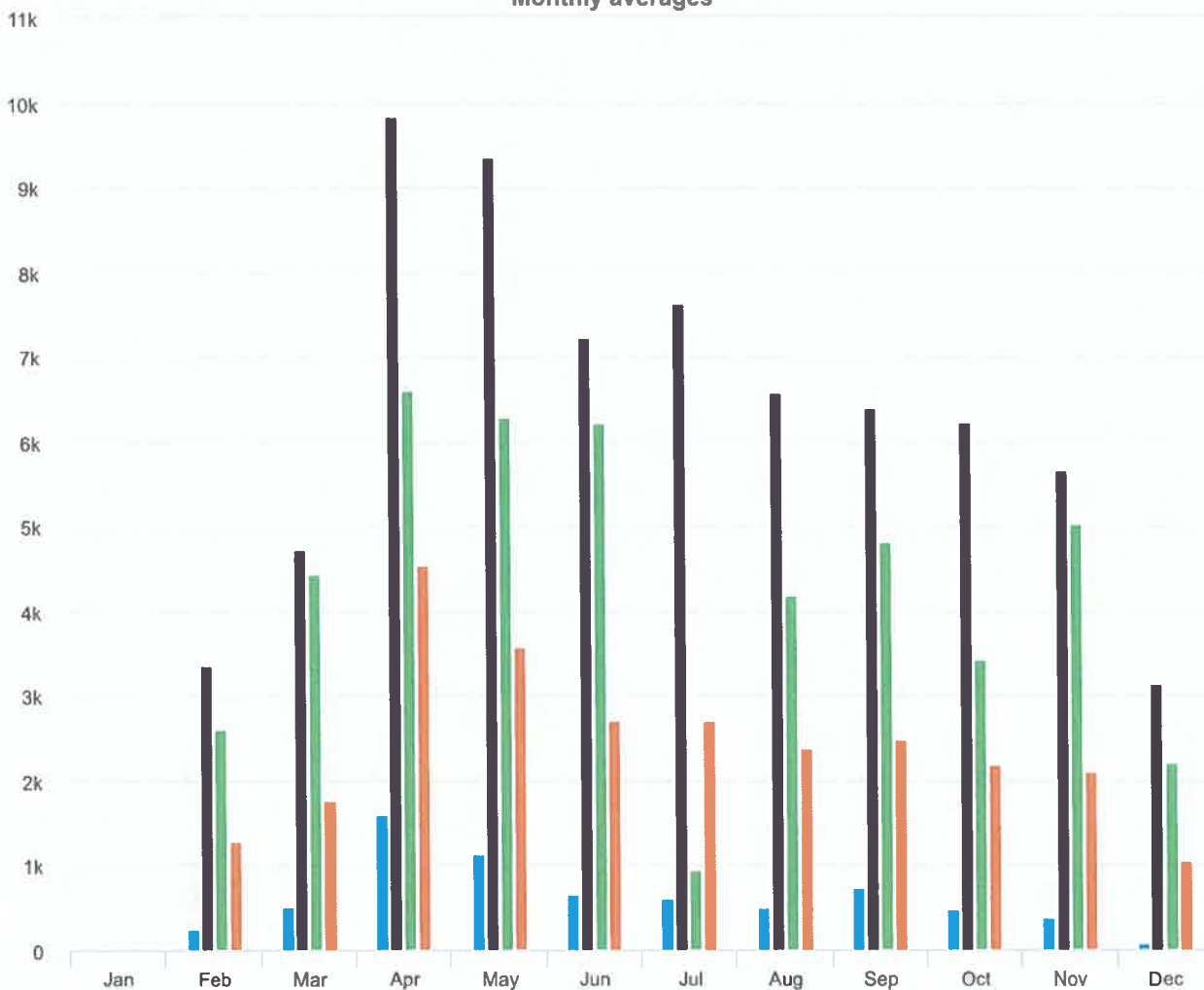
Site Name		Average	Median	STDV	Min	Max
B-line Bike		627.6	512.0	398.5	77.0	1,589.0
Lower three gulch		6,380.3	6,387.0	2,045.1	3,144.0	9,848.0
Ruthies Run		4,252.9	4,439.0	1,737.3	938.0	6,608.0
Upper three gulch		2,436.3	2,376.0	941.0	1,053.0	4,537.0

X **Excel** **CSV** **CSV**

Daily/Weekly/Monthly totals

2022-02-01 to 2022-12-31 (334 days)

Daily Totals

Weekly Totals*

Monthly Totals*

B-line Bike   Lower three gulch   Ruthies Run   Upper three gulch

* Based on Average Daily Traffic (ADT)

X Excel
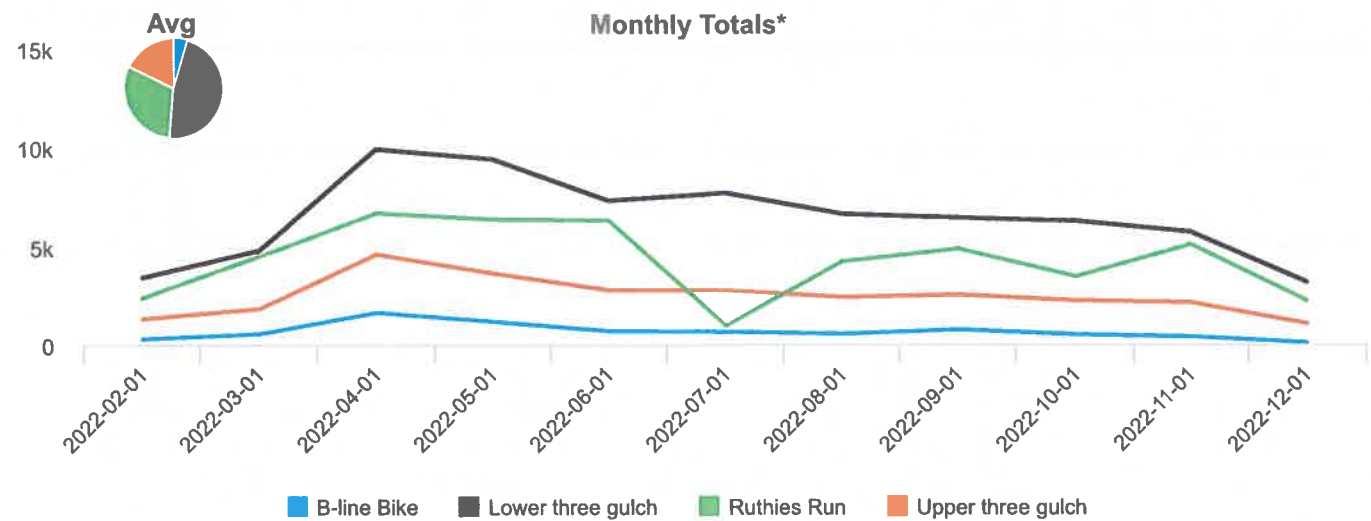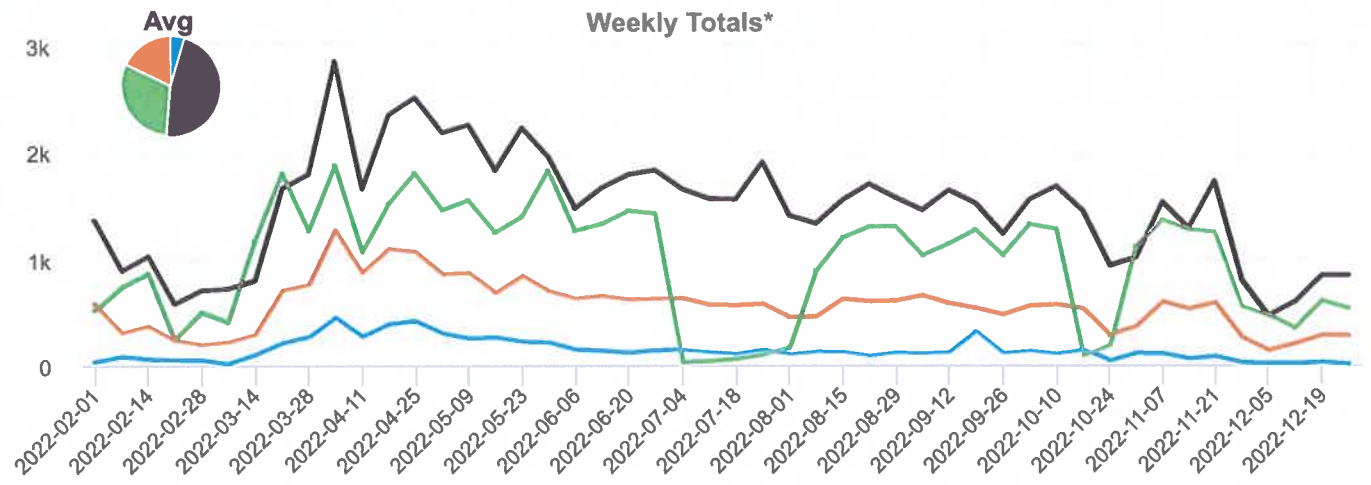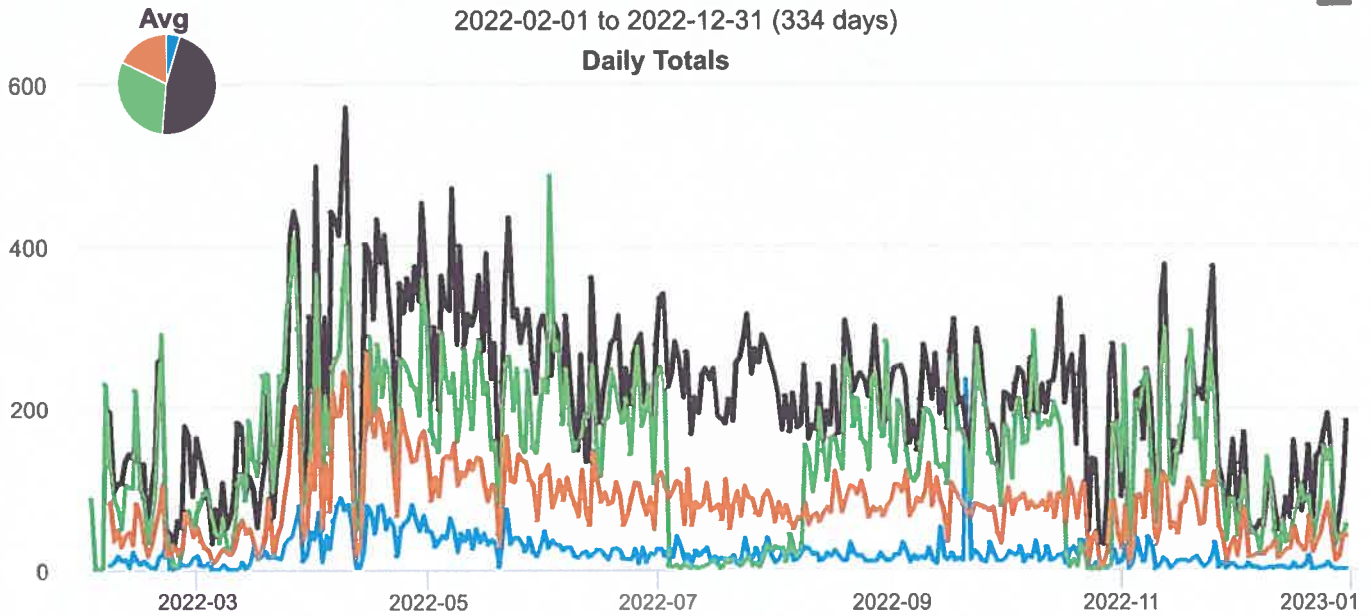
Days of the Week
2022-02-05 to 2022-12-31
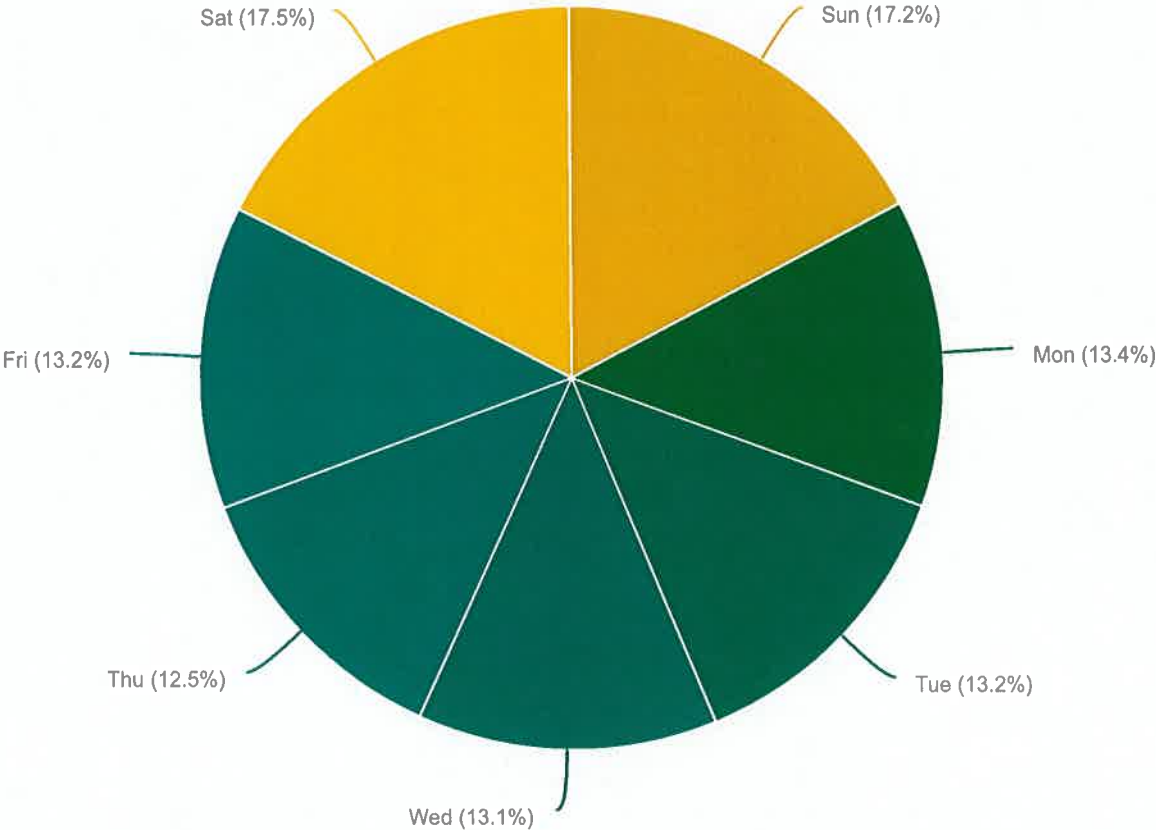
Site Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun
B-line Bike	20.3	17.8	26.6	18.1	18.4	23.2	21.5
Lower three gulch	197.9	200.7	188.6	190.8	193.7	260.1	248.6
Ruthies Run	130	125.4	126.5	112.5	130.2	176.5	182.6
Upper three gulch	76.2	74.1	73.1	75.4	76.5	95.1	94.9

X Excel CSV CSV

Compare Sites

2022-02-05 to 2022-12-31

≡

B-line Bike (4.6%)

Upper three gulch (17.8%)

Lower three gulch (46.6%)
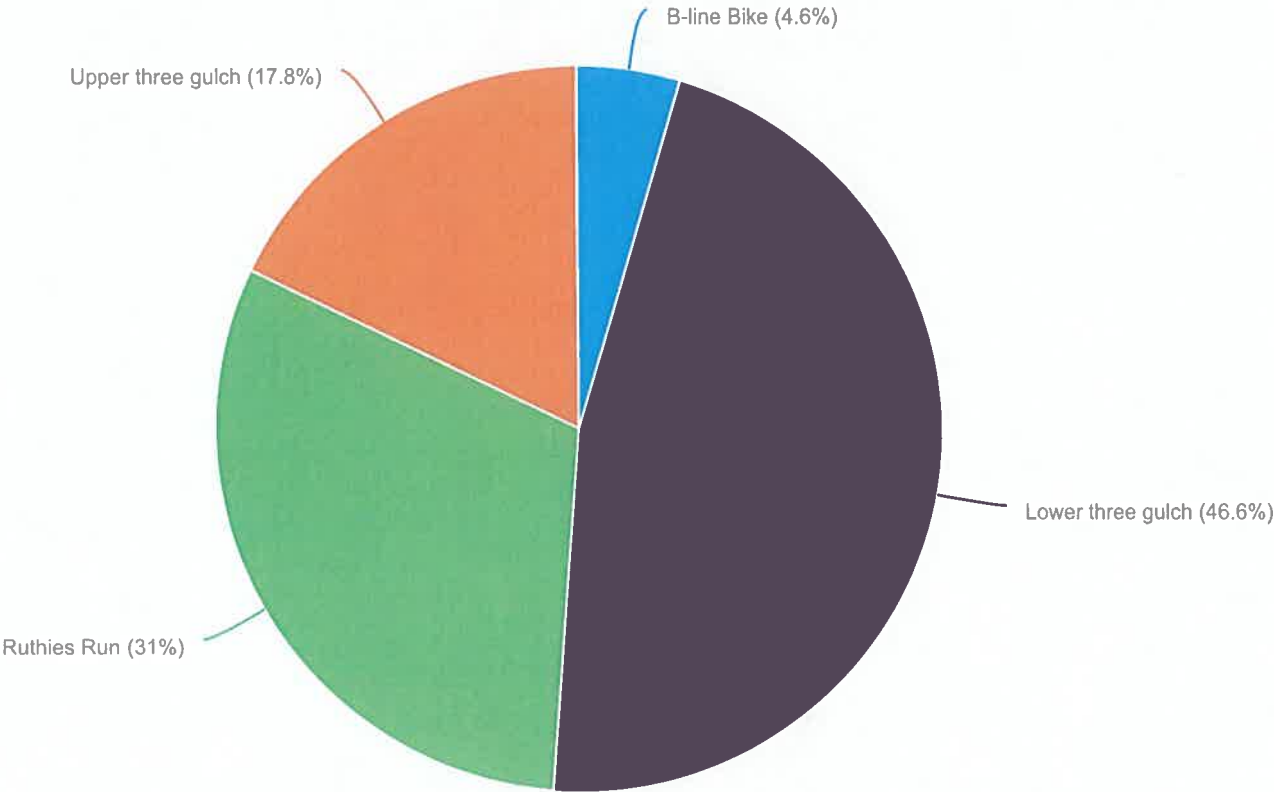
Ruthies Run (31%)

Site Name		Daily Average
B-line Bike		20.8 (4.6%)
Lower three gulch		211.5 (46.6%)
Ruthies Run		140.6 (31.0%)
Upper three gulch		80.8 (17.8%)

X Excel CSV CSV

Yearly* totals

2022-02-01 to 2022-12-31 (1 years)
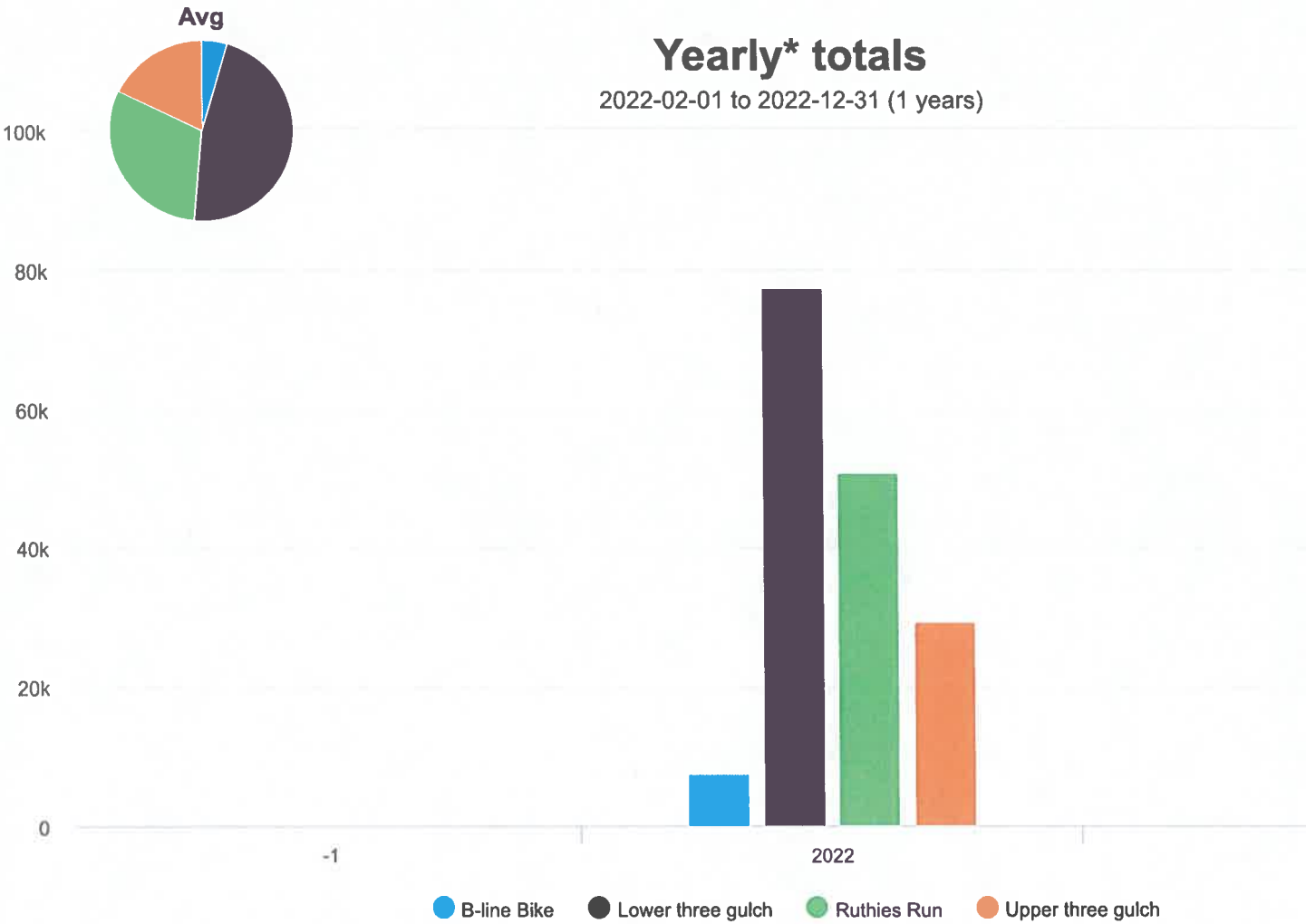
	...e Bike	Lower three gulch	Ruthies Run	Upper three gulch
2022	7613.6	77247.6	50845.2	29499.8

X **Excel** CSV **CSV**

* Based on Average Daily Traffic (ADT)

	Carbondale P & R Outstanding Projects 2/8/2023	Funding source or amount	Completed	30 days	60 days	90 days
In Progress / Need to check on status / 2023 New projects						
	GOCO Resilient Communities AVLT Red Hill Shade Shelter & landscaping	Grant $55,000	GOCO Contract grant extension	Grant closed	money transferred to Town Bank	
	Red Hill B-Line Trail Improvements and C-line alternate bike trail.	AVLT Maintenance Endowment	C-LineTrail open installed new signs		Ongoing trail maintenance	Ongoing trail maintenance
*delayed final design/ permitti	Crystal River Restoration and Weaver Ditch Efficiency Project	Grant Funded	bid published Jan 19, 2023	bids due Feb 24	bid analysis & contract	fundraising & consrution scheduling
	GOCO Resilient Communities AVLT ADA Access/ classroom	grant $55,000	GOCO Contract &Resoution	"		review bids
	Fishing is Fun Grant Crystal River Project. CPW 2020 ADA access/classroom	Grant $30,000	processed	"		review bids
	Fishing is Fun Grant Crystal River Project. CPW 2021 In-channel improvements	Grant $50,000	processed	"		review bids
*no staff training	CIWMP- Approval for 2023 weed mitigation strategies	2023 Budget	BOT 2023 Plan Approval in Feb	Present plan for approval to Trustees		Implement plan
	Playground & Park equipment repairs Cirsa audit	2023 Budget		Winter maintenance projects	winter maintenance projects	vinyl coating on metal, horseshoe pits backstops
*delayed production/ delivery	Mobile Stage 3 trained used 8 times in 2023	2023 budget	Create fee waiver guidelines	BOT fee waivers approved	repair battery issues	repair battery issues
	Aquatics Facility	2023 Budget Bond	RFQ Owners Rep and interviews	Hire owners rep- under contract	RFP/RFQ for engineering and design work	select proposal for design & construction group
	Nature Park-loop pathway improvements trail maintenance techniques	surplus EWF from 2022	Test sections wood chips donated	Test Pea gravel in mud under wood chips	Wood Chip project-Friends of park	wood chip project
	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	implement
	Hendricks Playground Replacement Burke bid $82,604	2022 Budget appropriatioin	A & Z Contracted	construction delays due to weather	delayed until spring 2023	delayed until spring 2023
	Sopris Park ADA Path & Water Fountain replacements	ordered & contracted	construction complete			hook up water fountains in spring
	Miners Park Irrigation Retrofit to ditch water	2022 parks CIP budget	VFD Pump installed and plugged in	process vfd rebate	winterized	Electrician to hook up after ditches are on.
	Park Signage and Branding (Dogs in park story map)	2023 Budget	research	subcontract graphic artist	produce sign designs	produce signs
	Highway 133 South Irrigation replacement project	2023 Parks CIP budget	rfp and bids-3rd round pump purchased	Back out to bid on On Jan 18th	Due March 1st	select contrator for spring or summer project
	Youth Art Park Rio Gande with Carbondale Arts	$35k GOCO Grant Extension	extension to Sept 2023	Fall Project	Winter Project	Grant closeout with GOCO
	Replace Rec Center Skylights and new security cameras	2023 Rec budget		seek contractor for 2023 work	select contractor	contract with contractor
	Replace Boiler and Pool Chemtrol distribution unit	2023 Pool Budget	budgeted		Schedule and contract the work	Work before Spring opening
	Updated Highlighted Chart of Master Plan	na	April P & R Meeting	review and update master plan	budgeting for 2024	Budgeting for 2024
	Ramey-Harvey Park Improvements bear proof trash cans & install signage	2022-23 budgeted	solar irrigation controllers/ signs/ tables	CAFCI donated 2 benches	Colorado Concrete proposal accepted	concrete pad in April for benches
	4th Street Plaza Park Imrovements (Chacos Park)	2023 budget	Title work, shed demo, tree removal	Research consultants for landscape opions	Hire Landscaper	Public Outreach and pricing work
	Hendricks Dog Park Water Fountain Replacement	2022 budget	Product received	storage for winter		spring install
	CWWRA-Carbondale Wild West Rodeo Association MOU and solutions	2023 Rodeo Maintenance	3 solutions meetings to date	Finalize MOU language, parking ideas	GARCO Board of Commissioners approval	Install no parking signs

* affected by covid-19

	Completed 2022					
* change scope public outreac	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 & contract	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 homeowners	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
	Red Hill C-line alternate bike trail.	AVLT Maintenance Endowment	Trail open	completed	no probuild needed	
Grants not awarded 2022	FMLD Rec Center Gym LED Lighting Retrofit	FMLD Mini-Grant	submitted	not awarded		

TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Parks & Recreation Commission
Agenda Memorandum

Meeting Date: February 8, 2023

TITLE: 2023 Town of Carbondale Integrated Weed Management Plan changes to previously presented document.

SUBMITTING: Parks & Recreation Department

ATTACHMENTS: Weed Map of Nature Park

PURPOSE:

Parks & Recreation Commission Meeting February 8th, 2023
Addendum to the previously presented Carbondale Integrated Weed Management Plan that will be presented to the Board of Trustees on February 14th, 2023 for approval.

BACKGROUND:

Upon further research by Carl Meinecke, our Town Arborist, the Public Works Department would like to have the option to spot spray a chemical herbicide *Tenacity* targeted at specific noxious weeds and also a spot spray in the early spring of *Opensight* and or *Milestone* in the late fall for the Canada Thistle. There is no public access through this area, and it would allow him to get a better handle on the bindweed and thistle.

> **From Steve Anthony Garfield County Vegetation Manager:**
> *"We concur with staff's recommendation to use Opensight on Canada thistle. In addition to the timing listed, also consider a spot application in late September to early October with Milestone. The active ingredient in Milestone is aminopyralid. The active ingredients in Opensight are aminopyralid and metsulfuron-methyl. Metsulfuron-methyl has some pre-emergent qualities to it, and is effective in the spring. A fall treatment on Canada thistles with Milestone only will be very effective, as Canada thistle will start translocating carbohydrates down to it's root system after the first frost in the fall. Treating after the first frost will move the herbicide into the deep, interconnected roots system of Canada thistle."*

Also missing from the Carbondale Integrated Weed Management Plan for 2023 draft, that was presented in December to the Parks & Recreation Commission, was the proposed 2023 revegetation techniques: This language below is derived from the Carbondale Integrated Weed Management Plan and is a good outline for necessary revegetation techniques to be used by Town staff after manual extraction or successful herbicide use on areas of noxious weed infestations. Leaving disturbed soil in the locations of our extraction efforts will result in the opportunity for a re-infestation of noxious weeds, so we will focus some of our efforts in the coming years on the revegetation plan where our actions have disturbed the soil. These revegetated zones will hopefully succeed at creating a healthier environment for desirable plants to grow and stymie the opportunity for the Canada Thistle and other noxious weeds to come back.

A crucial part of any integrated weed management plan is the introduction of site appropriate vegetation. Establishing a desirable plant community after undesirable weeds have been removed from a highly infested area requires timely cultivation and reseeding. Since the seeds from undesirable weeds may lay dormant for many years, removing all visible signs of the undesirable weeds does not ensure against their return. Revegetation is the best remedy to prevent the germination of weed seeds. It is important to inspect the land regularly to identify and treat small, new infestations by improving the soil and planting desirable plants. For the highest chance of successful revegetation, managed irrigation of dry areas, fertilization, and reseeding are beneficial in establishing desirable plant communities. Native plants are most appropriate when the goal is restoration (trying to restore native habitat). Weed-free seeds of native Colorado grasses, wildflowers or plant species appropriate to the site may be purchased, but the best source for seeds is from native species that grow in the immediate vicinity of the area to be planted. They will be best adapted to local conditions and will help maintain local integrity and genetic viability. Using native plants or seeds to reclaim disturbed land reduces degradation of native ecosystems, reduces the need for herbicides and conserves water resources. Native plants will provide a broad biological diversity and help keep Colorado looking like Colorado with a unique regional landscape that sets us apart from other areas of the country.

> ➢ *Contact the Natural Resources Conservation Service or Colorado State University Cooperative Extension for seeding recommendations. The Native Plant Revegetation Guide for Colorado, http://cpw.state.co.us/Documents/CNAP/RevegetationGuide.pdf/ published by the Colorado State Parks Natural Areas Program, is an excellent guide for native plant reseeding. Contact the Town of Carbondale Public Works office for further information on this material.*

STRATEGIES:
1. *Study all vegetation in the area and surrounding areas.*
2. *Preserve plant species native to Colorado.*
3. *Test the soil for pH balance and micro biome health by using the Haney and PLFA soil tests that are recommended by the Natural Resource Conservation Service (NRCS.).*
4. *Retain, improve and utilize as much on-site topsoil as possible.*
5. *Select a predominant species that is appropriate to the site. Then choose a few complimentary species to provide a balanced plant community.*

6. *Use weed-free seeds. Use non-hybrid seeds. Avoid commercial seed packets containing exotic plant species.*
7. *To landscape for wildlife, choose native plants that provide cover, forage, browse, seeds for birds and rodents, and shade.*
8. *Establish a vegetative cover that is diverse, effective and long lasting, capable of self-regeneration and appreciated by wildlife and people.*
9. *Stabilize the surface with proper ground cover.*

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STRATEGIES:

10. *Study all vegetation in the area and surrounding areas.*
11. *Preserve plant species native to Colorado.*
12. *Test the soil for pH balance and micro biome health by using the Haney and PLFA soil tests that are recommended by the Natural Resource Conservation Service (NRCS.).*
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17. *Establish a vegetative cover that is diverse, effective and long lasting, capable of self-regeneration and appreciated by wildlife and people.*
18. *Stabilize the surface with proper ground cover.*

Town of Carbondale
Parks & Recreation Department
Quarterly Director's Report– October, November, December 2023

ADMINISRATION REPORT

1. **Parks & Recreation Commission** at their meeting on December 14th, voted in favor of naming the 4th street plaza park, *Chacos Park*, in honor and memory of Chris and Terry Chacos. Approval of this naming of a new Town Park Facility by both the Parks & Recreation Commission and the Board of Trustees may not occur until after a 45- day public comment period to allow for any citizen comment or objection to the proposed name, and to solicit any alternative names from the public. All such comments or objections to the proposed name, or any other solicited names shall be recorded by Town staff and presented to the Parks & Recreation Commission after the 45-day period has transpired at their next regular meeting. Following the 45-day public comment period, which ended on November 20th, 2022, the Parks & Recreation Commission met on Wednesday, December 14, 2022, and formal action was taken by the Parks and Recreation Commission in making a motion to approve the new proposed Town Park Facility name. The Parks & Recreation Commission will present the park name proposal for adoption and public comment at the next scheduled Trustee meeting, which will be January 10th, 2023, at which time deliberative consideration and formal action will be taken by the Board of Trustees regarding the new proposed Town Park Facility name.

2. **Parks & Recreation Staffing changes:** Jessie Rochel accepted a position as the Executive Director with the Chris Klug Foundation. We had 37 applications for the open position this created and interviewed 6 candidates. Margaret Donnelly has been hired as the Parks & Recreation Programs & Community Center Manager. Out of this process we also found a candidate to replace the vacancy left from the internal hire and hired Kolton Morrison as our new Aquatics Facility Manager & Health and Wellness Coordinator.

3. **Red Hill Trails**: Aspen Valley Land Trust received a GOCO Resiliency Grant for $55,000, and the Phase 2 picnic shade shelter/outdoor classroom space and additional landscaping at the Red Hill trailhead has been funded by this grant. We contracted with Board by Design to build the shade shelter and that project is complete. We contracted with Fitzgerald Landscaping to conduct the landscaping in November and that project is complete. We are in the process of closing out the grant in January. The C-line trail has been adopted by Backbone Media through the Roaring fork Outdoor Volunteers "Adopt a trail" program. The original porta potty shelter was damaged beyond repair by rockfall in October. We have contracted with Board by Design for the rebuild and this has been covered by an insurance claim with CIRSA.

4. **Special Event Task Force Meetings** Each year our task force meets to recap all 2022 events held on Town Parks, Streets, and Facilities and propose 2023 events. Recap of 2022 Events meeting took please Tuesday, November 1st and the meeting to propose all 2023 events on Town land, streets, parks and facilities took place on Tuesday, December 6th 6pm in Town Hall. A calendar of events for 2023 was finalized and presented to the BOT in January for approval.

5. **Hendrick Community Garden** conducted their Fall meeting to elect Garden Leader representatives. Stephanie Riverman is stepping down as the Garden Co-Chair and Linda Giesecke will continue in the Co-chair role. Terry Lee will continue as Treasurer and Kay Ware will continue as co-Treasurer. Janet Early will continue as the Maintenance Lead with support from Joanne Teeple for fence, gate and shed maintenance.

6. **Carbondale's Integrated Weed Management Plan:** Weed Management Plan Information: A report has been produced at the end of the growing season which will gives us better data to enter into the 2023 Integrated Weed Management Plan.   We continued to conduct manual noxious weed removal at the Nature Park Solar Array, Red Hill Trailhead, Nuche park and Riverfront park (where we have encountered Absinth Wormwood State's Noxious Weed B -list) and experimented with vinegar,salt,and dish soap mixture without much success at the North Face Bike Park/Tiny nightingale and Triangle Park baseball diamonds. The Carbondale Integrated Weed

Management Plan for 2023 will be presented to the Parks & Recreation Commission, The E-Board, and the Board of Trustees in January and February for adoption.

7. **Crystal River Restoration Project:** We have extended the two Fishing is Fun grants we have received for the project to a 2023 project. We asked for a GOCO Board approval of extending the Aspen Valley Land Trust grant of $55,000 awarded from the GOCO Resilient Communities Grant Cycle and this has been accepted for an additional two years. The Town has entered as a grant partner and will be fiscally responsible for this reimbursable grant expenditures and contractual relationships. The project is back out to bid in January of 2023 for a summer project in 2023. Staff recommended an additional $200,000 in Town Funding to help with the matching portion of additional grants. One grant was written to GOCO's Restore Colorado Program and a request will be made to the Pitkin County Healthy Rivers Board in January. To date have we have secured $1,695,638 to implement the project of which the Town has thus far allocated $600,000. The construction estimate has been revised with the project reflecting anticipated increased unit costs, to be $2,610,839 with a 15% contingency which leaves a financial gap of $915,200, which should be satisfied with the additional grants and allocation from the healthy rivers ask.

Staff has completed a request for project proposal with Roaring Fork Outdoor Volunteers for a community project that could help with the following aspects of the work: invasive species mitigation, trail restoration and habitat planting of provided native species. RFOV's involvement would help us to value engineer some of the costs and provide an opportunity for the public to be involved in the project. Optimal time for planting of new material would be in the late fall, so an end of year season community project would fit well with the timing of the rest of the project work.

8. **Aquatics Facility Master Plan:** Aquatics Facility Master Plan: The proceeds for the pool bond took place on September 27th.The next step was creation of an RFP/RFQ for an owner's representative. We had seven proposals , interviewed three and hired WEMBER. The next step will be contracting with WEMBER and producing the Request for Proposals, which will include one for the architectural design work and one for a pool and building construction contractor. We are working with the Construction Manager/ General Contract delivery model vs. the Design/Build model.

9. **RFQ/RFP South Highway 133 Irrigation Replacement Project.** We had no bidders on this project from our original April bid. We went back out to bid in August but had no bids then either. We will purchase the Variable Frequency Drive pump out of this years budget and put money in next years budget to complete the now phased project. We will put out a bid in early January to get ahead of the irrigation season.

10. **Carbondale Wild West Rodeo** conducted a season recap with Town Staff, Rodeo Board of Directors, Garfield County Sherriff's Department representatives and neighbors of the facility on Monday, September 19th from 9am to 11 am in Town Hall. We conducted a second meeting on November 8 2022. A Memorandum of Understanding has been produced by the Town and has received legal counsel. This will go to the rodeo board in January and the next step after that document has been accepted, is for a parking and signage plan to go to the Garfield County Board of Commissioners. Additional research will be needed on the security, professional parking attendants and alcohol concessionaire.

11. **Hendricks Park Playground Replacement Project** has been delayed due to weather until next spring. The old playground will be demolished and recycled. We are working with A to Z Recreation for the installation of a Burke Playground that will have elements for ages 2-5 and equipment for 5-12 year old's. The playground will also have an ADA compatible swing and transfer platforms and a partner swing.

PARKS DEPARTMENT

October

1. The Parks Crew conducted trash and dog pot removal which has gone to two days a week, Monday and Friday. Potato Day set up and cleanup, cleaned park bathrooms, removed fence around pits from potato day. Smoke and fire damage remediation at the North Face Park bathrooms. Fencing and excavation work at Sopris park for a new ADA sidewalk from the bathrooms to thee picnic shade shelter and new

concrete ADA accessible pads around two new drinking fountains. Winterized bathrooms and irrigation blowouts on the 39 separate water delivery systems.

2. Recreation Facilities Lead: Potato Day setup and cleanup, participated in the CPRA Conference in Breckenridge. Weed mitigation on Town ballfields and open space parks. Worked with RFOV high school youth group for tumbleweed mitigation work at Red Hill.

November

1. The Parks crew conducted snow and tree limb removal from parks and trails. Working on the winterization of the new parks building at public works. Parks crew helped with the Red Hill Trailhead landscaping project by building tree wells and retaining walls with rocks sourced on-site. Department spent many hours last week dealing with a spate of vandalism and graffiti tagging at the skate park and at Crystal Bridge Drive bridge abutments in RVR. We spend many hours painting over the graffiti and figuring out what material will work on getting the paint from the porous landscape rocks and stairs. Parks Supervisor and Director met with representatives of CAFCI at Ramey Harvey Park to plan for two benches from a grant acquired by CAFCI. A concrete pad will be poured in the prong to make sure this new gathering place is ADA accessible.

2. Recreation Facilities Lead: Participated in a Noxious Weed Training webinar for municipalities and counties through CML. Removed boulders from Red Hill and closed upper parking lot due to damage from rock fall and produced the landscaping prep needed at the Red Hill trailhead. : Dismantled the Town Stage at the 4th street after the Dia De Los Muertos First Friday event and cleaned up the 4th street and plaza park after First Friday.

December

1. Parks Department Crew completed the following: Helped with Light Up Carbondale First Friday and tree removal from 4th street plaza park. Removed additional graffiti tagging at Crystal Bridge Drive bridge abutments in RVR. Same location from the month before that was hit again. Working on the winterization of the new parks building at public works and repairing the heating units of the building and for the new break room in this facility

2. Recreation Facilities Lead: Helped with Light Up Carbondale First Friday. Helped with set up for the tree removal and new shed placement at 4th street plaza park. There were three larger Siberian Elm trees that over the years have been growing aggressively along the shed foundation, and two medium-sized Siberian Elms along the sidewalk on the west side of the park and the Town Arborist recommended their removal. Installed signage at Red Hill for the new C-line bike trail, replaced damaged and missing signs at the Gianinetti Frisbee Golf course. Worked on the construction and flooding of the Gus Darien Rodeo Grounds Ice Rink and the 4th street plaza park ice rink. Large rink was functional and opened by December 19th. Town rink was still not frozen by Dec. 29th., (opened on Jan 2nd).

SPECIAL EVENTS 2022 October, November, December

1. **Potato Day :** The 113th Carbondale Annual Potato Day celebration was held on Saturday October 1st, 2022 in Sopris Park. The theme was Marble Mash in honor of the 100th anniversary of the Lincoln Memorial. Potato Day Contradance was hosted by the Carbondale Historical Society at the Third Street Center from 7pm-10pm on Friday, September 30th. Potato day included the Tater Trot 1 mile Fun Run

organized by Ross Montessori School, Carbondale Rotary Club Pancake Breakfast, the Potato Day Parade, a community bar-b-que in the park with live music, a farmers and artisan market and kids activities in the park, Statue Contest, Youth Gymkhana, Potato Sculpting Contest, Cowboy Coffee and of course baked potatoes.

2. **October First Friday Events.** Friday, October 7th 5-9 pm 4th street Plaza Park & Main Street Main street closed from 5-9 pm from Weant to 3rd street.

3. **Indigenous People's Day.** Sunday, October 9th 5pm-9pm and Monday October 10th 10am-2pm in Nuche Park.

4. **Farm Fest.** Inaugural event held at various locations from October 14th-16th. On Friday, October 14th a Night Farmers Market was held from 4pm-7pm at 4th and Main Street. About 15 vendors had attended. Saturday, October 15th various farms had tours for participants in Farm Fest, followed by a Farm to Table dinner hosted at Springs Creek Ranch. On Sunday, October 16th participants were able to join in outdoor activities like Yoga and Mountain Biking.

5. **Thrill the World**: A Dance Performance Event Flash mob took place on Saturday, October 29th at the 4th Street Plaza at 4pm. This event is organized by Alexandra Jerkunica of Bonedale Ballet.

6. **First Friday November 4th Di De Los Muertos** by the Carbondale Chamber: Events included Carbondale Arts celebrating the artists and community who helped create our latest mural at 4th and Main. A Dia De Los Muertos procession, featuring large-scale catrina puppets and the artistry of Aspen Santa-Fe Ballet Folklorico. The parade began at the Third Street Center at 5:30pm and ended at 4th and Main with performances by Ballet Folklorico and local fire performers. The Town Stage was set up in 4th street for the performances from Ballet Folklorico and the street was used as the stage for the fire performers.

7. **Turkey Trot**: We offered the 6th Annual Turkey Trot 5k & 1 Mile Fun Run on Thanksgiving Day morning Thursday, November 24. There were two race options: 5K and 1 Mile. The Turkey Trot ran from the Carbondale Recreation and Community Center and around town at 9:30am on Thanksgiving morning. Check-in began at 9am. Prizes were awarded for fastest runners and top age group finishers. We had 470 participants for this outdoor race. Even with the Glenwood Springs Turkey Trot, we still had large numbers.

8. **Light Up Carbondale First Friday, December 2nd, 2022**
Santa came to town with Light Up Carbondale! Friday, December 2nd at 5:30pm to light up the large tree at Main Street and Weant, with the help of the Carbondale Fire's ladder truck and magically turned on all of the lights on main street. Holiday festivities continued at 4th & Main Street with free hot cocoa, cider, and sugar cookies (cookies courtesy of Alpine Bank, and free sleigh rides with Santa 5:45pm – 7:45pm (The Deck the Walls Artisan Market was also taking place inside the Launch Pad for some Christmas shopping!

RECREATION CENTER AND PROGRAMS: Manager's Report October, November, December 2022

1. **Facility/Field Rentals:** 22 Half-Court Gymnasium Rentals, one full day Full Gymnasium for the Pitkin County Employee Party, 1 activity room rental, 1 climbing wall rental, 2 ice rink rentals, and ongoing field rental with Roaring Fork United Soccer.

2. **Additional ongoing programming not listed below:** Adult Coed Volleyball, TKD and Hip Hop Dance

3. **Rec Center Memberships**: Total active Memberships 1,267

Active CRCC Memberships Quarter 4: October, Novemeber, December 2022
Total Active Membership: 1,267
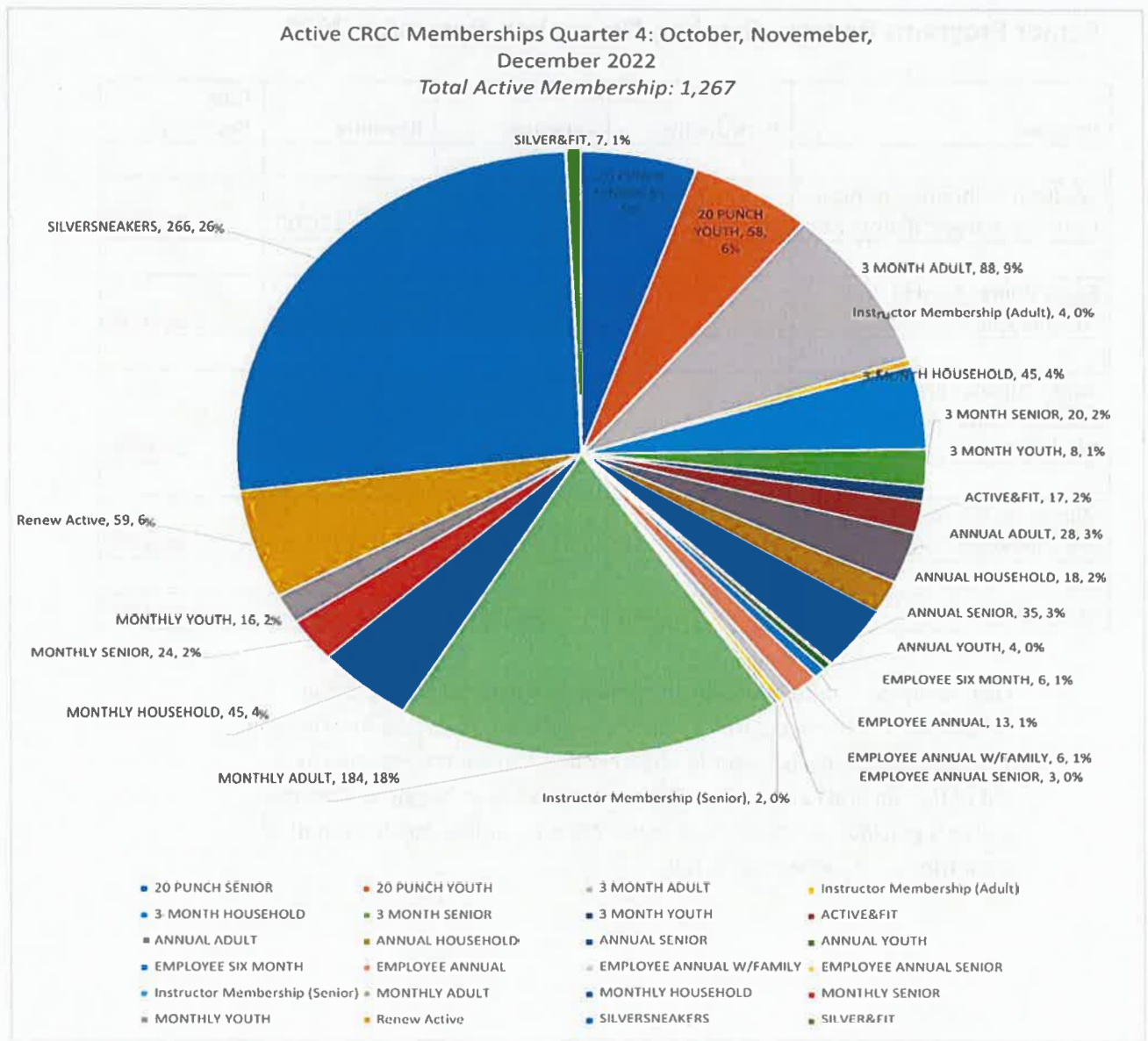
4. Fitness Classes: Adult Restorative Yoga, Cardio HIIT Circuit, Chair Yoga, HardCORE, Hatha Yoga, Indoor Cycling, Pilates, SilverSneakers Boom, SilverSneakers Classic, Summit Conditioning, Teen Yoga, Total Body Strength Circuit, Yin Yoga, Zumba
   a. Total Classes: 271
   b. Total Participants: 2,571

5. Turkey Trot:
   a. 470 Registered Racers
   b. Financial Breakdown

Final Analysis	
Expenses	$ 5,900.21
Revenue	$ 6,225.00
Cost Recovery	105.50%

Senior Programs Report: October, November, December 2022

Program	Participants	Expenses	Revenue	Cost Recovery
Western Colorado Botanical Gardens: Harvest Illuminated	10	$462.12	$150.00	32.46%
Eagle Winter Market and Holiday Fair	9	$247.18	$90.00	36.41%
Sopris Alpaca Farm, Hotel Colorado, and Mountain Madrigals	12	$354.31	$120.00	33.87%
Winter on the Mountain at the Glenwood Caverns	13	$332.08	$130.00	39.15%
TOTALS	44	$1,395.69	$490	35.12%

Final Analysis: The cost recovery for senior programs is low due to the philosophy that these programs satisfy a population that's on a fixed income. The program subsidy is supported by a historical Senior Program line item out of the General Fund budget. The seniors have been hugely appreciative and very gracious guests on these trips. We will continue to offer monthly. Most trips were full or close to full.

Youth Program Reports: October, November, December 2021

Program	Participants	Expenses	Revenue	Cost Recovery
Youth Climbing	20	$252.00	$900.00	357.14%
Freshman Basketball Camp	7	$136.00	$420.00	308.82%
Dinky Dunkers	20	$132.00	$1,000.00	757.58%
Total	47	$520.00	$2,320	446.15%

Youth Climbing: We had a solid turnout for fall/winter climbing classes. The beginner group was full all three months with a long waitlist. The older age group did not fill but had a lot of continued interest and returning climbers. We will look to hire wall specific staff this prong in hopes of expanding our offerings. We took December and January off but we will be bringing back climbing classes in February.

Freshman Basketball Camp: This fall one of our part time employees - River Byrne - wanted to offer a camp for freshmen basketball players as part of his capstone project at RFHS. It was awesome to have a program with some appeal for older kids that offered skill development for basketball players transitioning into high school level play. In the future we will look to collaborate with part time staff and high school kids to offer additional one-off programs like this.

Dinky Dunkers: Dinky Dunkers was a huge success this year. We split the gym in half and were able to accommodate 20 kids in one 45 minute time slot thanks to the help of some parent volunteer coaches. We will look to utilize this format moving forward!