

CARBONDALE PARKS & RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, October 17th, 2018 7:00 P.M.
Carbondale Town Hall

<u>TIME*</u>		<u>ITEM</u>	<u>DESIRED OUTCOME</u>
7:00	1.	Roll Call	
7:05	2.	Approval of September 5th, 2018 Minutes	INFORMATIONAL
7:10	3.	Items from Citizens Present Not on the Agenda	INFORMATIONAL
7:15	4.	Interviews for Parks & Recreation Commissioner Alternate position	INFORMATIONAL DISCUSSION DECISION NEEDED (Attachment A)
7:30	5.	GARCO FMLD Mini-grants & GOCO Planning Grant	INFORMATIONAL
7:35	6.	Proposal to repurpose two existing tennis courts at the Darien Tennis & Pickleball Courts in the North Face Park to 6 dedicated pickleball courts.	INFORMATIONAL DISCUSSION DECISION NEEDED (Attachment B)
7:45	7.	Recreation Amenities Rental Fee Waiver Policy and Gift Certificate Request Procedures Update.	INFORMATIONAL DISCUSSION DECISION NEEDED (Attachment C)
7:50	8.	Parks & Recreation Department Quarterly Report (July, August, September)	INFORMATIONAL (Attachment D)
8:15	9.	Report & Updates: Staff & Commission Members <ul style="list-style-type: none"> Eric Brendlinger, Parks & Recreation Director Jessi Rochel, Recreation Center and Program Manager Parks & Recreation Commissioners Luis Yllanes, Trustee Liaison 	INFORMATIONAL
8:50	10.	Recommendation for Appointment of New Parks & Recreation Commissioner	DECISION NEEDED
9:00	11.	Adjournment*	*Please note: Times are approximate

TOWN OF CARBONDALE APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO
TOWN ADVISORY BOARDS AND COMMISSIONS

THIS IS AN APPLICATION FOR APPOINTMENT Yes

Genevieve Villamizar

134 Sopris Avenue

Carbondale, CO 81623

337.215.1401

GoodJuju2016@gmail.com

INFORMATION PACKET DELIVERY: email

BOARD OR COMMISSION FOR WHICH (RE) APPOINTMENT IS SOUGHT: Parks & Rec

NEW APPOINTMENT ONLY- Describe any special knowledge, abilities, background or interests which you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment:

- Current grad student at Western State Colorado University, Masters in Environmental Management for Integrated Public Land Mgmt./Sustainable & Resilient Communities.
- Landscape Designer, BS in Landscape Horticulture, Design & Construction, CSU '98
- Carbondale Tree Board, mid 2000s for a few years; helped program and launch Kay Brunnier Community Tree Fund; advocated for Town GIS mapping of community forest; advocated for tree ordinance

Have been involved in the community for 13 years; huge environmental nerd; garden columnist in both our newspapers several years; currently publish and edit Bonedale|Amplified Magazine, a vector for building community; and a mom since 2010, using our park systems intensively, which gives insight to how a significant part of community uses our parks. SUPER stoked to engage in the process of garnering support for the pool project over next several years.

Hoping to use my growing knowledge as a MEM grad student to bring the latest science-based data to the evolution of our parks.

With the reality of "drought" becoming our new norm, I'm interested in sustaining the future of our parks, greenbelts and ROWs. I'm interested in helping to make our green spaces an asset to our community values and an example to emulate, regionally, despite limited budgets, resources and manpower.

Signature: (in lieu of) [Genevieve Villamizar!](#)

Date: 14 July 2018

CONGRATULATIONS! The _____ has appointed you to the _____ by official action taken on _____. Your term will expire _____.

We greatly appreciate your interest and participation in the municipal government process.
Mayor and Board of Trustees Town of Carbondale

I thank you Margaret

TOWN OF CARBONDALE

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO TOWN ADVISORY BOARDS AND COMMISSIONS

THIS IS AN APPLICATION FOR APPOINTMENT X REAPPOINTMENT _____

NAME OF APPLICANT: Chris Klingelheber
MAILING ADDRESS: 670 Northbridge Drive
STREET ADDRESS OF RESIDENCE: Carbondale 81623
TELEPHONE: (Work) _____ (Home) 303 875-2903
OTHER PHONE: _____ E-MAIL: chrisklingelheber@yahoo.com

INDICATE WHERE YOU WOULD LIKE YOUR AGENDAS AND INFORMATIONAL
MATERIALS DELIVERED:

chrisklingelheber@yahoo.com

(If you are seeking reappointment, it is only necessary to fill in your name and those
informational items which have changed since you were last appointed.)

BOARD OR COMMISSION FOR WHICH (RE) APPOINTMENT IS SOUGHT:

Parks and Recreation

NEW APPOINTMENT ONLY:

Describe any special knowledge, abilities, background or interests which you feel will provide a
positive contribution to the goals and purposes of the board or commission for which you are
seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.)

I am trained as an Elementary Education Teacher and taught in
Public Elementary Schools for 9 years. I have a degree in Anthropology
from University of Montana. I have been a Ski Patrolter at Snowmass for
3 years. Lived in Carbondale 6 years this August. I own a house in
Carbondale, am married & have 2 young daughters. I am interested in helping
the Town's Parks & Recreation Commission complete their goals of creating a better
community by providing high
quality parks and
recreational opportunities

Ch Klingelheber
Signature

5-8-18
Date

CONGRATULATIONS! The _____ has
appointed you to the _____ by official
action taken on _____. Your term will expire _____.

We greatly appreciate your interest and participation in the municipal government
process.

Mayor and Board of Trustees
Town of Carbondale

Chris Klingelheber

670 Northbridge Drive Carbondale, CO 81623

Phone: 303-875-2903 E-Mail: chrisklingelheber@yahoo.com

Experience

Peru Language School	2016
▪ 6 week Spanish Language Immersion and Travel in Peru	
Snowmass Ski Resort	2015-Present
▪ 3 years on ski patrol.	
▪ 1 year on Snowmass Summer Trail Crew.	
Carbondale Middle School	2012-2015
▪ 2 years Teaching 5 th Grade Social Studies.	
▪ 1 year Teaching 8 th Grade Social Studies.	
Stanley British Primary School	2011-2012
▪ 1 year Student Teaching and taking classes to attain Elementary Teaching License.	
Knapp Elementary School	2010-2011
▪ 1 year working as a Paraprofessional in 3 rd , 4 th , and 5 th Grade Classrooms.	
Balarat Outdoor Experiential Learning Center	2006-2010
▪ 4 years as an Environmental Educator for 3 rd , 5 th , and 7 th Graders of Denver Public Schools.	
Horizon Adventures	2005-2007
▪ 3 summers guiding backcountry adventures for teens.	
Denver Parks and Recreation	2004-2005
▪ 1 year as a High Ropes Course Facilitator.	
Mary Jane/Winter Park Ski Resort	2003-2004
▪ 1 Winter Season as a Lift Attendant.	
Montana Conservation Corps	2002-2003
▪ 1 year as a Crew-leader for an AmeriCorps Program based in Montana building Wilderness Trails.	
▪ <i>Raring Fork Leadership Member</i>	<i>2018</i>
Education	
Colorado Mountain College - Aspen	2015
Emergency Medical Technician	
University of Montana	1999-2002
B.A. Anthropology	

Chris Klingelheber

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TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Parks & Recreation Commission Agenda Memorandum

Attachment B

Meeting Date: October 17, 2018

TITLE: Repurposing Darien Tennis & Pickleball courts

SUBMITTING: Parks & Recreation Department

ATTACHMENTS: Article on Revitalizing Underutilized Courts for Pickleball

PURPOSE: Due to the increasing popularity of pickleball and the growing user group of local players the Parks & Recreation Commission will look at the possibility of repurposing 2 of the 3 tennis courts at the Darien Tennis and Pickleball Courts to 6 dedicated pickleball courts.

BACKGROUND: The 3/6 court complex at the North Face Park, Darien Tennis & Pickleball Courts is 155' x 119' = 18,445 sq. ft. or 6,148 sq. ft. split in three for 3,074 sq. ft. per court. A single pickle ball court would need 30' x 60' or 1,800 sq. ft. total. That is enough room for one (1) 60' x 119' 7,140 sq. ft. tennis/pickleball court and six (6) 60' x 30' pickleball courts to fit into 11,305 sq. ft. left on the courts. ; while the pickleball courts would be slightly truncated from USAPA standard of 64' x 34'

Benefits vs. new construction

- 1) Permanent repair to slab cracks via another 4" layer of post-tension concrete
- 2) Substantial savings in site prep vs. RE-1 school district drainage site (engineering estimated at \$100,000)
- 3) Substantial savings in perimeter fencing/wind screening vs other site; one less "cage"
- 4) Pickleball is easier to learn than tennis for RE-1 Physical Ed use
- 5) RE-1 will still have 3 tennis courts to access if needed in the future....2 by Triangle; 1 at North Face
- 6) Association has Ideas for private funding....donations, some tasteful inside small sponsorship billboards, fundraisers

DISCUSSION: This action would first require a repurposing application to GOCO. They would determine if a reimbursement of the original funds used for the project need to be reimbursed to GOCO or just a portion of the funding or no reimbursement needed at all. For the latter they would need to see documented public need and documentation of any opposition to the repurposing through a public outreach process. GOCO had \$100,000 invested in the original tennis court grant, which repurposed an inline hockey rink into the three Tennis courts. Additional GOCO funds could not be used for the repurposing process. The \$35,000 donated as matching funds to the original GOCO project is tied to the 25 year contract with GOCO on the project and would need to either be reimbursed to the school district or negotiated with the Town in another manner.

RECOMMENDATION: The user numbers support the need and the next step could be pursuing cost estimates from a tennis and pickleball court contractor and the waiver of the reimbursement process with GOCO. Since the GOCO funding process would not be available for this project, the improvements

would need to be self-funded by the Roaring Fork Pickleball Association and include some maintenance considerations and costs, as no money has been allocated in the 2019 budget for this purpose. If the Roaring Fork Pickleball Association funded the improvements an MOU would be created stating the necessity to retain public access to the courts and detailing the associations allowed use.

Prepared By: Eric Brendlinger, Recreation Center Manager

Revitalizing Underutilized Courts with Pickleball

By David Johnson

Recently, Mike Pagliarulo and a few seniors at Trilogy at Vistancia in Peoria Arizona got permission from their Home Owners Association to add chalk lines and portable nets to a full-court basketball court to make three pickleball courts. After about 6 weeks of play the group had expanded to over 20 regular players and they requested and received permission to replace the fading chalk lines with semi-permanent paint. With approval they upgraded the courts and nine months later they had 97 enthusiastic players using the courts.

If you have underutilized tennis courts – or basketball courts for that matter – you might want to turn to an up-and-coming sport that is uniquely suited to adding new life to old courts.

Pickleball is a fun court sport played on a badminton-sized court with the net lowered to 34 inches at the center. It is played with a perforated plastic ball similar to a whiffle ball and wood or composite paddles about twice the size of ping-pong paddles. It can be played indoors or outdoors, is easy for beginners to learn – but can develop into a fast-paced, competitive game for experienced players. In addition to being fun, the game has developed a reputation for its friendly and social nature.

Pickleball can be played as singles or doubles. New players can learn the game quickly in a single session. No special apparel is needed – just something comfortable and appropriate for a court sport. Equipment is inexpensive and easily portable. The game can be played by all ages and is particularly popular in school P.E. programs and senior citizen hangouts.

The popularity of pickleball is really being driven by seniors. The reasons they enjoy pickleball in many ways parallels the reasons that they can better utilize many tennis courts:

- They have lots of free time and can use the courts in peak as well as off-peak hours
- Many former tennis players find pickleball a good “step-down” sport when tennis becomes too demanding
- Pickleball is easy to learn so new players can be introduced to it and playing in minutes
- Because the pickleball court is considerably smaller than a tennis court more courts can use the same space, allowing for more players at one time

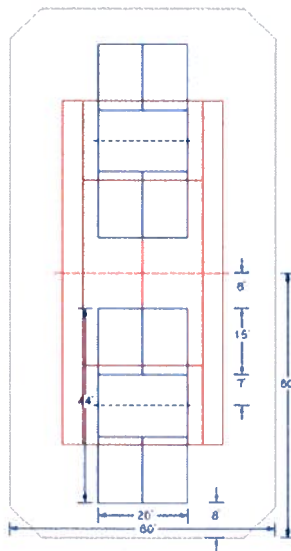
Court Conversion

There are two paths to converting existing courts to pickleball courts: shared use and dedicated use.

With shared use simply add pickleball lines to an existing court and players of both sports can use the facility. This may cause some initial confusion, but players quickly get accustomed to the lines.

The simplest way to add one pickleball court is to just lower the tennis net to 34" in the center. Lines can be chalked, taped or painted on the court for pickleball. Hold-down arrangements can be used at the ends of the net to bring the net down to the correct height for pickleball (34 inches in the center, 36 inches at the sidelines). Alternatively, a center strap could be used to

bring the net down to 34 inches in the center. If the tension on the net cord is very tight, the tension might have to be loosened slightly by adjusting the ratchet on the net post.

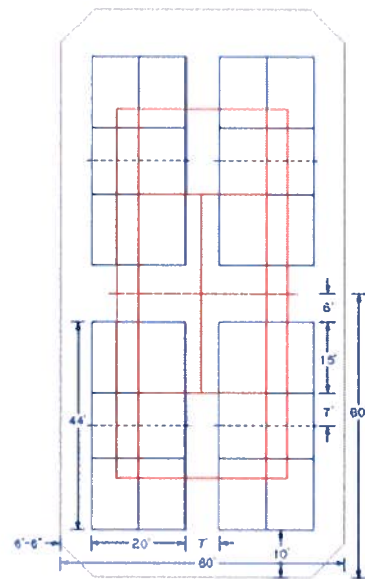


The diagram on the left shows 2 pickleball courts laid out on a tennis court. A standard tennis court pad is 60'x120'. The minimum recommended size for a pickleball court is 30'x60'. That is exactly one fourth the size of a standard tennis court pad. Therefore, it is possible to put 4 pickleball courts in the space of a tennis court except for the possible existence of angled corners that are on some tennis courts.

If the corners are angled, then two courts can fit very nicely as shown. If the conversion is temporary or it is desired to be able to continue to use the court for tennis, then portable net stands can be used for the pickleball courts and the tennis net can be left in place as a backstop for the two pickleball courts.

The diagram on the right shows four pickleball courts on a tennis court. Note how the position of the pickleball courts has been shifted by two feet to allow for the angled corners of the tennis court. That leaves only 6 feet between the pickleball baseline and the tennis net. That is a little tight, but works in a pinch.

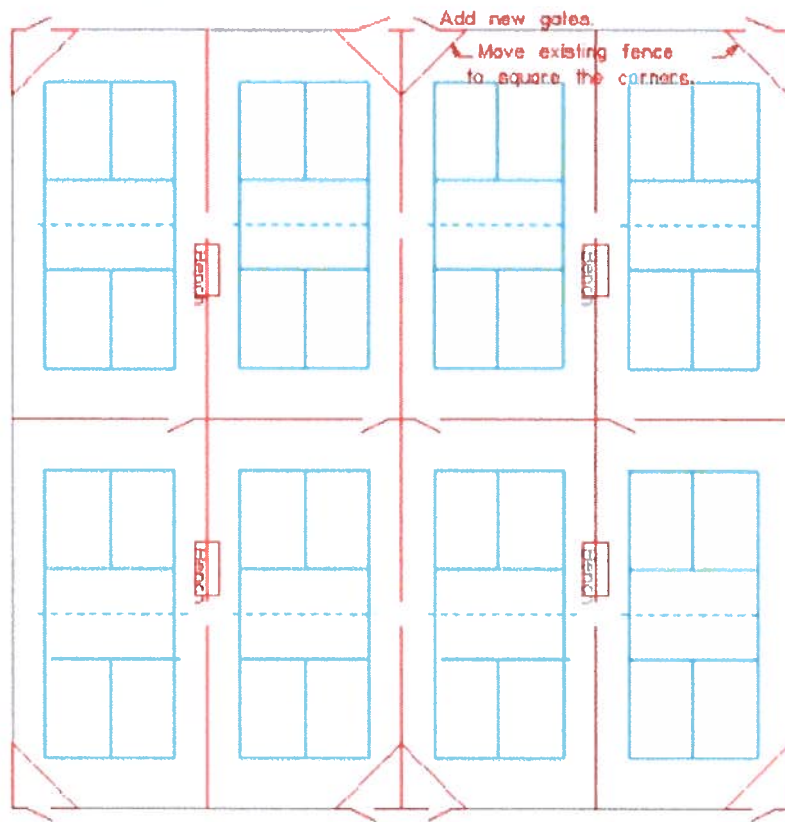
If the tennis court does not have angled corners, then move the courts 2 feet so that there is an 8-foot distance between the pickleball baseline and the backstops. Note how the lines are made to coincide as much as possible with the tennis court lines in order to minimize line confusion for the players. Note also that this layout does not allow room for fences between the side-by-side courts.



Permanent Courts

This diagram (below) shows 2 tennis courts that are permanently converted to 8 pickleball courts. If a single tennis court is converted, just refer to half of the diagram. Angled corners are squared off if necessary. If the tennis court is a standard dimension of 60'x120', that only allows 5 feet between the pickleball sidelines and the fences. That should be considered the minimum dimension. If space and budget allow, add some additional overall width. That will give the more active players more room and also give room for seating on the courts.

Conversions are happening across the United States with great success.



Stanley Volkens, USA Pickleball Association Local Ambassador for Southwest Ohio, and seasonal resident of Arizona, surveyed the 16 tennis courts in Middletown and found them greatly underutilized. Stanley approached the Park Board with a plan to convert two under-utilized tennis courts into 6 beautiful new and regularly used Pickleball courts. The Park Board gave Stanley and his Pickleball players permission to convert 2 tennis courts over to 6 Pickleball courts. The dimensions worked out perfectly. The courts have 14 ft. between them with 8 ft. at the ends. The tennis nets are the backdrops between the ends of the courts. The courts are laid out North and South.

The Pickleball players did all the work and paid all the cost (\$3956 total). They presented the new Courts to the city with a ribbon cutting ceremony with Park Board and City Council Members.

Paul Barksdale and Rex Lawler, Local Ambassadors for Greater Terre Haute, Indiana played on the new Middletown courts in the SW Ohio Senior Games and were so impressed that they brought a similar plan back home. They found underutilized tennis courts and proposed a shared cost plan to their Park and Recreation Department. The players raised \$1500 to cover nets, posts, and other supplies and the Park and Recreation Department agreed to provide the labor following the same step-by-step process and court format used in Ohio.

In Port Angeles, Washington two deteriorating tennis courts were converted into six pickleball courts. Originally donated to the city by the Elks in 1951, the \$30,000 conversion cost was shared by the Elks and the city. The courts are now often maxed out with 24 players at a time having a fun and getting exercise.

The USA Pickleball Association has over 300 local ambassadors who are ready and willing to assist with the development of more pickleball courts and community involvement efforts.

Pickleball is a great sport for seniors but is also popular with all ages. Just witness a heated inter-generational game and you will see why this sport with a funny name is becoming so popular.

David Johnson is the former Media Relations Chair for the USA Pickleball Association.

Parks & Recreation Department Quarterly Directors' Report-- July, August, September 2018

ADMINISTRATION REPORT

1. **Human Resources:** FTE position with the Parks & Recreation Department the **Parks & Recreation Facilities Maintenance Lead Position** has been filled by Derek Miller. This position performs various skilled and semi-skilled duties in the construction, operations, and maintenance activities on town recreation facilities, parks, playgrounds, athletic fields, swimming pool, recreation center, riding arena, tennis courts, bike park, skate park, ice rink, community garden, RV Park campground, trails and open space, irrigation systems, ditch maintenance, buildings, and related town facilities and equipment.
2. **FMLD Update:** Working on closeout for Fall 2017 mini-grant for Bonnie Fisher Park fence and playground equipment replacement in Sopris Park. Fence is built and the playground equipment is scheduled for a Fall project to coincide with the bathroom improvements project. This grant will be closed out in November of 2018. Spring 2018 mini-grant for \$25,000 was accepted to fund bathroom improvements in our Parks. This grant will include new roof structures on Sopris Park and Miners' Park bathrooms. This work is scheduled for this fall. New partitions will also be installed at the Sopris Park bathrooms. Applied for an additional mini-grant during the Fall 2018 cycle for playground replacement funds for Miners Park. This award date will take place in October of 2018.
3. **GOCO-Greater Outdoors Colorado 2019 Grant information:** Planning grant for an Aquatics Master Plan is being submitted for the 2019 grant cycle. The grant is due on November 1st and will ask for \$75,000 with a 25% match from the 2019 Recreation Sales and Use Tax revenue, which will be \$18,750. If successful, grant would be awarded in March of 2019, followed by an RFP to hire a consultant to conduct the work.
4. **Red Hill Trails Update:** The bi-directional hiking access trail, "Ruthie's Run" is now open to the public. This is a hiker only trail that accesses the lower portion of the mushroom rock trail on the BLM land in the Red Hill Special Recreation Management area built by Roaring Fork Outdoor Volunteers on a 7 night series of builds. There is a sign board demarcating the entrance to the hiking trail with information on future trail plans on the land purchased through Aspen Valley Land Trusts "Save Red Hill" Campaign. Mobilization by *Singletrack Trails* to build the other two trails will take place this October, November and possibly into December. The BLM Environmental Assessment is complete and in full force on the BLM portion of these new access trails, giving us the green light to begin the work on the trails this fall.

PARKS MANAGEMENT:

1. **Water Restrictions:** Parks Department raised mower heights from 2.5" to 3.5"-4 " and cut the irrigation times on all park systems in half to achieve the 50% reduction in water use required by the Town of Carbondale water restrictions. The North Face bike park watering time has also been cut in half, but citizens might see watering of the pump track and jump lines taking place during the day in violation of the current water restrictions. This is a necessary technique to maintain the cohesiveness of the riding surfaces and to keep the track moist for dust suppression. The system

runs normally for 2 minutes per zone on an hourly cycle in the daytime for this purpose. We have adjusted this to 1 minute per cycle to achieve the 50% reduction in water usage, but will retain our daytime watering needs for track maintenance.

2. **Weed Eradication:** The Parks crew worked on a weed eradication project last week and will continue with this next week in the ball field i which have been over-run with three weeds growing in the infields requiring manual extraction. The three weeds are prostate pigweed, prostate knotweed and common purling. There is also a variety of grass growing in the infield called Ventenata grass
3. **North Face Park:** We are using AVENGER a burndown herbicide to help control the weeds. This broad leaf 100% natural herbicide is made with citrus oil and does work well on the broad leaf weeds. We are learning that a two to three week reapplication is necessary to knock down the new growth that happens in that time and to avoid them going to seed and should be a budget consideration for 2019. Summer Advantage Groups with Roaring Fork Outdoor Volunteers are conducting community service projects with manual weed pulls at the North Face Bike Park and town ball fields on Friday, July 20 and Friday, July 27.
 - Special Events held at the park:
 - Western Slope Pickleball Tournament
4. **Delaney Nature Park:** Annual weed mitigation burn of Delaney Nature Park did not take place this year due to dry conditions. Clean up and weeding conducted at the solar array edible garden area.
5. **Gus Darien Rodeo Arena:** We hired GM Services LLC to conduct the rodeo grooming and maintenance for tis rodeo season due to the open position of Recreation Facilities Maintenance Lead. Additional recycling stations were placed on site and a recycling multi-stream dumpster to aid in the special event cleanup on site.
 - Special Events held at the arena:
 - Carbondale Wild West Rodeo (Total of 12 for the season)
 - Gymkhana (2)
 - Roaring Fork Ranch Roping
 - Mexican rodeos (2)
6. **Gateway RV Park:** New water storage system is functional. This is housed in a tank building with a new pump system with a 500 gallon capacity. End of Season Utilization Report and historical use chart below: Gateway RV Park, located on County Road 106, directly above the Bob Terrell State Wildlife Area and the Carbondale Boat Ramp. Reservations for next year will go live on October 15th at www.gateway-rv-park.com. The RV Park Closed for the season on October 1st.

Utilization report for 2018 season:

Sitetype	Calendar Nights	Total Nights	Booked Nights	Booked %
Tent Camping Group Site	153	153	26	16.99
Overflow RV Site	153	153	33	21.57
RV Site (electric only) 20 ft max	153	306	155	50.65
RV Site water / electric only (24ft max)	153	765	462	60.39
RV Site full hook-up (34 ft max)	153	765	503	65.75
RV Site Full hookup (max 35ft-45ft)	153	765	533	69.67
	765	2754	1712	40%
		Rv sites only		62%
		Group Tent sites only		17%
		Rv sites w/overflow site		65%

7. Sopris Park:

- Special Events held at the park:
 - 4th of July Parade, Carnival and Pool party
 - Carbondale Mt. Fair
 - 2nd Sunday Community concert series (Three Shows)
 - Wilderness Workshop Member Appreciation
 - Potato Day

8. 4th Street Plaza Park:

- Special Events held at the park
 - Our Town One Table
 - The Hoot KDNK
 - Cowboy Up
 - Farmers Market
 - No Man's Land Film Festival
 - Running of the Balls
 - Celtic Fest and Oktoberfest

9. **Jail and Cabin History Park:** A bench was donated and set for this park in memory of Betty and Wally de Beque.

10. **Community Garden at Hendricks Ranch:** A change in leadership has taken place at the garden with Carolyn Jemison stepping down and Stephanie Riverman acting as the Garden Leader Pro Tem. This will be in place until the Fall election of officers for the 2019 gardening season at the annual meeting on the third Wednesday in October.

11. **Riverfront Park Trail Repair:** The Riverfront Trail on the north side of the Crystal River in the vicinity of North Bridge in RVR was washed out by high water two years ago. This was originally an RFOV project to raise and level a trail experiencing major erosion. The high water caused the trail to lose its tread and expose the rock structure below. An RFOV, and Carbondale Middle School collaboration project repaired the trail tread this fall with some road base.

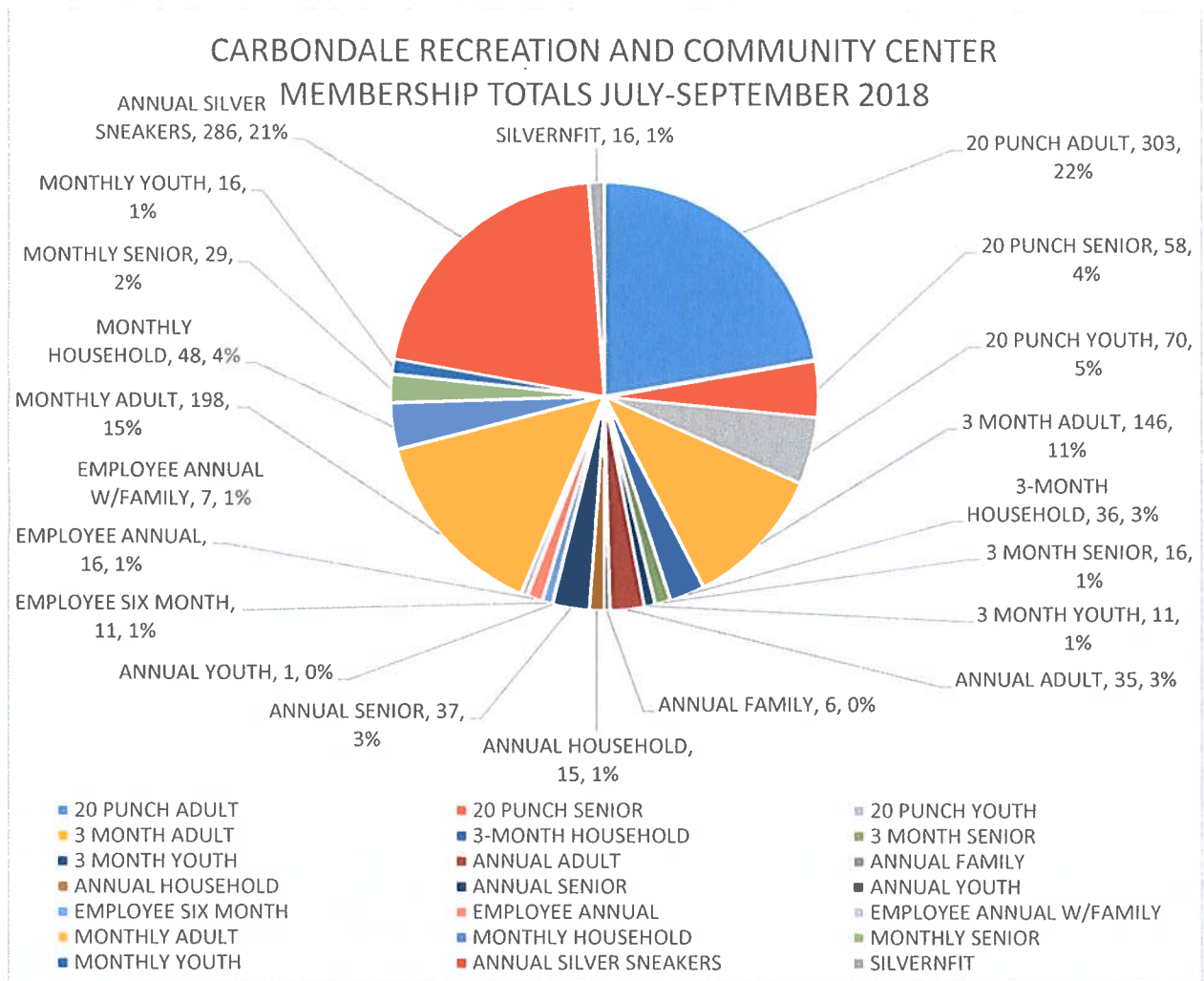
SPECIAL EVENTS

1. *Second Sunday Concert Series.* Thanks to the support of the Town of Carbondale, Steve's Guitars, Alpine Bank and all of our many sponsors, we had four free live concerts in Sopris Park on June 10th, July 8th, August 12th and September 9th. These free shows were held from 4pm to 8pm on each of the four Second Sunday afternoons. Like past years, these concerts are a family-friendly, alcohol and pet free event that is a perfect option for a picnic on the grass looking at the majestic Mt. Sopris while hearing wonderful live music
2. *First Friday,* July 6th will be celebrated with the 18th Annual Mt. Sopris Music Fest. Local bands will play from 5 pm to 10 pm on the 4th street plaza park stage with five local acts; Wes Engstrom, Tommy the Animal, Cowboy Corral, Sleepy Justice and Cat Toys for the People.
3. The *Farmers' Market* for 2018 was held on Wednesdays from, June 13 – September 26th at the 4th Street Plaza Park, from 10am until 3pm. The Market emphasizes, and depends on a small eclectic blend of local farmers, producers and artisans. Each Wednesday they gather here to provide you the freshest & finest produce grown on the Western Slope. All of the vendors strive to incorporate wise & sustainable business practices. For more info go to www.carbondalefarmersmarket.com.
4. The *Carbondale Wild West Rodeo* series started on June 7th and culminated on August 23rd. The Carbondale Rodeo Committee is a not-for-profit, volunteer organization committed to keeping the Roaring Fork Valley's western heritage alive by offering a fun family-oriented event for residents and visitors alike. For more information go to their website. <http://www.carbondalerodeo.com>.
5. The 47th annual *Mt. Fair* took place on July 27,28,29. Parks Department employees were scheduled from 7 am – 7 pm on Saturday and Sunday to manage everything outside of the Sopris Park Mt. Fair venue, due to the increased use of other parks, public bathrooms and picnic shade shelters. We open up the pool at 7 am for Mt. Fair Vendors to take showers on Friday, Saturday and Sunday.
6. *KDNK's fundraiser "The Hoot"* will took place on August 10th from 5 – 10 pm on the 4th street Plaza park and street. The music includes a DJ set, El Javi Flamenco Rock, and Atomga, funky afrobeat. The event was free with food and drink to purchase. The Street was closed from 7 am to 10:30 pm for the live music which will end at 9:30 pm. This was followed by the Mt. Fair volunteer slide show.
7. *Ragnar Relay* will come through Town on Saturday August 11th in the early morning and lasting until about 12 noon. They use the Gus Darien Rodeo grounds as a transfer location.
8. *Compassion Fest* will take place at the Third Street Center and at Bonnie Fisher Park next Week. August 16, 17 & 18th. There was films, speakers, workshops and live music in the park. For more information go to www.compassionfest.world.
9. *Throw Down Hoe Down,* Carbondale Clay Centers annual fundraiser will took place on Saturday September 22. The event shut down main street from Snowmass Drive to 2nd Street from 1pm to 9 pm. The event took place from 4- 8:00 pm and includes a handmade bowl and plate from a local artist, food and beverages and a Chili Cookoff and live music by the Canary Feathers.

10. Carbondale's Historic *Potato Day* Celebration took place on Saturday, October 6th this year. The Potato Day Committee, consisting of representatives of the Town of Carbondale, Mt. Sopris Historical Society, Carbondale Chamber, Sopris Sun, Carbondale Library, Roaring Fork High School and members of the Xi Gamma Tau sorority, created the festival for the 109th Potato Day celebration. We had 25 vendors, \$1,000 in gift certificates donated, and monetary sponsorship from 38 local businesses. After expenditures and a stipend is pulled out for next year's startup capital for the event and the Carbondale Historical Society will be the recipient of the remaining proceeds.

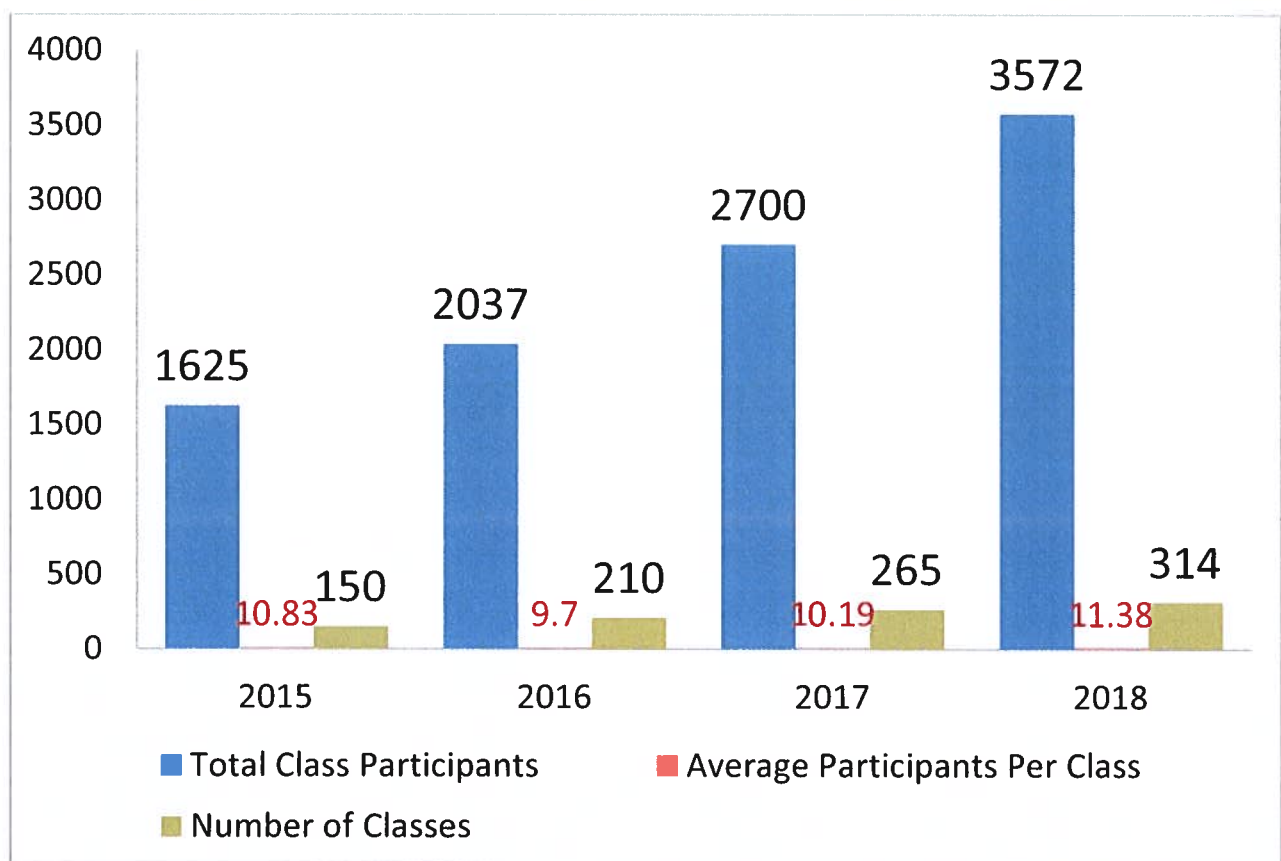
RECREATION & COMMUNITY CENTER UPDATE:

1. **Memberships:** The present active membership count for the CRCC is 1,361 memberships. Membership choices present the following membership breakdown. This is only 3 more memberships over the same quarter last year. But this year we restructured our Family Pass to a more inclusive Household Pass so the fact that we are up at all is actually very positive news (the new structure allows for 2 adults and up to 4 kids living at the same physical address to share a pass—the old Family Membership only allowed for 2 spouses/domestic partners and up to 2 kids).



2. **Recreation Center private rentals for July, August, September:** 15 ongoing Ascendigo Alpine Sports Program Climbing Wall Rentals; 2 Rentals for Quinceaneras in July; 1 Rental for CARE's Dressed to the K9s Fundraiser in September; 7 CRMS Climbing Wall Rentals in September
3. **Recreation Center Marketing:** Fall brochure was produced in-house and distributed as an insert into the September 6th, 2018 edition of the Sopris Sun and the other 2,000 were distributed locally. All printed material directed the user towards our on-line registration possibilities and towards our web site for more information.
4. **Classes included in membership :***Silver Sneakers Classic, Chair Yoga, Hatha Yoga, Yin Yoga, Core Cardio, Zumba, Aqua Zumba, Nia, Tai Chi, Summit AMPED, High Intensity Interval Training, Water Aerobics, and Aqua Zen.*
5. **Specialty CRCC Classes:**
 - Tae Kwon Do. Tae Kwon Do (averaging 16 students) during this time frame for the year round Tuesday & Thursday evening class from 6:30-8:00pm.
6. **Quarterly Wellness Events:**
 - Gardening Classes: Bugs in the Garden and Harvesting Your Garden classes cancelled due to no signups
7. **Fitness Class Participation Graph:**

Quarterly/Q3 Fitness Class Participation Year vs. Year Comparison



PARKS AND RECREATION PROGRAM COST ANALYSES:

Youth Programs Report: July, August, September 2018				
Program	Participants	Expenses	Revenue	Cost Recovery
Bike Park Lessons (July-Sept)	18	\$603.00	\$1065.00	176.62%
Rosybelles Preschool Art (Sept)	26	\$198.00	\$260.00	131.31%
Sk8 Girls ONLY (July-August)	11	\$493.00	\$715.00	145.03%
Tennis (July)	14	\$503.60	\$936.00	185.86%
Beg/Int Climbing (July-August)	8	\$338.23	\$480.00	141.92%
Climbing Club (July-August)	6	\$253.23	\$300.00	118.47%
Rockstars Climbing (July-August)	10	\$338.23	\$600.00	177.39%
Rock Warriors (July-August)	7	\$2,274.14	\$595.00	26.16%
All-Star Sports Camp	16	\$202.00	\$1280.00	633.66%
Bananas Field Trip	13	\$601.12	\$650.00	108.13%
Basketball Skills Camp	16	\$288.00	\$1280.00	444.44%
Get Air Field Trip	17	\$989.24	\$850.00	85.92%
Grottos Hike	13	\$258.12	\$260.00	100.73%
Hockey Skills Camp	11	\$799.39	\$935.00	116.96%
Pee Wee Baseball	14	\$731.98	\$630.00	86.07%
Rafting Field Trip	9	\$733.80	\$585.00	79.72%
Savage Lakes Backpacking Trip	9	\$1326.18	\$540.00	40.72%
Thomas Lakes Hike	11	\$255.80	\$185.00	72.32%

Volleyball Camp	6	\$288.00	\$480.00	166.67%
Youth Baseball/Softball	85	\$6,386.22	\$7,400.00	115.87%
Youth Pickleball	10	\$428.00	\$300.00	70.09%
TOTALS	330	\$18,289.28	\$20,326.00	111.14%

Final Analysis: Overall, our youth programs look really good. There are a couple we need to scrutinize and re-evaluate in regards to fees and participation numbers (Youth Pickleball, Rock Warriors, and the Backpacking Trip). Otherwise, the numbers are right where we want them where most are actually doing better than breaking even, and those that are being subsidized are still in a healthy range.

Adult Programs Report: July, August, September 2018				
Program	Participants	Expenses	Revenue	Cost Recovery
COED Softball	10 Teams	\$4049.32	\$4500.00	111.13%

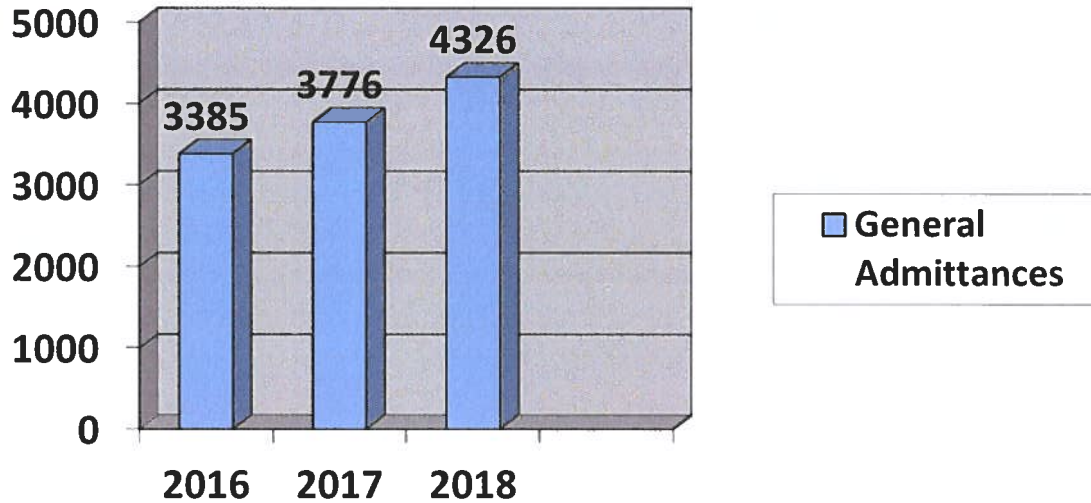
Final Analysis: Adult Coed Softball numbers look great! As an adult program, we strive to make this break even at worst, so to come out on top financially is great news. We run this as a joint league with Crown Mountain and it is continuing to prove popular and successful. We cancelled our Men's league this year due to lack of registrations.

Senior Programs Report: July, August, September 2018				
Program	Participants	Expenses	Revenue	Cost Recovery
Palisade Day Trip	12	\$501.50	\$120.00	23.93%
Twin Lakes Boat Tour	8	\$425.71	\$180.00	18.79%
Paonia Day Trip	16	\$727.28	\$160.00	22.00%
TOTALS	36	\$1654.49	\$460.00	21.57%

Final Analysis: The cost recovery on our Senior Programs is always low as this is one area we are willing to heavily subsidize in order to be able to offer creative excursions. Our participation numbers are climbing which has resulted in even lower recovery rates as we are starting to need to take two vans per field trip to accommodate all the seniors that want to go.

POOL REPORT:

Pool Admittances



2018 John M Fleet Pool End of Season Report

	2018	2017
Total Admissions (Passes/Drop Ins)	7024	6046
Private Swim Lessons	88	98
Public Swim Lessons	368	366
Students brought in by schools and camps (Carbondale Community School not reflected in this number)	594	996
Water Aerobics	586	545
Youth Tri Training	5	5
Tri Race	21	19
Lifeguard Recert	4	8
Lifeguard Training	18	7
4 th of July	186	142
Total Revenue (unofficial)	\$51,813	\$47,427



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

Parks & Recreation Commission Agenda Memorandum

Attachment C

Meeting Date: October 17, 2018

TITLE: Recreation Center Pass Donations and Facility Rental Fee Waivers

SUBMITTING: Parks and Recreation Department

ATTACHMENTS: 2017 and 2018 Punch Pass Donations; Facility Rental Rates

PURPOSE: To discuss and implement comprehensive policies concerning requests for Carbondale Recreation and Community Center (CRCC) 20-Punch Pass donations for fundraisers, as well as facility rental fee waivers for the same.

BACKGROUND: Historically, the CRCC donates 20-Punch Passes for fundraisers that meet four main criteria: non-profit, local, matching our mission, and not for a specific individual. We donate one per group per calendar year, usually totaling somewhere around 24 passes.

As far as facility rental fee waivers are concerned, these historically have required Board of Trustee approval.

Both of these policies have been understood and acted on by CRCC management, without formally existing in writing in a clear and concise package that can be presented and/or shared with groups requesting donations or fee waivers.

DISCUSSION: Recently, we have been approached by two different groups that have not been previously addressed in the existing policies.

The first group was a religious organization requesting a donation for their fundraiser.

The second group was a private citizen hoping to fundraise in our facility on behalf of a national non-profit that neither has a local chapter, nor is the citizen a direct affiliate of.

The Parks and Rec Department would like to establish formal policies for punch pass donations and facility rental fee waivers that include specific guidelines that must be followed, as well as specific criteria that must be met.

RECOMMENDATION: I recommend that the Parks and Rec Commission move to accept the following policies regarding 20 punch pass donations and facility rental fee waivers:

20 Punch Pass Donations: For any entity requesting a 20 Punch Pass Donation, the following criteria must be met:

1. Must be a non-profit
2. Must be local (Roaring Fork Valley, RE-1 School District, Local chapter/representative of national organization)
3. Must be a group or organization, cannot be for a fundraiser on behalf of a single person
4. If the organization is religious in nature, the organization must be non-denominational and able to prove that the fundraiser is for a specific cause that matches our mission (i.e. assisting the homeless, providing recreational programming to youth or seniors, protecting open spaces, etc), and cannot be simply part of the general operating budget
5. Cannot be political in nature
6. Each organization is only allowed one donation per calendar year, unless partnering with an additional qualifying non-profit
7. Donations are permissible for high school sports teams outside Carbondale IF our high school does not offer that sport (i.e. Basalt Climbing Team, Glenwood Springs Hockey Team)

Facility Rental Fee Waivers:

1. Must be a non-profit
2. Must be local (Roaring Fork Valley, RE-1 School District, Local chapter/representative of national organization)
3. Must be a group or organization, cannot be for a fundraiser on behalf of a single person
4. If the organization is religious in nature, the organization must be non-denominational and able to prove that the fundraiser is for a specific cause that matches our mission (i.e. assisting the homeless, providing recreational programming to youth or seniors, protecting open spaces, etc), and cannot be simply part of the general operating budget
5. Cannot be political in nature
6. If the fundraiser is on behalf of a national non-profit, event must have a local chapter or local representative; if neither of these criteria can be met, event must provide extensive budget details concerning how the funds will be handled (complete transparency is required—i.e. event may process registrations through the rec center or must set up a fundraising account at a local bank)
7. Each organization is only allowed one donation per calendar year, unless partnering with an additional qualifying non-profit
8. Facility rental fee waivers apply to rental of facility spaces ONLY; any fees associated with staffing, setup/takedown of equipment, cleaning, or damage deposits are NOT included in fee waiver
9. The process will be as follows:

- a. Entity must first apply for a Community Request Fund
- b. Must then be approved by the Special Events Task Force
- c. Must appear before the Parks and Rec Commission for recommendation for BOT to approve fee waiver
- d. Must secure BOT approval for fee waiver

Prepared By: Jessi Rochel, Recreation Programs and Community Center Manager

Donated Punch Passes 2017

Date Issued/Event Date	Group Requesting	GC #
April	Blue Lake Preschool	156
January	Carbondale Recreation	157
January	Carbondale Recreation	158
January	Carbondale Recreation	159
January	Carbondale Recreation	160
February	CRES Sip and Slurp	161
March	KDNK	162
March	RFHS Project Graduation	163
March	Garfield Healthy Communities Coalition Celebration	164
March	Ladies of Love	?
March	Family Block Party	165
May	Carbondale Mountain Fair	166
July	Aspen Deaf Camp	167
July	Ascendigo (Cowboy Up)	168
August	CCC Settings	169
August	ACES Harvest Block Party at Rock Bottom Ranch	170
September	Rock 'N Roast (Growing Years, Mt. Sopris Mon, CRMS Preschool)	171
November	KDNK Labor of Love	168 (Should have been 172)
November	La Loteria (CRES)	172
November	CARE Day of Infamy Snowshoe Race	173
November	Reel Rock 12 (Basalt High School)	174
November	RFHS Track and Field	175
December	RFHS Choir	176
December	CMS Kindness Project	177

Donated Punch Passes 2018

Date Issued/Event Date	Group Requesting	GC #
Monday, January 08, 2018	Rattle the Castle	178
Monday, January 22, 2018	Family Hoedown (Aspen and Carbondale Community Schools)	179
Monday, January 29, 2018	26th Annual Ski for Sisu	180
Wednesday, January 31, 2018	Blue Lake Preschool Date Through the Year Fundraiser Event	181
Tuesday, February 13, 2018	PEO Spring Tea for Scholarships	182
Tuesday, February 27, 2018	Ross Montessori School Roaring 20's Party	183
Tuesday, March 20, 2018	Family Block Party	184
Friday, April 6, 2018	Spring into Wellness	185
Tuesday, April 24, 2018	Mountain Fair	186
Wednesday, June 13, 2018	Redstone Community Association Ducky Derby	187
Wednesday, August 22, 2018	Carbondale Clay Center	188
Monday, September 10, 2018	Carbondale Rotary Club "Running of the Balls"	189,190
Friday, September 14, 2018	RE-1 Hockey Team Fundraiser	191
Monday, September 24, 2018	ACES' 1st Annual "Green" Silent Auction	192
Monday, October 8, 2018	BHS Climbing Program Reel Rock Film Tour	193
Wednesday, October 10, 2018	Oktoberfest Cornhole Tournament	194
Wednesday, October 10, 2018	Oktoberfest Cornhole Tournament	195
Thursday, October 11, 2018	9th Annual Rock N' Roast Preschool Fundraiser	196

Non-Profit / Youth / Senior / Government			Deposit	Gym Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$92	\$462	\$300		
1/2 Gymnasium Rental	\$46	\$231	\$150		
Kitchen	\$35	\$173	\$100		

General / Business Use			Deposit	Gym Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$116	\$578	\$300		
1/2 Gymnasium Rental	\$58	\$289	\$150		
Kitchen	\$46	\$231	\$100		
After Hours & Gym Buff	\$24 / hour/ staff + rental fees				
Stage Set-up	\$24 / hour/ staff + rental fees				

Equipment & Amenities

Bounce House \$75/hr
 Scoreboards w/ wireless controls \$35
 Stage (4 ft by 8 ft sections) \$20 per section
 Staff (2 staff x 1 hr x \$24/hr) \$48/setup and \$48/takedown

Equipment rental fee

Subtotal Room Rental
 Subtotal Equipment Rental
 Additional staff/after hours
 Total Facility Fees

Paid Date _____

For Office Use only:

<input type="checkbox"/>	Gymnasium was left clean and undamaged.
<input type="checkbox"/>	Equipment was returned in original state, clean and undamaged.
<input type="checkbox"/>	All/part of the damage/cleaning deposit was retained for reasons listed below.
<input type="checkbox"/>	Cleaning charges were assessed at \$40.00 per hour. Damages were assessed as explained.
\$ _____	Retained \$ _____ Returned Date: _____, 201_ Staff Signature _____

Description of Damages:

Description/Purpose for Additional Cleaning:

CRCC Special Event Public Rental Agreement 250 or more participants

Non-Profit / Youth / Senior / Government			Deposit	Room Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$95 / <u>\$132</u>	\$473 / <u>\$662</u>	\$300/ \$600		
Kitchen	\$37 / <u>\$51</u>	\$184 / <u>\$257</u>	\$100 /\$200		
Multi-purpose room	\$32 / <u>\$44</u>	\$158 / <u>\$221</u>	\$100 /\$200		
Lobby & Patio	\$24 / <u>\$34</u>	\$121 / <u>\$168</u>	\$100 /\$200		
Entire Facility (closed)	\$206 / <u>\$288</u>	\$1029 / <u>\$1439</u>	\$1000 / \$2000		
After Hours & Gym Buff	\$24/hr/staff x _____ hrs + 3 hr gym buff=				
Security	\$24/hr/officer x _____ # of guards x _____ hrs =				

General / Business Use			Deposit	Room Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$121 / <u>\$168</u>	\$604 / <u>\$840</u>	\$300/ \$600		
Kitchen	\$48 / <u>\$67</u>	\$242 / <u>\$336</u>	\$100 /\$200		
Multi-purpose room	\$37 / <u>\$51</u>	\$184 / <u>\$257</u>	\$100 /\$200		
Lobby & Patio	\$24 / <u>\$34</u>	\$121 / <u>\$168</u>	\$100 /\$200		
Entire Facility (closed)	\$253 / <u>\$355</u>	\$1265 / <u>\$1775</u>	\$1000 / \$2000		
After Hours & Gym Buff	\$24/hr/staff x _____ hrs + 3 hr gym buff =				
Security	\$24/hr/officer x _____ # of guards x _____ hrs =				

Underlined = rental rates for functions serving alcohol from 250 participants and up

Equipment & Amenities

Chairs (250 included w/rental) \$2 each additional

Curtain (5 sections) 20' tall x 10' wide \$35 per section
(Staff Time = 2 staff x 2hrs x \$24/hr) \$96/setup & \$96/takedown

Stage (4 ft by 8 ft sections: 12 sections) \$20 per section
(Staff Time = 2 staff x 2hrs x \$24/hr) \$96/setup & \$96/takedown

Bounce House \$75/hr

Equipment rental fee

Subtotal Room Rental

Subtotal Equipment Rental

Additional staff/ after hours

Total Facility Fees

Reservation Deposit 50% of facility charge:

Balance Due

Paid Date _____

Paid Date _____

Paid Date _____

Recieved _____

Returned _____

Refundable Damage Deposit Amount CK # _____ Cash _____

(Can be processed with a Credit card) MC/Visa/Discover # _____

Expiration Date _____ Name on Card _____ CVC _____

Renters are responsible for set up and take down of gym floor protection (carpet tiles), chairs and tables. Stage, curtains, and two speaker sound system w/ wireless microphone, when rented, will be assembled and broken down by Recreation Center Staff. Rates are subject to review and potentially change annually. Rentals will not be grandfathered to a specific rate at the time of signing and will be subject to annual increases should they be imposed for the calendar year for which the actual rental takes place.

CRCC Special Event Public Rental Agreement 250 or less participants

Non-Profit / Youth / Senior / Government			Deposit	Room Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$92 / <u>\$121</u>	\$462 / <u>\$604</u>	\$300 / \$600		
Kitchen	\$35 / <u>\$46</u>	\$173 / <u>\$231</u>	\$100 / \$200		
Multi-purpose room	\$29 / <u>\$38</u>	\$147 / <u>\$189</u>	\$100 / \$200		
Lobby & Patio	\$21 / <u>\$27</u>	\$105 / <u>\$137</u>	\$100 / \$200		
Entire Facility (cardio closed)	\$189 / <u>\$246</u>	\$945 / <u>\$1229</u>	\$1000 / \$2000		
After Hours & Gym Buff	\$24/hr/staff x _____ hrs + 3 hr gym buff =				
Security	\$24/hr/officer x _____ # of guards x _____ hrs =				

General / Business Use			Deposit	Room Rental Fee	Damage Deposit
Amenity	Per hour	Day rate (6 + hours)			
Full Gymnasium Rental	\$116 / <u>\$150</u>	\$578 / <u>\$769</u>	\$300 / \$600		
Kitchen	\$46 / <u>\$61</u>	\$231 / <u>\$305</u>	\$100 / \$200		
Multi-purpose room	\$35 / <u>\$45</u>	\$173 / <u>\$226</u>	\$100 / \$200		
Lobby & Patio	\$23 / <u>\$30</u>	\$116 / <u>\$152</u>	\$100 / \$200		
Entire Facility	\$240 / <u>\$313</u>	\$1176 / <u>\$1565</u>	\$1000 / \$2000		
After Hours & Gym Buff	\$24/hr/staff x _____ hrs + 3 hr gym buff =				
Security	\$24/hr/officer x _____ # of guards x _____ hrs =				

Underlined = rental rates for functions serving alcohol from 250 participants and up

Equipment & Amenities

Chairs (250 included w/rental) \$2 each additional

Curtain (5 sections total) 20' tall x 10' wide \$35 per section
(Staff time: 2 staff x 2 hrs x \$24/hr/ea) \$96/setup & \$96/takedown

Stage (4 ft by 8 ft sections: 12 sections) \$20 per section
(Staff time: 2 staff x 2 hrs x \$24/hr/ea) \$96/setup & \$96/takedown

Bounce House \$75/hr

Equipment rental fee

	Subtotal Room Rental		
	Subtotal Equipment Rental		
	Additional Staff/After Hours		
	Total Facility Fees		
Reservation Deposit	50% of facility charge:		Paid Date _____
	Balance Due		Paid Date _____
Refundable Damage Deposit Amount	CK # _____ Cash		Recieved _____
(Can be processed with a Credit card)	MC/Visa/Discover # _____		Returned _____
Expiration Date _____	Name on Card _____	CVC _____	

Renters are responsible for set up and take down of gym floor protection (carpet tiles), chairs and tables. Stage, curtains, and two speaker sound system w/ wireless microphone, when rented, will be assembled and broken down by Recreation Center Staff. Rates are subject to review and potentially change annually. Rentals will not be grandfathered to a specific rate at the time of signing and will be subject to annual increases should they be imposed for the calendar year for which the actual rental takes place.