



# MANITOU SPRINGS MOBILITY AND PARKING BOARD REGULAR MEETING AGENDA

All upcoming MAP meetings are scheduled to be hybrid,  
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall  
606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at  
<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

July 23, 2025

5:00 PM

- 
- A. CALL TO ORDER**
  - B. ROLL CALL**
  - C. APPROVAL OF AGENDA**
  - D. APPROVAL OF MINUTES**
    - 1. June 2025 MAP Board Minutes
  - E. PUBLIC COMMENT ON NON-AGENDA ITEMS**
  - F. BILL BAUERS PARK UPDATE - Gillian Rossi**
  - G. CITY COUNCIL LIASON REPORT - Natalie Johnson**
  - H. PRESENTATIONS**
    - 1. MAP Board Presentations
      - a. MAP Board Goal Review
        - RPP Guideline Update
        - Mobility Master Plan RFP
      - b. Other MAP Board Presentations
    - 2. Staff Presentations
      - a. Sunshine Laws and Open Records Training
      - b. Regular Updates
        - Pike Ride Update
        - Mountain Metro Report

SeeClickFix Report



c. Infrastructure Updates

d. Requested Updates

Traffic Calming Board

Manitou Safe Biking Designation (El Paso Blvd)

e. Project Updates

3. Other Presentations

**I. BUSINESS**

1. Bill Bauers Park - Board Recommendation to City Council

**J. BOARD CORRESPONDENCE**

**K. ADJOURNMENT**

**Board Members:**

Cory Sutela, Chair (12/31/2025)  
Karl Stang, Vice Chair (12/31/2025)  
Rolf Jacobson (12/31/2026)  
Bill Koerner (12/31/2025)  
Joy Porter (12/31/2026)  
Luke Harper Prince (12/31/2025)  
Pamela Smith (12/31/2028)

**Staff and Liaisons:**

Natalie Johnson, City Council Liaison  
John Crawford, Mobility and Parking Director  
James Kelemen, Mobility and Parking Supervisor

*3 alternate positions available*

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or [jfryer@manitouspringsco.gov](mailto:jfryer@manitouspringsco.gov). You may also contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov) or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: [www.manitouspringsgov.com](http://www.manitouspringsgov.com).



**CITY OF MANITOU SPRINGS  
MOBILITY AND PARKING BOARD**

Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
June 25, 2025

**A. CALL TO ORDER**

Chair Sutela called the Mobility and Parking Board (MAP) meeting to order at 5:03 PM.

**B. ROLL CALL**

All members were present for roll call except for Board Members Jacobson, Koerner and Porter.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Cory Sutela  
Vice Chair Karl Stang  
Board Member Luke Harper Prince  
Board Member Pamela Smith

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Rolf Jacobson  
Board Member Bill Koerner  
Board Member Joy Porter

**STAFF PRESENT:**

Mobility and Parking Director John Crawford  
Mobility and Parking Supervisor James Kelemen  
Planner and Landscape Architect II Erin Ringsred

**GUESTS PRESENT:**

Byron Zick with Davis Partnership Architects  
Justin DiPietro with Davis Partnership Architects  
Emily Hayter with Franson Pittman  
David Sanko with Artay Group

**C. APPROVAL OF AGENDA**

Vice Chair Stang moved to approve the agenda as presented. The motion was seconded by Board Member Smith. The motion carried unanimously (4-0).

## **D. APPROVAL OF MINUTES**

### 1. May 2025 MAP Board Minutes

Vice Chair Stang moved to approve the minutes as presented. The motion was seconded by Board Member Smith. The motion carried unanimously (4-0).

## **E. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

## **F. PRESENTATIONS**

### 1. MAP Board Presentations

#### a. MAP Board Goal Review

Director Crawford reported a scheduled meeting on July 1, 2025, with a consultant to discuss the scope of work for the micromobility master plan.

Chair Sutela, Vice Chair Stang, and Board Member Prince committed to sharing resources from the League of American Bicyclists and other cities' master plans.

Staff will present a detailed scope for the micromobility master plan for the board to review at a future meeting.

The board expressed support for the May 2025 Bike to School Day, and noted potential for another event in the fall. The goal was deemed achieved but open for further enhancement.

The board noted successful collaboration with Mountain Metro, including City Council decisions on shuttle changes and free bus fares for 2026. Partnerships with Colorado Springs, including joint marketing for shuttle services, were highlighted.

Director Crawford reviewed archival Residential Parking Permit RPP documents and mockups, aiming to simplify the program for public clarity. The board expressed enthusiasm for contributing to revisions.

b. Other MAP Board Presentations

2. Staff Presentations

a. Regular Updates

- Pike Ride Update:

Supervisor Kelemen presented the PikeRide report, which now includes library station data. Ridership in May 2025 was slightly lower than in May of the previous year, but the partnership with PikeRide was positively received.

- Mountain Metro Report:

Supervisor Kelemen reported a significant increase in Route 33 shuttle usage, with Routes 3 and 36 consistent with prior years. Increased parking transactions indicated higher visitor activity in May 2025.

There was a discussion about relocating the bus shelter from Old Man's Trail to Fields Park due to space and ADA concerns at the Dillon Mobility Hub. Temporary seating is in place, with further shelter solutions planned after the new parking office opens in August 2025. A suggestion to make the Dillon lot free temporarily was considered, but staff favored maintaining the \$5 fee with enhanced promotion.

- SeeClickFix Report:

Supervisor Kelemen reported 18 resolved SeeClickFix requests in May 2025, including 13 vehicle parking complaints such as, permit violations and parking near stop signs, as well as 5 maintenance requests, such as signage and striping. One beautification work order was completed, cleaning debris from the 500-600 block of Manitou Avenue in back-in-only parking areas. The parking hotline, which is open from 7:00 AM to 6:00 PM daily, was recommended for urgent issues, while SeeClickFix was suggested for recurring or maintenance concerns.

b. Infrastructure Updates

- Hiawatha Lot Presentation - Erin Ringsred

Planner Ringsred shared that the project emphasizes accessibility and a transportation hub with short-term parking, less than four hours, for downtown businesses, complementing the Dillon lot for Incline and Cog Railway users. Amenities include five stalls each for men's and women's restrooms, two gender-neutral or family restrooms, bike racks and lockers, Electric Vehicle (EV) chargers, bus shelters, and a bike repair station. The schematic design phase includes a revised parking alignment, with 96 spots, to meet landscape standards and improve pedestrian circulation. The project is planned in four phases, with Phase One to include the parking lot and restrooms funded by Pikes Peak Rural Transportation Authority (PPRTA). Concerns included ADA compliance for sidewalks, bike parking for non-standard bikes, and green infrastructure

for runoff management in a floodplain. Planner Ringsred invited post-meeting suggestions via email.

c. Requested Updates

- Complete Streets Update

Director Crawford reported that he is collaborating with Public Works Director Ben Schmitt on a regional Complete Streets toolkit, emphasizing integration of mobility and aesthetic elements, such as plantings, in street repairs.

- Traffic Calming Board Update

Director Crawford shared that he is also working with Planning Director Schmitt to review past traffic calming requests and that the plan is to address them promptly despite staff turnover.

d. Project Updates

Director Crawford showcased a compact, solar-powered parking meter prototype with a smaller footprint and nighttime lighting.

The board discussed ADA concerns, such as avoiding sidewalk obstructions, and the potential for a phased replacement program.

3. Other Presentations

**G. COUNCIL UPDATES**

Natalie Johnson (via text) reported an update on speed cameras to be presented to City Council in July 2025. \$400,000 from the Parking and Mobility budget would support Public Works street projects and repairs for 2025.

The board noted the need to ensure parking revenue supports mobility improvements, not general city funding.

Concerns were raised about the effectiveness of existing speed humps on Crystal Park Road. The consensus was that the board would support larger humps and stops signs were suggested at Sutherland Road and Sandra Lane intersections to enhance safety.

**H. BOARD CORRESPONDENCE**

Board Member Prince shared that a resident expressed concern about a 48 hour parking limit on Ruxton Avenue, particularly for a camper van. The city's 2020 Colorado Model Traffic Code defines that a vehicle can be considered abandoned after consecutive parking for a period of 48 hours or longer, though enforcement is selective

unless issues, such as sign obstruction, arise. The van was allowed as it was not used for camping but received a notice for prolonged non-movement and sign blockage.

There was a discussion regarding the fairness of the 48 hour rule and it was suggested the rule may be restrictive. Staff emphasized that the rule prevents street storage and encouraged further dialogue with the resident.

Staff will review parking ordinances with the prosecuting attorney and share proposals with the board.

Chair Sutela proposed discussing a trail on the city-owned Bill Bowers Park Connector property as a mobility corridor to connect Manitou Avenue to trail access points and improve safety for residents and school children.

## **I. ADJOURNMENT**

Vice Chair Stang moved to adjourn the meeting. The motion was seconded by Board Member Smith. The motion carried unanimously (4-0).

The meeting adjourned at 7:08 PM.

---

*If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov) or (917) 685-2554.*



# Colorado Sunshine Law

Informs the methods by which public meetings are conducted.

C.R.S. §§ 24-6-101 — 24-6-502

# Open Meetings Law

C.R.S. §§ 24-6-401 – 24-6-402



All meetings of 3 or more members of any local public body where any public business is discussed must be open to the public.

# A Local Public Body



Board

Committee

Commission

Policy-making or rule-making  
advisory

Formally Constituted Body of a  
Political Subdivision

Any Public or Private Entity  
That Has Been Delegated Any  
“Governmental Decision-  
making Function”.

# What is a Meeting?

Defined broadly by the statute as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically or by other means of communication.”





# Four Types of Meetings

- Open Meetings
- Meetings Requiring Notice
- Meetings Requiring Minutes
- Executive Sessions

# Open Meetings

Meetings with 3 or more members of any local public body, or a quorum, whichever is less, at which any public business is discussed or at which any formal action is to be taken.

# Meetings Requiring Notice



A minimum of 24 hours public notice,  
with specific agenda information where  
possible, is required for meetings...

- In which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs
- OR at which majority or quorum of the body is in attendance or expected to be in attendance.

# Meetings Requiring Minutes

Minutes are required at meetings in which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur shall be taken.

# Executive Sessions

---

- Upon affirmative vote of 2/3 quorum present, members may hold a closed session at regular or special meetings for the purpose of considering a limited number of matters.
- No adoption of proposed policy, position, resolution, rule, regulation or formal action can occur at a session not open to the public.
- Prior to the session the specific provision authorizing the executive session as well as the topic to be discussed, in as much detail possible, must be announced to the public.

# Topics for Executive Session

---

Property Transactions

Attorney Conferences

Negotiations

Personnel Matters

Confidential Matters Under State Or Federal Law  
(Governing body must announce specific statute that requires confidentiality.)

Documents Protected Under C.O.R.A.  
(For example, work product, personnel files, medical files, and more.)

# Best Practices

---



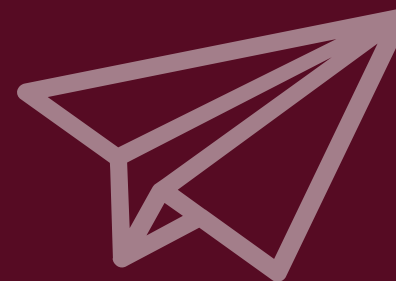
- Save questions, comments & discussions about public business for official meetings. Even discussions between two board members that do not equate to a quorum can be seen as not being transparent.
- When communicating about public business to city staff, applicants, City Council, Board Members or anyone else, consider that the public may hear or see what has been said, when and to whom.



# A Note About C.O.R.A

C.R.S. §§ 24-72-201 — 24-72-206

Emails concerning public duties or funds are, for the most part, public records under The Colorado Open Records Act.



# Emailing Best Practices

---



BCC – blind carbon copy allows a member to send information out to multiple members, so that recipients cannot see who received the email, limiting the possibility for discussion between three or more members.



Include labels in your email like “One-way Email” and/or “Do Not Reply” when sending out information, to prevent discussion that could trigger the Open Meetings Law.

# Emails not included in the Open Meetings Law



---



Email communications among elected officials “that does not relate to the merits or substance of pending legislations or other public business” shall not be considered a meeting.

- Emails about scheduling and availability
- Emails from an elected official for the purpose of forwarding information

# Bring the power of Mentimeter to PowerPoint

-  Seamlessly embed your favorite Menti slide without changing windows.
-  Edit and do a lot more on Mentimeter.com and sync in real-time.



Log in to use  
Mentimeter

Work email

Your password

Log in

[Forgot password](#) [Log in with SSO](#)

or



Don't have an account? [Sign up](#)



LET THE SUNSHINE IN!





# OPEN RECORDS LAW & PROCESSES

COLORADO OPEN RECORDS ACT

C.O.R.A.

C.R.S. §24-72-201 ET. SEQ.



# C.O.R.A.

All public records shall be open for inspection by any person at reasonable times.



Under the Colorado Open Records Act (CORA), all messages sent to or from this e-mail account may be subject to public disclosure. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829

# Public Records

All writings made, maintained, or kept by the state, any agency, institution, a nonprofit corporation incorporated pursuant to section 23-5-121 (2), C.R.S., or political subdivision of the state, or that are described in section 29-1-902, C.R.S., and held by any local-government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.

Includes the correspondence of elected officials...



# Elected official correspondence not included in public records:



Work product



Correspondence without demonstrable connection to the exercise of functions required or authorized by law or administrative rule, or that does not involve public funds.



Communication from a constituent that is clearly of a personal nature and that the constituent expects is confidential, or that is communicated for the purpose of requesting assistance or information relating to a private manner not publicly known.

# Public Records does not include:

- ❑ Criminal justice records
- ❑ Personnel Files
- ❑ Medical, Psychological, Sociological, and Scholastic Achievement Data
- ❑ Materials received, made or kept by a crime victim compensation board or attorney that are confidential
- ❑ Certain information security documents
- ❑ Unsubstantiated complaints of harassment or discrimination

## REDACTED INFORMATION:

- ❖ Personal identifiable information
- ❖ Correspondence not related to public business or public funds.



# Who is the custodian?

City Clerk  
(& Deputy City Clerk on  
behalf of the City Clerk)

The official custodian of any public records may make such rules with reference to the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office.

C.R.S. §24-72-203 (1)(a)



# CITY OF MANITOU SPRINGS PUBLIC RECORDS POLICY

## Purpose:

To assure prompt and equitable service to citizens requesting access to public records, in accordance with the requirements of C.R.S 24-72-201 et. seq.

## Policy:

To make all records available for public inspection unless such records are protected from disclosure by state or federal law, by court order, or unless disclosure of such records would be contrary to the public interest.



# Making a records request

Must be submitted in writing on the form provided by the city, (via the city website, email, US mail, or hand delivery)..

Must be made with sufficient specificity.

**REQUEST FOR RECORDS**

*This form is to be utilized to request copies or review documents in the possession of the City of Manitou Springs, subject to the provisions and restrictions of the Open Records Act (C.R.S. Article 72).*

**Return completed forms to the City Clerk's office at: 606 Manitou Avenue, Manitou Springs, CO 80829 or via email to [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov)**

Requestor's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Case # (if applicable): \_\_\_\_\_

**INSTRUCTIONS**  
Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow three (3) working days to search the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203) if the request is substantially large or is maintained off-site, an extension of seven (7) working days is permitted. You will be notified within three (3) days of any extension and all estimated costs.

**Please select the format in which you would like to receive materials:**

View Only-No copies requested (appropriate staff member will accompany you): \_\_\_\_  
Hard Copies/Print outs: \_\_\_\_  
Email: \_\_\_\_  
USB Drive: \_\_\_\_

***By signing this form, I acknowledge that I have read and understand the above Colorado Revised State Statutes. I am not requesting official actions or criminal justice records for the purpose of solicitation of business or for pecuniary gain.***

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Records Request Response

The City Clerk's Office will respond within 3 business days. If more time is required, the requester will be notified with an estimated time frame, not more than 7 additional working days.

If it is not feasible to provide copies and/or the copies are not requested, then the city may reach out to set up a time for the requester to come in and inspect the requested records.

Effective July, 2024 the hourly Research & Retrieval Fee is \$41.37. The first hour is free. If a deposit is required, the request is not considered received until the deposit is paid.

There are additional charges for printouts, Certified Copies and USBs.

If the city attempts to contact the requester for clarification, and/or to provide a cost estimate, and there is no response from the requester within 10 business days then the request will be closed.

If the request is denied, reasons for denial would be provided to the requester in writing.



# Boards & Commissions and C.O.R.A.

---

Your email and text message correspondence relating to public functions of your appointed position or involving public funds can be requested under the Colorado Open Records Act.

Transparency and openness of public business for the benefit of the community is important to keep in mind in your communications.

Also see the Colorado Sunshine Law. C.R.S. §24-6-101 et. seq.



# Questions



# MAP Board Meeting

## July 2025

---

PRESENTATION BY:

JOHN CRAWFORD | MOBILITY AND PARKING DIRECTOR

JAMES KELEMEN | MOBILITY AND PARKING SUPERVISOR

# MAP Board 2025 Goals Review

---



## Goal 1:

Develop the scope for a Micromobility (not just bikeability) Master Plan, to focus on safe bike, pedestrian, and roll infrastructure, including thorough public engagement.

## Goal 2:

Collaborate with Chamber of Commerce, PaC-Man, and other stakeholders to host a city-wide bike/walk to school/work day to promote walking and biking.

## Goal 3:

Establish a regular cadence of gathering feedback and providing input for Mountain Metro route recommendations for City Council's consideration.

## Goal 4:

Update the *Guidelines and Procedures for Residential Permit Parking (RPP)* for presentation to City Council.

# PikeRide Report



Starts/Ends	2023	2024	2025
January	10/3	27/15	16/16
February	49/22	32/26	30/25
March	26/20	54/51	141/187
April	67/36	61/49	79/74
May	84/54	133/119	124/108
June	93/43	217/195	382/349
July	160/59	154/138	
August	151/73	169/165	
September	192/105	136/121	
October	153/105	190/168	
November	57/26	47/46	
December	37/16	49/42	

**2023 Total  
Starts/Ends**  
1079/562

**2024 Total  
Starts/Ends**  
1269/1135

# PikeRide Report 2025

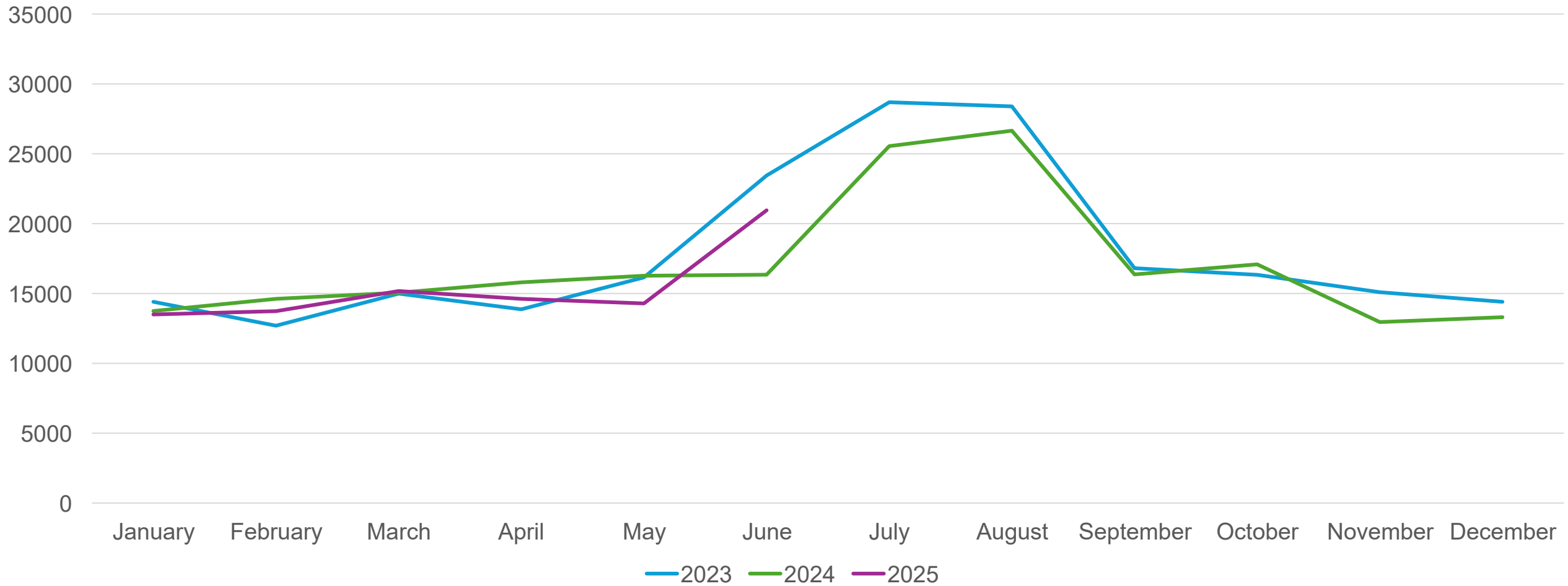


	Jan	Feb	Mar	Apr	May	June
Schryver Park	3/1	6/5	13/8	12/10	23/25	74/74
Hiawatha Gardens	4/5	6/6	28/20	9/10	17/16	43/47
Manitou/Beckers	4/8	7/7	26/29	13/14	20/18	60/50
Manitou/Park	1/0	1/1	6/7	2/3	8/4	21/17
Canon Ave/Lovers Ln	0/0	2/1	26/21	13/18	25/21	61/61
Fields Park	3/2	3/3	19/22	8/8	10/13	40/46
Prospect/Roca	0/0	4/1	5/1	4/1	4/2	17/8
Ruxton Ave	0/0	0/0	9/0	13/6	11/7	33/20
Manitou Springs Library		1/1	7/4	5/4	6/2	33/26
Dillon Mobility Hub						1/0
<b>Total Start</b>	<b>16/16</b>	<b>30/25</b>	<b>141/187</b>	<b>79/74</b>	<b>124/108</b>	
<b>Total End</b>						

July 2025	Rt 3	Rt 33	Rt 36	Daily Total
Sunday, June 1, 2025	472	1,833	56	2,361
Monday, June 2, 2025	571	1,262	40	1,873
Tuesday, June 3, 2025	607	1,079	18	1,704
Wednesday, June 4, 2025	648	819	23	1,490
Thursday, June 5, 2025	642	910	23	1,575
Friday, June 6, 2025	630	1,334	47	2,011
Saturday, June 7, 2025	655	1,901	174	2,730
Sunday, June 8, 2025	337	2,066	40	2,443
Monday, June 9, 2025	762	1,650	101	2,513
Tuesday, June 10, 2025	753	1,466	66	2,285
Wednesday, June 11, 2025	811	1,232	80	2,123
Thursday, June 12, 2025	807	1,256	38	2,101
Friday, June 13, 2025	729	1,596	92	2,417
Saturday, June 14, 2025	782	4,657	99	5,538
Sunday, June 15, 2025	329	1,971	88	2,388
Monday, June 16, 2025	758	1,561	90	2,409
Tuesday, June 17, 2025	716	1,584	36	2,336
Wednesday, June 18, 2025	918	1,346	95	2,359
Thursday, June 19, 2025	821	1,777	62	2,660
Friday, June 20, 2025	693	1,758	56	2,507
Saturday, June 21, 2025	603	4,351	101	5,055
Sunday, June 22, 2025	637	2,230	152	3,019
Monday, June 23, 2025	761	2,505	77	3,343
Tuesday, June 24, 2025	729	1,718	55	2,502
Wednesday, June 25, 2025	796	1,138	63	1,997
Thursday, June 26, 2025	1055	1,658	107	2,820
Friday, June 27, 2025	859	1,474	78	2,411
Saturday, June 28, 2025	653	2,053	285	2,991
Sunday, June 29, 2025	496	2,401	176	3,073
Monday, June 30, 2025	925	2,227	66	3,218
<b>Route Totals</b>	<b>20,955</b>	<b>54,813</b>	<b>2,484</b>	<b>78,252</b>

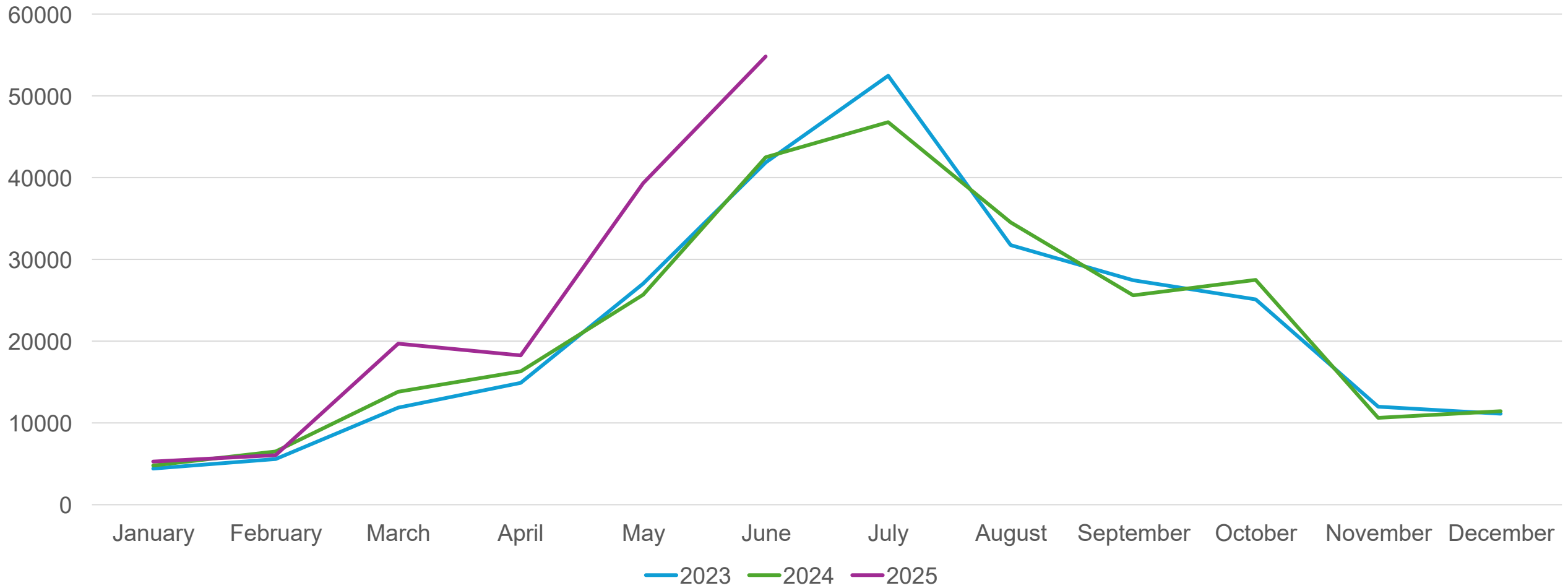
# Mountain Metro Ridership

Route 3 Monthly Comparison



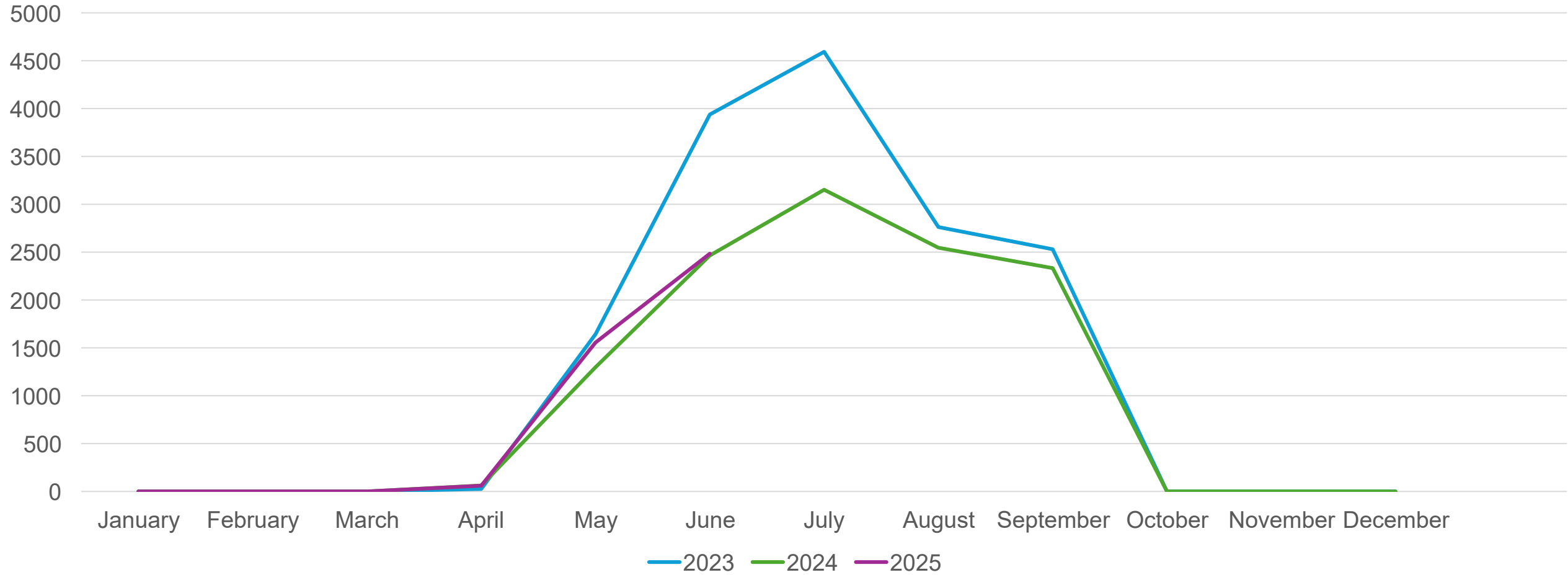
# Route 3 Year-to-Year Comparison

Route 33 Monthly Comparison



# Route 33 Year-to-Year Comparison

Route 36 Monthly Comparison



## Route 36 Year-to-Year Comparison

---

# SeeClickFix Report

---



- There were 8 requests submitted in June, with all 8 being fully resolved.
  - 6 requests were vehicle parking complaints.
  - 2 were sign maintenance requests.
- Completed 4 work orders in June.
  - Removed excess rebar in parking space wheel stops at Schryver Park.
  - In front of the Dillon Mobility Hub has been repaired
  - Replaced Missing Bus Stop sign at the Duck Stop lot
  - Identified unknown marker for a utility line in the Hiawatha Lot.