



MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING AGENDA

All upcoming PARAB meetings are scheduled to be remote, via Zoom. A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

August 4, 2025

6:00 PM

-
- A. CALL TO ORDER and INTRODUCTIONS**
 - B. APPROVAL OF AGENDA**
 - C. APPROVAL OF MINUTES**
 - 1. PARAB Minutes for 06-02-2025 Regular Meeting
 - D. PUBLIC COMMENTS NOT ON THE AGENDA**
(Please limit your comments to 3 minutes)
 - E. PRESENTATION (please limit presentations to 15 minutes)**
 - 1. Training for City Bds. / City Clerk
 - F. REPORTS (5 minutes)**
 - 1. Arborist Report
 - 2. Parks and Recreation Advisory Board (PARAB)
 - 3. Council Liaison
 - 4. Open Space Advisory Committee (OSAC)
 - G. PARKS AND RECREATION DEPARTMENT**
 - 1. Director's Report
 - H. OLD BUSINESS**
 - 1. Interim Secretary / PARAB
 - I. NEW BUSINESS**
 - 1. Pruning Willow trees / Fields Park
 - J. OTHER BUSINESS**
 - 1. Re-Schedule September meeting
 - K. ADJOURNMENT**

Board Members:

Danu Fatt, Chair (2/28/2029)
Tim Bresnahan, Vice Chair (02/28/2029)
David Crawford (02/28/2026)
Christina Grow (2/28/2028)
Anthony Lane (02/28/2027)
Colin McAllister (02/28/2029)
Rebecca Wood (2/28/2028)

Staff and Liaisons:

Natalie Johnson, Council Liaison
Gillian Rossi, Parks & Recreation Director
Aaron Reynard, Forestry Tech

Alternates:

Candace Craig, Secretary (2/28/2027)
Jan Johnson (2/28/2029)

1 alternate position 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. You may also contact the City Clerk's Office at 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.



**CITY OF MANITOU SPRINGS
PARKS AND RECREATION ADVISORY BOARD**
Regular Meeting Minutes
Remote Meeting via Zoom
June 2, 2025

A. CALL TO ORDER AND INTRODUCTIONS

Chair Fatt called the Parks and Recreation Advisory Board (PARAB) meeting to order at 6:00 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Danu Fatt
Board Member David Crawford
Board Member Anthony Lane
Board Member Rebecca Wood
Alternate Board Member Candace Craig

BOARD MEMBERS ABSENT FOR ROLL CALL:

Vice Chair Tim Bresnahan (Excused)
Board Member Christina Grow (Excused)
Board Member Colin McAllister (Not Excused)
Alternate Board Member Jan Johnson (Excused)

B. APPROVAL OF AGENDA

Board Member Wood made a motion to approve the agenda with an amendment to include a discussion of the funding of new art in Fields Park to be placed under Section G, Old Business. The motion was seconded by Board Member Crawford. The motion was carried (4-0).

C. APPROVAL OF MINUTES

1. Draft Minutes from PARAB May 5, 2025

Board Member Crawford moved to approve the minutes as presented. The motion was seconded by Board Member Lane. The motion was carried (4-0).

D. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

Executive Director Audrey Gray of Creative Alliance Manitou Springs (CRANE) reported that the Manizoo tile repairs have been progressing slowly due to rain.

E. REPORTS (5 minutes)

1. Arborist Report

As the Manitou Springs Parks Department still has not secured a permanent arborist, Parks and Recreation Director Gillian Rossi provided the arborist report. She stated that the neighborhood chipping project will begin on June 3, 2025.

2. Parks and Recreation Advisory Board (PARAB)

a. Pickleball / Tennis Court (Alternate Board Member Johnson)

Since Alternate Board Member Johnson was not in attendance, PARAB did not discuss this item.

Chair Fatt asked whether the interim arborist, Aaron Reynard, had any trees that could be used for memorial trees. Director Rossi agreed to investigate.

Chair Fatt reported that the turf in Soda Springs Park is yellow and inquired about the possibility of reseeding or revitalizing it. Director Rossi reported that Timberline Landscaping is aware of the problem and agreed to send Chair Fatt an update.

3. Council Liaison

Council Liaison Johnson was not in attendance, so there was no discussion.

4. Open Space Advisory Committee (OSAC)

There were no approved minutes from OSAC.

F. PARKS AND RECREATION DEPARTMENT

1. Director's Report

Director Rossi reported that the fence for Soda Springs Park, is now informally scheduled for delivery on June 13, 2025.

The Hiawatha Gardens group requested to present at PARAB's next meeting in July. However, that is the day of PARAB's budget meeting. Director Rossi stated that she would check with the group to see if they would agree to present in August, instead.

Director Rossi inquired whether PARAB is interested in taking the failed 0 Beckers Lane rezoning back to the Council for reconsideration. Director Rossi explained that rezoning the property as a "park" would mean that it could be repurposed for such things as a playground or a paved recreational court. Keeping the property designated as "open space" would still allow it to be cleaned up, provided with bench seating, and sprinkled with artwork. Attending PARAB members expressed satisfaction in leaving it as open space for now, provided that the space is eventually cleaned up and formalized for human enjoyment.

Chair Fatt relayed the idea from Alternate Board Member Johnson of having cigarette dispensers attached to the garbage receptacles in the park, as stray butts have been

sighted. Director Rossi reiterated that there is no smoking allowed in any of Manitou's parks. The topic is not necessarily closed; however, she expressed concern that installing dispensers might send a message that conflicts with the official park rules and cater to rule-breakers.

There was a discussion about adding pickleball lines on the remaining tennis court. Board Members Lane, Wood, and Alternate Craig were all opposed to the hybridized court because tennis players would likely feel pressure from pickleball players to vacate their court early. Board Member Crawford and Chair Fatt did not have strong opinions. At the request of Board Member Wood, Director Rossi agreed to bring cost information to the next regular meeting.

G. OLD BUSINESS

1. Memorial Tree proposed planting at Soda Springs Park Update

Chair Fatt reported speaking with Mia Requesens, Landscape Architect at Hord Coplan Macht, concerning the placement of the memorial tree and decided on Soda Springs Park. If the city arborist has no more available trees, then Chair Fatt suggested an Early Glow Ohio Buckeye tree. The location for the proposed memorial tree is number 5 on the map of Soda Springs Park in the agenda packet, page 7. All members of PARAB were satisfied with the proposed location.

2. Letter of Support for Building New Trail Along Open Space/Bill Bauers Park Access

Board Member Grow wrote the support letter on behalf of PARAB, included in the agenda packet, pages 8 to 9. The board expressed its satisfaction with the letter and the consensus was to have Board Member Grow submit it to Council. Director Rossi shared that the City Council will conduct a work session concerning this new trail on June 10 and suggested that a representative from PARAB attend this session. Chair Fatt offered to ask Board Member Grow to represent PARAB at the session.

3. Request for Funding of Art Displays in Fields Park

Executive Director Gray reported that CRANE will cover the costs of replacing the front sides of the Fields Park art displays that were vandalized. She requested \$1,958 to pay for the artwork on the reverse sides of six double-sided displays. The request was not limited to the artwork that was vandalized.

Board Member Crawford made a motion to allocate \$1,958 for the printing of artwork on the reverse sides of the displays. The motion was seconded by Board Member Lane. The motion carried (4-0).

H. NEW BUSINESS

1. Install New Plaque for Raul Maynez at The Fountain of Youth / Mansions Park

In 2001, Raul Maynez (now deceased), who worked for Manitou Springs, dedicated a Fountain of Youth in honor of Colorado children who lost their lives. The original dedication plaque has long since disappeared. In 2015, his daughter requested a replacement; however, this was never accomplished. Chair Fatt advocated replacing the plaque and posed a question for Executive Director Gray of CRANE about remaking and securing it more permanently. She replied that it would not be expensive to remake the plaque. Chair Fatt and Executive Director Gray agreed to meet to discuss the matter further.

I. OTHER BUSINESS

1. Schedule Special July Budget Session

Chair Fatt proposed to hold the budget meeting on July 7, 2025. Those PARAB members in attendance agreed to this date and a start time of 5:30 PM.

J. ADJOURNMENT

Chair Fatt moved to adjourn the meeting. The motion was seconded by Board Member Lane. The motion was carried (4-0).
The meeting adjourned at 6:44 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 or (719) 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

- An executive session is a closed portion of a regular or special meeting held to discuss a limited number 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



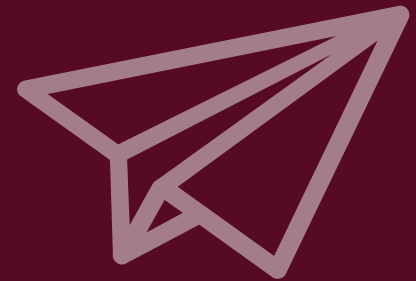
- Save questions, comments & discussions about public business for official meetings. Even discussions between two board members that do not equate to a quorum can be seen as not being transparent.
- When communicating about public business to city staff, applicants, City Council, Board Members or anyone 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 or appointed members “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 for the purpose of forwarding information

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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 and appointed members...



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.

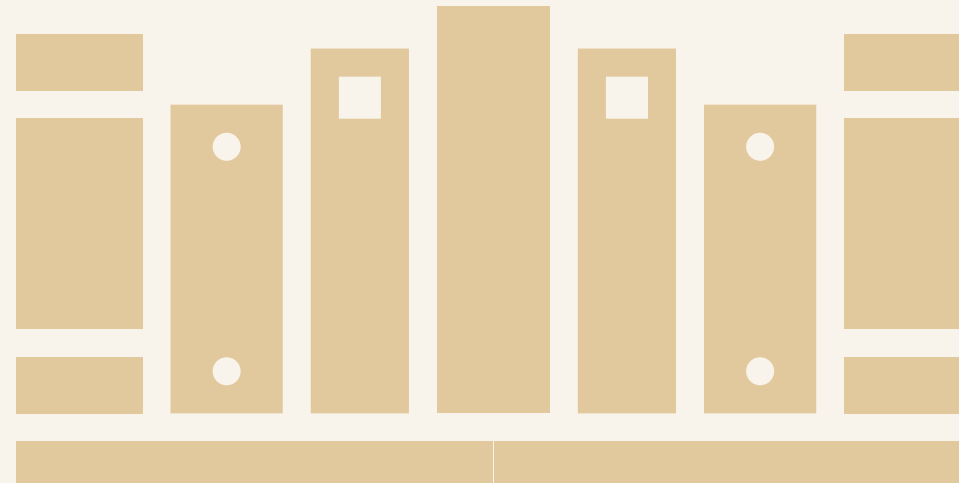


Who is the custodian?

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

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.

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



September ▾

2025 ▾

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

31

01

Parks and Recreation Advisory Board Regular Meeting- Via Zoom Only

02

Urban Renewal Authority Regular Meeting
City Council Regular Meeting

03

Historic Preservation Commission Regular Meeting

04

05

06

07

08

09

City Council Work Session

10

City Planning Commission Regular Meeting

11

Coffee with the City Administrator

12

13

BLACK CANYON OPEN SPACE COMMUNITY CLEANUP

14

15

16

City Council Regular Meeting

17

Housing Advisory Board Regular Meeting

18

19

20

21

22

Open Space Advisory Committee Regular Meeting- Virtual Only

23

24

Mobility and Parking Board (MAP) Regular Meeting

25

Manitou Arts, Culture, and Heritage Board Regular Meeting- Virtual Only

26

27

Creek Week: Fountain Creek Cleanup in Manitou Springs
MSFD Chipper Day

28

29

30

01

02

03

04