



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>

October 6, 2025

6:00 PM

-
- A. CALL TO ORDER and INTRODUCTIONS**
 - B. APPROVAL OF AGENDA**
 - C. APPROVAL OF MINUTES**
 - 1. PARAB Minutes for 09-08-2025 Regular Meeting
 - D. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
(Please limit your comments to 3 minutes)
 - E. PRESENTATIONS**
 - 1. Hiawatha Gardens Project Update (City Staff)
 - 2. Effective Meetings Training (Kristen Dukoi, Deputy City Clerk)
 - F. REPORTS**
 - 1. Parks and Recreation Advisory Board (PARAB)
 - 2. Council Liaison
 - G. PARKS AND RECREATION DEPARTMENT**
 - 1. Director's Report
 - 2. Forestry Update
 - H. NEW BUSINESS**
 - 1. Community Grant Application / Flying Pig Farm
 - I. OLD BUSINESS**
 - 1. 2026 Budget Proposal Presentation for Oct. 28, 2025
 - J. OTHER BUSINESS**
 - K. ADJOURNMENT**

Board Members:
Danu Fatt, Chair (2/28/2029)

Staff and Liaisons:
Natalie Johnson, Council Liaison

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

Gillian Rossi, Parks & Recreation Director
Aaron Reynard, Forestry Tech

Alternates:

Jan Johnson (2/28/2029)

1 regular position and 2 alternate positions available

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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
September 8, 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
Vice Chair Tim Bresnahan
Board Member Christina Grow
Board Member Rebecca Wood

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Anthony Lane (Arrived at 6:35 PM)
Board Member Colin McAllister
Alternate Board Member Jan Johnson

B. APPROVAL OF AGENDA

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

C. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

There was no public comment.

D. REPORTS (5 minutes)

1. Parks and Recreation Advisory Board (PARAB)

Chair Fatt had nothing to report.

2. Council Liaison

Council Liaison Natalie Johnson reported that the Creek Walk Phase 4 Project is under construction. She shared that she went on a tour of the Hiawatha trees and that she thinks PARAB's recommendations for the trees are going to hold. She noted that there

are a lot of little trees and complexities. She mentioned that the Creek Walk Phase 6 Project would be discussed at the September 9, 2025 City Council Work Session.

Parks and Recreation Director Gillian Rossi confirmed that Public Services Director Ben Schmitt would be presenting Phase 6.

3. Open Space Advisory Committee (OSAC)

No minutes were provided for review.

E. PARKS AND RECREATION DEPARTMENT

1. Director's Report

Director Rossi reported on the following:

- The new memorial bench was installed at Mansions park, and the old park bench was donated to the local food pantry.
- In addition to the Creek Walk Phase 6 Project, parking fees along El Paso Boulevard, near Fields Park, and in the Schryver Park and City Pool Parking Lot, will be discussed at the September 9, 2025, City Council Work Session.
- The Forestry Division has been watering newly planted trees and focusing on clearance pruning. Trees were pruned in the Fields Park Parking Lot.
- Current Park Staff include one seasonal Forestry Technician who will stay on through December, three full-time Parks Maintenance Workers, one Acting City Arborist, four full-time staff at the Pool, four Facilities Maintenance staff, and one Events Coordinator. The Acting City Arborist in assisting with cemetery duties, as the city does not currently have a Cemetery Caretaker.

Board Member Wood suggested that the city consider not charging fees to residents for parking at the parks.

Director Rossi stated that she would share the suggestion with the Parking & Mobility Director. She added that City Pool patrons may receive a placard or have their license plate number listed in order to not have to pay for parking.

F. OLD BUSINESS

1. Adding pickleball striping on tennis court

Director Rossi shared a letter signed by 28 pickleball players requesting pickleball lines be added to the tennis court in Fields Park to expand court space when the court is not in use by tennis players. She added that she had also received emails from pickleball players requesting the striping.

Vice Chair Bresnehan stated that he would be okay with the striping as long as it doesn't affect tennis play when tennis players are present.

Board Members Grow and Wood echoed the Vice Chair's sentiment.

Chair Fatt reminded the board that the net would stay the same and that tennis players would have priority on the court.

Director Rossi confirmed that the pickleball players acknowledged the net and tennis play priority in the letter. She stated that it would cost \$2,500 to restripe the court, which would include resurfacing as well.

Board Member Wood expressed concern about PARAB catering to the pickleball players over the years. She mentioned that she is okay with the cost as it includes striping and resurfacing.

Chair Fatt mentioned that funding could come from the El Paso and Beckers account.

Vice Chair Bresnehan suggested that donations could be collected to support the project.

Director Rossi stated that she would inquire about a donation process with the City's Public Information Officer (PIO). She confirmed that the project would need to be done before or after the winter season.

Vice Chair Bresnehan commented that restriping may need to be done more frequently with more court use, and additional funding could be necessary.

Vice Chair Bresnehan moved to approve funds to restripe the remaining tennis court for pickleball play, contingent upon tennis players having priority at that court. The motion was seconded by Board Member Wood. The motion was carried unanimously (4-0).

Director Rossi noted that signage would be developed to remind players that tennis players have priority.

2. Approve 2026 Budget Proposal

Chair Fatt stated that PARAB receives a yearly revenue stream of approximately \$50,000 to \$55,000. She mentioned that 2026 and 2027 projects that are going to require this funding include the sod area in Soda Springs Park construction documents for Higginbotham Flats, specifically a schematic design followed by design and development for \$65,000, and production of a new printed trail map. Once a cost estimate is obtained for Higginbotham Flats, PARAB can start researching grants.

Board Member Wood stated that whether a grant match is required depends on the grant. Many of the grants she had seen do not require a match.

There was a discussion about whether any equipment, such as playground equipment or picnic tables, needs replacing in 2026, during which Chair Fatt stated that funds for

this purpose had been moved under the Parks & Recreation operating budget a few years ago.

Director Rossi shared that there is playground equipment that needs to be replaced and that replacement lawn mowers are prioritized at this time.

Vice Chair Bresnehan recommended adding \$5,000 to the 2026 budget for replacement playground equipment and park benches.

Chair Fatt suggested that she could increase the Parks line item instead of creating a new account line and that playground equipment could come out of the Pool and Recreation account line.

Director Rossi commented that "Senior and ADA fitness equipment" is in the notes for the Pool and Recreation account line, and that playground equipment is already included under the Parks account line.

Chair Fatt stated that money in the Pool and Recreation account line can be used to replace playground equipment as playgrounds are also recreation.

There was a brief discussion about whether the Pool and Recreation account line should be retitled to "Recreation." Chair Fatt confirmed that she would follow up with the Finance Director on the matter.

There was a discussion about the pending pocket park property along Crystal Park Road. Chair Fatt stated that she believes it is still for sale and that the parks dedication, saving the two corner lots for parks, still stands. She added that the fees in lieu of land will not be received until the property sells.

Chair Fatt moved to approve the 2026 proposed budget with the addition of \$5,000 to the Parks line item. The motion was seconded by Vice Chair Bresnehan. The motion was carried unanimously (4-0).

3. Rotating Secretary position

Chair Fatt suggested that board members take turns preparing the PARAB meeting minutes. She added that she does not believe Conservation Trust Funds can be used to pay a salary for someone to take the minutes.

Note for the Record – Board Member Lane joined the meeting at 6:35 PM.

There was a brief discussion about item F1, during which Board Member Lane stated that he is strongly against striping the tennis court to accommodate pickleball players. Director Rossi commented that she is still determining whether PARAB can fund the striping and expects to reach a decision within the next week.

Chair Fatt stated that if PARAB does not select a member or members to take the minutes, the duty will fall to Director Rossi.

Vice Chair Bresnehan volunteered to draft minutes for the October PARAB meeting.

The consensus was that the board would be willing to share the responsibility of drafting meeting minutes.

Board Member Grow commented that it would be nice to hire someone, but she realizes that taking turns saves a lot of money.

Chair Fatt suggested that a new PARAB member could become the Secretary and Board Member Lane supported the idea.

G. NEW BUSINESS

1. Approve funds for Memorial Bench

Chair Fatt requested that PARAB approve funding for the memorial bench recently installed in Mansions Park for \$1,240.47. She stated that she had made a mistake by not measuring the concrete pad. The original bench ordered was too long for the pad and a shorter one had to be ordered. She shared that the applicant had already paid for the longer bench and suggested that the shorter bench could be funded through PARAB's Memorial Tree and Bench account line, which holds \$5,000.

Board Member Wood moved to approve funding of the four-foot replacement memorial bench for \$1,240.47. The motion was seconded by Board Member Grow. The motion was carried unanimously (5-0).

2. Request funds for a lawnmower

Director Rossi requested that PARAB fund two riding lawn mowers for a total of \$36,998. She explained that the new mowers are needed because the current mowers are at the end of their service life and need frequent repairs throughout the season. Director Rossi mentioned that due to budget restrictions the request is being posed to PARAB as opposed to requesting funds from the City's general fund.

There was a discussion about electric options, during which Director Rossi stated that electric lawn mowers are more expensive and have not been field tested as expansively as the gas-powered models.

Vice Chair Bresnehan expressed interest in exploring electric lawn mowers.

Board Members Grow and Wood stated that they would support approving one of the requested mowers and looking into electric models in the future.

Vice Chair Bresnehan stated that a contractor with the City, Clean Air Lawn Care, uses electric mowers and suggested that they could be a resource.

Chair Fatt stated that she'd prefer PARAB funds be used for parks and projects, and that the lawn mowers come out of the Parks and Recreation operating budget.

Director Rossi confirmed that the lawn mowers could not be funded from the Parks and Recreation operating budget as the purchase would typically be posed as a Capital Improvement Project request.

Chair Fatt proposed that PARAB contribute \$10,000 towards the purchase of one lawn mower in 2025.

Board Member Wood moved to approve PARAB giving the Parks and Recreation Department \$10,000 for the purchase of a lawn mower in 2025, from the Conservation Trust Fund, with the addition of requesting the City review electric options. The motion was seconded by Vice Chair Bresnehan. The motion was carried unanimously (5-0).

3. Partner with OSAC to update MS Trails and Parks pamphlet

Chair Fatt reported that the Manitou Springs Trails and Parks pamphlet, originally funded by OSAC needs updating and reprinting as the Manitou Springs Chamber of Commerce has run out. She requested that PARAB review and edit some of the park descriptions in the pamphlet and noted that OSAC will be updating the trails portion of the brochure. She added that she is not sure if OSAC will fund the printing again, or if PARAB may be asked to contribute funds.

There was a brief discussion about the name of Fields Park, during which Chair Fatt and Vice Chair Bresnehan stated that they believe the word “the” is not part of the name. This was followed by a brief discussion about the inclusion of Rainbow Falls Recreation Area in the pamphlet, during which Vice Chair Bresnehan suggested removing it, because it is not a city park. Board Member Grow stated that she thinks Rainbow Falls Recreation should be left in, as it is a park and that she does not agree with the current fee-based shuttle service.

Vice Chair Bresnehan inquired if an electronic version of the pamphlet could be pursued instead of paper copies.

Chair Fatt mentioned that paper copies would be preferred, as a lot of people do not have smart phones.

Board Member Grow mentioned that a current walking tour application may already exist that pertains to parks and trails, possibly developed by Creative Alliance Manitou Springs (CRANE). She stated that she would try to find the walking tour application.

Chair Fatt confirmed that she would gather updates from PARAB, OSAC, and the Mobility and Parking Department, and contact the pamphlet’s original creator, Dave Wolverton, to work on updating the pamphlet.

Director Rossi added that she will assist with obtaining updates from OSAC and noted that trails within Black Canyon Open Space will need to be included in the revised pamphlet.

Vice Chair Bresnehan offered to research what other municipalities do to share park and trail information.

4. Revise wording for Memorial Policy

Chair Fatt reviewed the current Memorial Request Application and expressed that the current policy delays the process of getting memorial trees and benches purchased. She recommended changing “Final approval will be considered at a regular meeting of the City Council.” to “Final approval will be considered by the Parks and Recreation Director.”

There was a discussion about whether the change needed to be approved by the City Council, during which Chair Fatt explained that it does not, due to the application being created by PARAB originally and not being an ordinance.

Chair Fatt moved to approve changing the Memorial Request Application policy to state “Final approval will be made by the Parks & Recreation Director.” The motion was seconded by Vice Chair Bresnehan. The motion was carried unanimously (5-0).

H. OTHER BUSINESS

1. City Clerk presentation in October

Chair Fatt shared that the City Clerk has an “Effective Meetings” presentation for PARAB, an hour-long session on Robert’s Rules, when to make motions, and other board formality information. She mentioned that the presentation is meant to be interactive, proactive, and engaging.

The consensus was that the board would support including the presentation in the October 6, 2025 PARAB agenda.

There was a discussion about the proper nomenclature for the feature at Wheeler Park, which is currently listed as a “medicine wheel” in the Manitou Springs Trails and Parks pamphlet. Board Member Wood stated that “labyrinth” is the correct term. Director Rossi advised PARAB to visit the park to view the project recently completed by the seasonal Parks Maintenance staff. She shared that new material was added to the labyrinth to mitigate weeds and enhance its appearance.

Board Member Grow expressed concern about the Memorial Park sprinklers activating at 9:00 PM in relation to the Manitou Springs Drum Circle. She stated that using water to disperse people can feel targeted and requested the City consider alternative methods for clearing the park.

Chair Fatt and Vice Chair Bresnehan suggested adjusting the sprinkler schedule.

Director Rossi confirmed that the sprinklers can be set for another time.

Chair Fatt noted that the events have been cancelled for the remainder of the year.

Vice Chair Bresnehan stated that the message from PARAB should be that the sprinklers are not an intentional method of clearing people from the park and that a timing oversight is occurring.

I. ADJOURNMENT

With no further business to discuss, Chair Fatt adjourned the meeting at 7:29 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.

Effective Meetings

MAKING EVERY MEETING MATTER



MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

TODAY

RIGHT NOW, PM



- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. MEETING STRUCTURE**
 - 1. Roles and Responsibilities
 - 2. Understanding Quorum and Voting Requirements
 - 3. Code Requirements
- E. MEETING PROCEDURES AND BEST PRACTICES**
 - 1. Motion Commotion
 - 2. Turning Discussion into Action
 - 3. Do's and Don'ts
 - 4. Toolkit for Success
- F. ETHICS**
 - 1. Ethical Expectations
 - 2. Recusals
- G. ADJOURN**

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MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

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B. Roll Call

Taking roll is essential for the record and establishing quorum. The Clerk's Office recommends that the Chair, Secretary or Staff formally call on members to take roll.

MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

TODAY

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C. Approval of Agenda

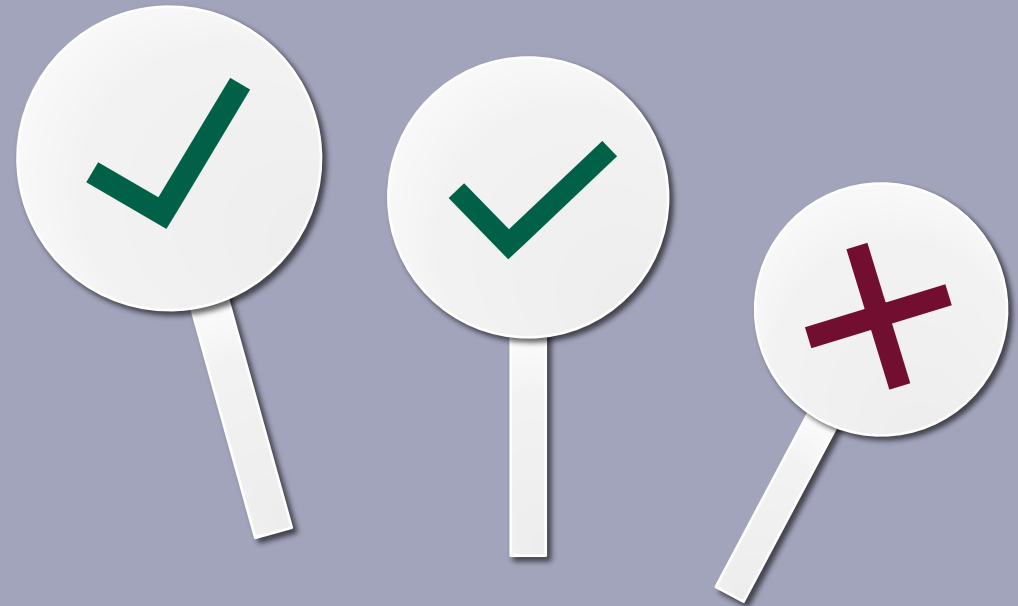
The board may approve the agenda as amended or as presented and in doing so the board is agreeing to follow the agenda from top to bottom or in the approved amended order.



E1. Motion Commotion

HOW TO PLAY

1. Chair calls the item and opens discussion.
2. A member makes a motion.
3. Another seconds.
4. Members discuss, then vote.
5. Clerk announces the outcome.

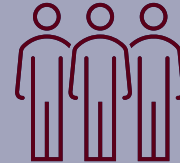




D1. Roles and Responsibilities



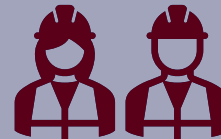
The **CHAIR** runs board meetings and oversees assigned tasks as needed.



ALTERNATE MEMBERS are not required to attend meetings but may participate in non quasi judicial discussions. Alternates may only vote when filling in for absent regular members and promoted through the appropriate process.



In the absence of the Chair for any reason, the **VICE CHAIR** will fulfill the duties the Chair is usually responsible for.



STAFF LIAISONS will assist with remote technologies, provide reports as noticed on the agenda, and answer questions regarding rules of order.



The **SECRETARY** who may be a board member or staff is responsible for the board's minutes.



COUNCIL LIAISONS provide procedural direction to the board and relay the City Council's position to the board. Council Liaisons are not required to attend meetings.



REGULAR MEMBERS are expected to attend all meetings, unless excused, participate in discussion, and vote on motions.



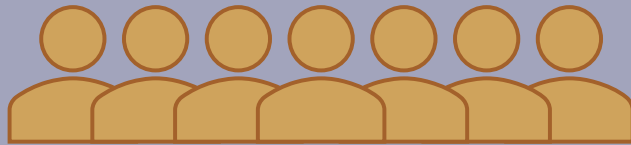
SHOULD THE BOARD ADOPT A MASCOT?

D2.

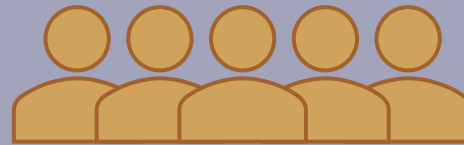
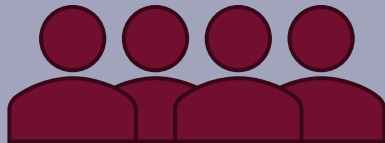
Understanding Quorum and Voting Requirements



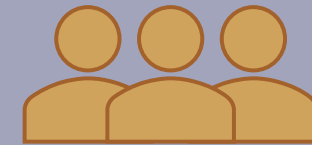
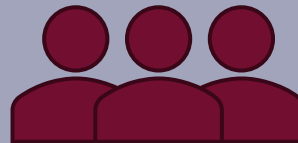
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



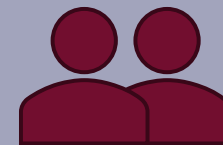
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



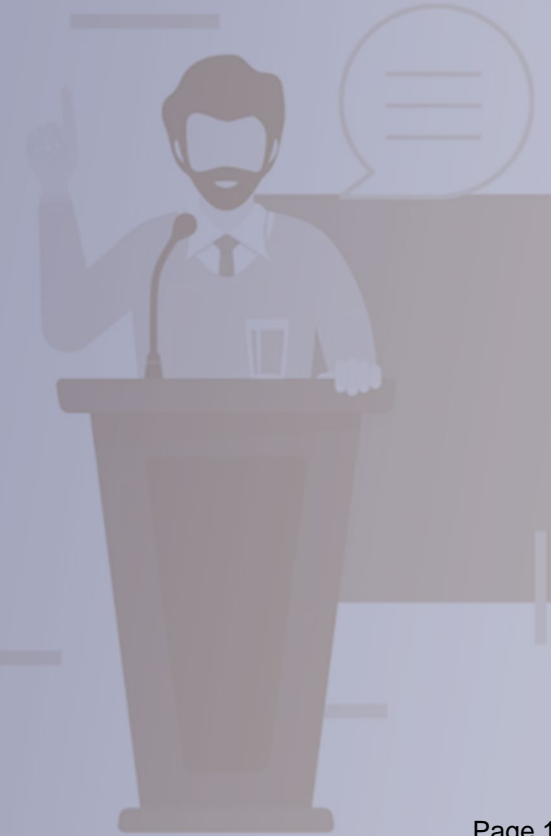
Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

The Manitou Springs Municipal Code can be found on the [City's Website](#).

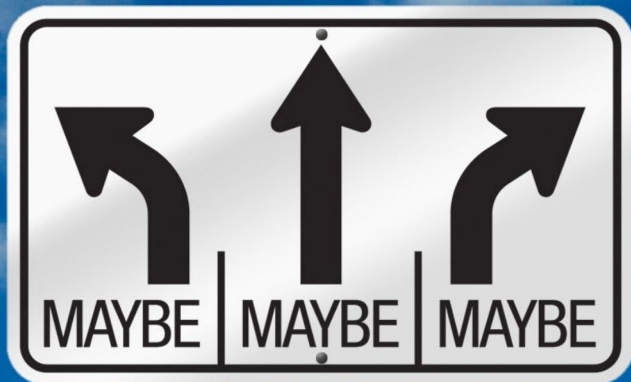
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall provide the opportunity for public comment (2.09.080(A)).
- Each board shall establish and maintain its own written standard operating procedures (2.09.080(B)).





E2. Turning Discussion into Action

The board should make a motion whenever taking formal action, such as adopting a position, making a recommendation to Council, authorizing expenditures, or initiating any activity on behalf of the board beyond information gathering or discussion.





Complete, Actionable & without ambiguity

- Consider **Who** is involved in the action.
- Include all specifics of **What** action is to be taken.
- Clearly define **When** the action should occur.
- Note **Where** the action shall take place.
- If applicable, indicate **Why**.






E3. Do's and Don'ts






CLEAR DISCUSSION

-  **Do:** Be efficient and concise, but always support transparency and public engagement.
-  **Don't:** Assume everyone has prior knowledge or skip important context.

SO MOVED

-  **Do:** Use “So Moved” for routine items like approving the agenda or minutes to keep meetings efficient.
-  **Do:** Ask for a “Point of Clarification” if unclear about a “So Moved” motion.
-  **Don't:** Use “So Moved” for complex or non-routine motions that require clear wording.

APPROVING MINUTES

-  **Do:** Ensure minutes are clear and detailed enough to be understood by anyone.
-  **Do:** Review minutes carefully before approving, even if you weren't present at the meeting.
-  **Do:** Report clerical errors (typos, misspellings, dates) directly to the secretary for correction.
-  **Do:** Save corrections about context, tone, or substantive content for the meeting.
-  **Don't:** Require attendance at the meeting to approve minutes.

E4. Toolkit for Success



CONSENT CALENDAR

a bundle of items that is voted on without discussion, as a package. This allows the board to differentiate between routine matters that do not need discussion and more complex issues on the agenda.

BOARD CORRESPONDENCE

a brief agenda section where members can raise issues or ideas for future meetings. It's meant for quick mentions only, not detailed discussion or decisions during the current meeting.

[CIVIC CLERK BOARD PORTAL](#)



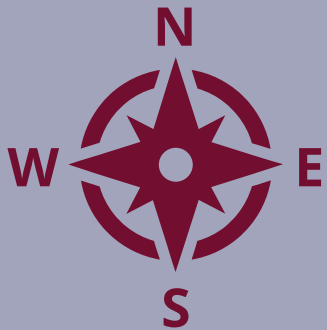


F1. Ethical Expectations

As an advisory board member, you are a steward of public trust. Your actions should reflect integrity, transparency, and accountability at all times.

KEY EXPECTATIONS:

- Act in the public interest. Decisions and recommendations must serve the community, not personal agendas.
- Be respectful and fair. Engage with fellow members, staff, and the public with professionalism and civility.
- Maintain transparency. Keep discussions and decisions in the open. Avoid side conversations, email chains, or private meetings that could violate public trust.
- Avoid using your position for personal gain. Your role is to advise, not to influence for personal or professional benefit.





F2. Recusals

You must recuse yourself from discussions or decisions when a conflict of interest exists.

What's a Conflict of Interest?

- Any situation where your personal, financial, or professional interests could influence your participation. If the outcome could benefit you, your family, your employer, or close associates.
- Even the appearance of a conflict can damage public trust.

How to Recuse:

1. State intention to recuse on the record — clearly and briefly.
2. Step away from the discussion table or leave the room during the agenda item.
3. Do not participate in the discussion, vote, or attempt to influence others in any way.



G.

Adjourn



ANY QUESTIONS?

THANK YOU, PRESENTATION ADJOURNED



MOTIONS CHEATSHEET

Title 2, Chapter 8, Section 140

Updated: 9/25/2025

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Adjourn	"I move to adjourn."	⊘	✓	⊘	⊘	Majority
Recess	"I move that we Recess until..."	⊘	✓	⊘	✓ Only Time & Duration	Majority
Postpone Temporarily	"I move to temporarily postpone the matter."	⊘	✓	⊘	⊘	Majority
Close Debate	"I move to close debate" or "I move the previous question"	⊘	✓	⊘	⊘	2/3
Limit or Extend Debate	"I move to limit the time to __ minutes." or "I move to extend the time by __ minutes."	⊘	✓	✓ Type & Time of Limitations	✓ Type & Time of Limitations	2/3
Postpone to a Definite Time	"I move to temporarily postpone the matter until..."	⊘	✓	Reasons for Postponement ✓ & Date of Reconsideration	✓ Date of Reconsideration	Majority
Refer	"I move to refer the matter to (board, commission, etc.) for..."	⊘	✓	✓ As to Referral	✓ As to Referral	Majority

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Amend	"I move to amend the motion by..."	⊘	✓	✓ If Applied to a Debatable Motion	✓	Majority
Postpone Indefinitely (not for quasi-judicial items)	"I move to postpone the matter indefinitely."	⊘	✓	✓	⊘	Majority
Resume Consideration	"I move to resume consideration of..."	⊘	✓	⊘	⊘	Majority
Reconsider	"I move to reconsider our action to..."	✓	✓	✓	⊘	Majority
Introduce Main Motion	"I move to... (business action)"	⊘	✓	✓	✓	Majority
Special Motions <i>Title 2, Chapter 8, Section 150</i>						
Objecting to Consideration	"I move to reconsider our action to..."	✓	⊘	⊘	⊘	2/3
Suspend Rules	"I move to... (business action)"	✓	✓	⊘	✓ Only Time & Duration	Majority



Board Portal Cheat Sheet

1. Log into the [Board Portal](#).

Agendas

06/11/2025 5:30 PM City Planning Commission Regular Meeting and Joint Work Session with the

06/10/2025 6:00 PM City Council Work Session

06/04/2025 5:30 PM Historic Preservation Commission Regular Meeting Agenda

06/03/2025 6:00 PM City Council Regular Meeting Agenda

2. Select the agenda you wish to review.

← AGENDAS Agendas

3. The packet can be viewed in a separate tab for reference.

Agenda Packet

4. In the portal, select an agenda item to add notes to.

... B. PLEDGE OF ALLEGI ...

... C. ROLL CALL

REVIEW ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

5. Notes will save automatically. Notes (Private) Auto Saved

6. View notes through the Notes tab in the bottom toolbar.

NOTES

May 13, 2025 City Council Special Meeting Minutes
07/31/2025 4:47 PM
Don't Forget!

Art on the Avenue 2025 Review and Authorization
07/31/2025 4:47 PM
Here are my notes!

7. Navigate to the item by clicking on the note. Here you can open individual item attachments.

Attachments

Memorandum PDF

City Council Minutes 05-13-25 - DRAFT PDF

Due to being assessed as **High Risk**, the cottonwood tree leaning over the Pool & Fitness Center must be removed. The removal will be done in-house during the month of October.





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 9/26/25 Time 13:45
 Address/Tree location 202 Manitou Ave. Manitou Springs, CO 80829 Tree no. 1 Sheet 1 of 1
 Tree species Populus deltoides (Eastern Cottonwood) dbh 11.5" Height 35' Crown spread dia. 18'
 Assessor(s) Brad Williams Time frame 1 yr Tools used Visual inspection

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 – rare 2 – occasional 3 – frequent 4 – constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Building	<input checked="" type="checkbox"/>				No	No
2	Pedestrians	<input checked="" type="checkbox"/>				No	Yes
3							
4							

Site Factors

History of failures Several small (2" diameter) branches Topography Flat Slope 5 % Aspect S
 Site changes None Grade change Site clearing Changed soil hydrology Root cuts Describe _____
 Soil conditions Limited volume Saturated Shallow Compacted Pavement over roots _____ % Describe _____
 Prevailing wind direction SW Common weather Strong winds Ice Snow Heavy rain Describe _____

Tree Health and Species Profile

Vigor Low Normal High Foliage None (seasonal) None (dead) Normal 95 % Chlorotic _____ % Necrotic 5 %
 Pests Wound at base from beaver Abiotic _____
 Species failure profile Branches Trunk Roots Describe _____

Load Factors

Wind exposure Protected Partial Full Wind funneling _____ Relative crown size Small Medium Large
 Crown density Sparse Normal Dense Interior branches Few Normal Dense Vines/Mistletoe/Moss _____
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown LCR _____ % Cracks _____ Lightning damage
 Dead twigs/branches 5 % overall Max. dia. _____ Codominant _____ Included bark
 Broken/Hangers Number _____ Max. dia. _____ Weak attachments _____ Cavity/Nest hole _____ % circ.
 Over-extended branches Previous branch failures 2" (2) Similar branches present
Pruning history
 Crown cleaned Thinned Raised Dead/Missing bark Cankers/Galls/Burls Sapwood damage/decay
 Reduced Topped Lion-tailed Conks Heartwood decay _____
 Flush cuts Other _____ Response growth _____
 Main concern(s) Horizontal branches over walkway in upper canopy of the tree

Load on defect N/A Minor Moderate Significant _____
 Likelihood of failure Improbable Possible Probable Imminent _____

— Trunk —

Dead/Missing bark Abnormal bark texture/color
 Codominant stems Included bark Cracks
 Sapwood damage/decay Cankers/Galls/Burls Sap ooze
 Lightning damage Heartwood decay Conks/Mushrooms
 Cavity/Nest hole 25 % circ. Depth _____ Poor taper
 Lean _____ ° Corrected? _____
 Response growth Yes, some
 Main concern(s) Large wound near base of the tree from a beaver

Load on defect N/A Minor Moderate Significant
 Likelihood of failure Improbable Possible Probable Imminent

— Roots and Root Collar —

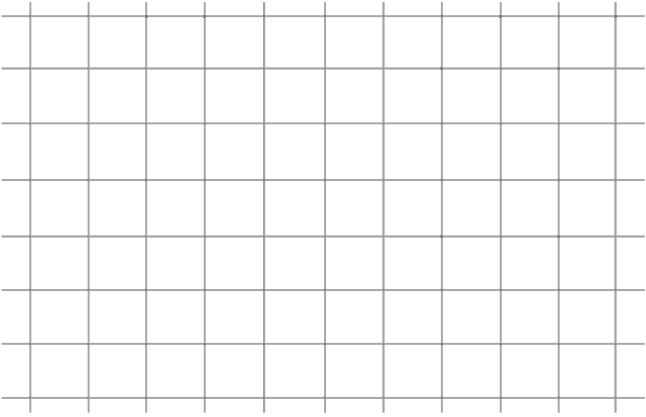
Collar buried/Not visible Depth _____ Stem girdling
 Dead Decay Conks/Mushrooms
 Ooze Cavity _____ % circ.
 Cracks Cut/Damaged roots Distance from trunk _____
 Root plate lifting Soil weakness
 Response growth _____
 Main concern(s) _____

Load on defect N/A Minor Moderate Significant
 Likelihood of failure Improbable Possible Probable Imminent

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)				Negligible	Minor	Significant	Severe	
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely					
1	Branches	Building Pedestrians					<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	LOW
							<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	MOD
							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Trunk	Building Pedestrians					<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	HIGH
							<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	MOD
							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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4							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

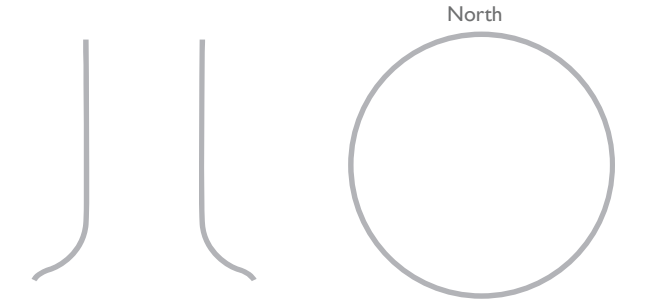
Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely



Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low



Notes, explanations, descriptions _____

Mitigation options Pruning - weight reduction in upper canopy of the tree
 Removal - complete removal of the tree

Residual risk Mod
 Residual risk None
 Residual risk _____
 Residual risk _____

Overall tree risk rating Low Moderate High Extreme
 Overall residual risk Low Moderate High Extreme

Work priority 1 2 3 4
 Recommended inspection interval 1 year

Data Final Preliminary Advanced assessment needed No Yes-Type/Reason _____
 Inspection limitations None Visibility Access Vines Root collar buried Describe _____

PARAB COMMUNITY GRANTS APPLICATION

Organization or Individual Name: Flying Pig Farm
Contact Name/Title: Barak Ben-Amots
Address: 224 Plainview Pl. Manitou Springs, CO 80829
Daytime Phone: 719-360-3589
Email: flyingpigmanitou@gmail.com

Amount Requested: \$1,000
Funds Requested by date: 12/15/25
Purpose of Funds: Materials and space rental for event for community Winter Solstice celebration

Briefly describe the event/activity you are proposing:

Flying Pig Farm will host a Winter Solstice event on Sunday, December 21st. Our goal is to engage Manitou Springs residents for a seasonal celebration, community building, and welcoming the light of a new year.

Participants will experience eating stone soup from cauldrons while listening to the classic Stone Soup story; sipping farm-made hot cider from Colorado grown apples; gentle movement through yoga; dancing to and playing along with a sunset music jam; and roaming the farm with visits to the farm animals.

What is/are the planned date(s) for this event/activity?:

Sunday, December 21st (Winter Solstice)

Do you have an established history of providing this kind of event? Please describe:

Flying Pig Farm regularly hosts community events and festivals to honor the changing seasons.

What is the expected attendance at the event? (Include demographics; is this youth specific or broad age ranges) :

Previous seasonal festivals have seen between 50 and 200 attendees depending on weather and other factors. Our events are family friendly and attendees tend to be very age diverse ranging from young children to older adults.

How will you publicize this event? (If appropriate, include membership totals of your organization or subscriber totals for email newsletters) :

We will advertise through our social media (2.3k Facebook followers; 1.6k Instagram followers), and through our newsletter (575 subscribers).

Where will this event take place? Please list specific parks or community areas:

Flying Pig Farm, 102 Crystal Park Rd.

Is this a collaborative effort with others in the community? If yes, please list partnerships:

We will partner with the Manitou Music Foundation and Manitou Yoga to help lead yoga, movement, and music jam.

PARAB Mini-Grant Application Budget Form

Name of Course/Program: Flying Pig Farm Winter Solstice Event

Fiscal Year: 2025

Mini-Grant Amount Requested \$1,000

Section 1 : Revenues

	BUDGET	ACTUAL	Budget less Actual
REVENUE			
PARAB Mini Grant Funds	\$1,000.00	\$0.00	\$1,000.00
Cash Contributions/Donations	\$0.00	\$0.00	\$0.00
Additional Grant Funds	\$513.00	\$0.00	\$513.00
Other Contributions (List Source)	\$0.00	\$0.00	\$0.00
Other Contributions (List Source)	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,513.00	\$0.00	\$1,513.00

Section 2: Expenses

	BUDGET	ACTUAL	Budget less Actual
OPERATING EXPENSES			
	Item Description:		
Travel	\$0.00	\$0.00	\$0.00
Software	\$0.00	\$0.00	\$0.00
Instructional Materials	\$0.00	\$0.00	\$0.00
Food	\$500.00	\$0.00	\$500.00
Supplies	\$473.00	\$0.00	\$473.00
Postage	\$0.00	\$0.00	\$0.00
Printing	\$250.00	\$0.00	\$250.00
Equipment	\$0.00	\$0.00	\$0.00
Rents/Leases	\$65.00	\$0.00	\$65.00
Advertising	\$0.00	\$0.00	\$0.00
Promotional Items		\$0.00	\$0.00
Other: Staffing event	\$225.00	\$0.00	\$225.00
Other:	\$0.00	\$0.00	\$0.00
TOTAL OPERATING EXPENSES	\$1,513.00	\$0.00	\$1,513.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00

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PARAB 2026 Goals



- Goal 1** With SSP Ph.3 Construction Docs, begin to explore funding options for soil prep, irrigation, and sod installation, including concrete curbing and grading for remaining crusher fines pathways in front of pavilion.

- Goal 2** Begin Schematic Design Drawings for Flats Overlook Park to determine estimated cost for Park Development.

- Goal 3** Begin researching Grant Opportunities for Park Development on the Flats

PARAB 2026 Budget Request



Funding Source: Conservation Trust Fund (CTF)

Budget Request

Professional Services:

Schematic Design and Development for Flats Overlook Park \$65,000

Parks:

New Development, Additional Park Upkeep \$40,000
Using OLM (organic land management) best practices,
Park Amenities (Benches, Picnic Tables)

Recreational Equipment \$25,000

Urban Forestry within Parks \$10,000