



# MANITOU SPRINGS OPEN SPACE ADVISORY COMMITTEE REGULAR MEETING AGENDA

All upcoming OSAC 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>

November 17, 2025

6:00 PM

## **A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

1. There is one opening for an alternate member

## **B. AGENDA REVIEW and PUBLIC COMMENT ON NON-AGENDA ITEMS**

## **C. APPROVAL OF MINUTES**

1. Draft minutes of OSAC March 24, 2025 meeting
2. Draft minutes of OSAC April 28, 2025 meeting
3. Draft minutes of OSAC June 23, 2025 meeting
4. Draft minutes of OSAC July 28, 2025 meeting
5. Draft minutes of OSAC August 25, 2025 meeting

## **D. PRESENTATIONS**

1. Update on the Pollinator Garden Project at 121 Pawnee Open Space. Presented by the Manitou Springs Garden Club.

## **E. REPORTS**

1. Parks & Recreation Advisory Board (PARAB) Update
2. Parks & Recreation Director's Comments
  - a. Update on Bill Bauers Park questionnaire
  - b. Update on Black Canyon planning efforts
  - c. Creek Walk 4: grand opening Nov. 18

## **F. OLD BUSINESS**

1. Fire Mitigation: update on meeting with MSFD Lt. Mike Willie on parcel selection and next steps. (Gillian and Dave)
2. Trail Maintenance
  - a. Update on November 9 work day: Paul

- b. Sign placement on Iron Mountain on OSAC funding for the repair. Dave
3. West End Parcels: discussion on potential open space and trail option
4. Beisel Parcels: update on status: Dave

## **G. NEW BUSINESS**

1. Draft OSAC Standard Operating Procedure: Dave
  - a. For distribution and discussion
  - b. Anticipate final approval in future meeting.

## **H. FUTURE AGENDA ITEMS**

## **I. ADJOURNMENT**

### **Committee Members:**

David Conley, Chair (03/31/2028)  
Paul Arlinghaus, Vice Chair (03/21/2029)  
Judy Carnick, Committee Member (03/31/2029)  
Sheryl Cline, Committee Member (03/31/2026)  
Robin Kovats, Committee Member (3/31/2026)  
Anthony "TJ" Maltese, Committee Member (03/31/2029)  
Andrea Sutela, Committee Member (03/31/2028)  
Cassandra Bresnahan, Alternate Member (03/31/2029)  
Marion Ceruzzi, Alternate Member (03/31/2029)

*1 alternate position available*

### **Staff and Liaisons:**

Judith Chandler, Council Liaison  
Gillian Rossi, Parks & Recreation Director

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**CITY OF MANITOU SPRINGS  
OPEN SPACE ADVISORY COMMITTEE**  
Regular Meeting Minutes  
Remote Meeting via Zoom  
March 24, 2025

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

Chair Beeson called the Open Space Advisory Committee (OSAC) meeting to order at 6:23 PM.

**COMMITTEE MEMBERS PRESENT FOR ROLL CALL:**

Chair Tim Beeson  
Committee Member Judy Carnick  
Committee Member Sheryl Cline  
Committee Member Robin Kovats  
Committee Member Andrea Sutela  
Alternate Committee Member Paul Arlinghaus  
Alternate Committee Member Nancy Wilson

**COMMITTEE MEMBERS ABSENT FOR ROLL CALL:**

Vice Chair David Conley  
Committee Member Anthony Maltese

1. One opening for alternate

Chair Beeson noted that there is one alternate position on the board that is vacant.

**B. APPROVAL OF MINUTES**

1. Draft minutes of December 9, 2024 OSAC Meeting (5 minutes)

Committee Member Carnick moved to approve the December 9, 2024 OSAC Minutes. The motion was seconded by Committee Member Sutela. The motion carried (6-0) with Committee Member Wilson abstaining.

2. Draft minutes of January 27, 2025 OSAC meeting (5 minutes)

Committee Member Wilson moved to approve the minutes with a correction to Committee Member Carnick's name on page 9. The motion carried (6-0) with Committee Member Cline abstaining.

3. Draft minutes of February 24, 2025 OSAC meeting (5 minutes)

Chair Beeson suggested edits to correct clerical errors in the minutes, including changing the word spend to send on page 12, the word assent to approved on page 13,

and wildcats to trail cats under item 3A. He added that the motion count on page 13 was incorrect and should state five to zero, as there were only five members present.

Committee Member Kovats moved to approve the minutes as amended to include changes suggested by Chair Beeson. The motion was seconded by Committee Member Sutela. The motion was carried (5-0) with Committee Members Cline and Wilson abstaining.

### **C. AGENDA REVIEW AND PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

### **D. REPORTS**

1. PARAB (Parks and Recreation Advisory Board)
  - a. Approved Minutes for PARAB October 28, 2024 meeting
  - b. Approved Minutes for PARAB November 11, 2024 Meeting
  - c. Approved Minutes for PARAB December 02, 2024 Meeting
  - d. Approved Minutes for PARAB January 13, 2025 Meeting

Chair Beeson commented on the minutes and noted there appears to be a park area near the trail at Overlook Park. He added that he plans to visit the site as well as Higginbotham Flats, where he observed good progress on current projects.

### **E. OLD BUSINESS**

1. Black Canyon Open Space (David)
  - a. Next Steps (David, 5–10 minutes)

Chair Beeson noted that Vice Chair Conley had some updates on the Black Canyon Open Space, but was unable to attend the meeting.

2. Bill Bauer Trail Development (Andrea, Robin)
  - a. Casandra Hessel's email on survey next steps (Tim, 5 – 15 minutes) (This will require one or more votes.)

Chair Beeson explained that the committee had previously discussed conducting site visits to the properties and that a related question was sent to the Public Information Officer (PIO), Cassandra Hessel, regarding survey distribution options.

Committee Member Kovats suggested that the option to run an ad in the Pikes Peak Bulletin (PPB) might be a good idea.

Chair Beeson noted that the PIO requested information on when to start running the survey and for how long as well. Based on PIO Hessel's recommendation to run the survey for at least two weeks, he suggested three weeks. He stated that they could start the survey as early as the next day.

Committee Member Carnick questioned if there was any reason to rush the survey.

Committee Member Wilson expressed support for the survey, but suggested that more research may be needed before circulating, including the cost of running an add in PPB.

Chair Beeson reminded the committee that the survey questions had already been reviewed and voted on, and that OSAC needs to determine how to distribute the survey. Chair Beeson reported that he spoke again with Larry Rose, who remains committed to completing the project. If subdivision of his property is not possible, Mr. Rose may propose establishing a trail easement instead. Chair Beeson noted that an easement will likely take several more months and indicated there is no urgency to continue discussion at this time.

Committee Member Kovats asked about the typical response rate to surveys posted on the city website and emphasized the importance of ensuring nearby residents are notified and encouraged to respond.

Chair Beeson commented that one opinion may be that while nearby residents' opinions are important, the property belongs to the City, not just those living along the canyon.

Committee Member Kovats noted that if nearby residents oppose the trail while the broader community support it, the committee could face conflicting opinions.

Committee Member Cline cautioned that soliciting input without considering it could be problematic.

Committee Member Carnick observed that responses may be limited mainly to nearby residents, as those not directly affected often choose not to engage.

Chair Beeson explained that the survey will be distributed citywide but can also target individuals with a significant interest in the property. He emphasized the importance of notifying nearby residents, particularly those along the canyon and the three community members who had previously expressed interest. He suggested that direct outreach, such as delivering flyers to the approximately 36 neighboring households, would be manageable and appropriate.

The consensus was that the committee would discuss the survey at the April meeting.

### 3. Existing Trails Development (Andrea, David)

- a. Washout section at switchback above Wildcat Gulch (Andrea, 5 minutes)

Committee Member Sutela shared that Director Rossi and Vice Chair Conley are working on the Wildcat Gulch project. She added that she will be meeting with them in the next week to talk about maintenance projects for the upcoming season.

- b. Signage on Creek Walk and Old Intemann Trail (Billy Richard in lieu of Gillian) (5 minutes)

Senior Parks Maintenance Worker and Horticulturalist, Billy Richard shared that the project is temporally delayed due to staffing issues. He added that an order has been placed with Rock Art Industries for carsonite posts and decals for the Intemann Trail, Iron Mountain Trail and Red Mountain Trail. Prior to ordering, staff did produce eight signs that are planned for installation in April.

### 4. Planning Department

- a. New Open Space Properties and Interactive Map (Tim, 5 minutes)

Chair Beeson noted that 38 parcels were proposed to be zoned open space. He commented that while inspecting the sites, particularly for fire prevention issues, is worthwhile, OSAC alone lacks the expertise to address fire concerns, which should fall under the Manitou Springs Fire Department. He encouraged OSAC members to review and walk some of the parcels to become more familiar with their condition and needs. Chair Beeson suggested that one of the members could get in contact with the Fire Department.

Committee Member Arlinghaus suggested the committee consider a program to allow people to adopt open space parcels to help with invasive control or fire mitigation, noting a small parcel behind his home.

Committee Member Sutela noted that there is a current program to adopt a trail or open space. She added that she is not sure what the program entails.

Committee Member Kovats stated that she believes the program focuses on trash cleanup and weeding in parks and along trails. She added that including open space and potentially fire mitigation would be new and expressed support for the idea.

Committee Member Arlinghaus shared that he had adopted the Iron Mountain Trail and offered to research what would go into the process of potentially adopting open space.

Committee Member Wilson also expressed support for an adopt open space program.

Chair Beeson shared concerns regarding the potential sale of a small piece of city-owned property behind a private residence. He noted that such a sale could create

political challenges and affect previous donors who contributed land to the city. He expressed support for an adopt open space program, noting it would be a more manageable approach.

Committee Member Carnick shared that she had recently spoken with Fire Lieutenant Mike Willie about the department's limited capacity to take on additional mitigation projects due to existing workload and large ongoing efforts. She suggested that, rather than having individuals request site visits, the Fire Department could develop a public guide or pamphlet on fire mitigation practices. She noted that such a resource could help reduce demand on the Fire Department while still providing residents with helpful information.

Chair Beeson commented that developing a public pamphlet may not be appropriate, as decisions about vegetation removal and mitigation require professional assessment and oversight.

Committee Member Carnick acknowledged that the Fire Department may not have time to assess small properties and confirmed that they will assess Black Canyon.

Committee Member Wilson stated that she believes similar materials already exist, such as brochures on protecting homes from fire, which could also apply to open space areas. She suggested checking with the Fire Department to see if existing resources could be used or adapted for Manitou Springs. She noted that residents living next to open space areas have a shared responsibility to help with mitigation.

Committee Member Carnick volunteered to reach out to Lieutenant Willie and suggested that the open space program could be called "Adopt a Plot".

Council Liaison Judith Chandler expressed support for the proposed project, noting that the Fire Department has already mapped fire risk levels for properties in Manitou Springs. She suggested starting with open space parcels near the highest-risk areas and expanding from there. She stated that the City would likely support the effort and encouraged collaboration with groups such as Pikes Peak Permaculture and the Manitou Springs Garden Club to help recruit volunteers. She also reminded the committee that all open space parcels are City-owned and that any mitigation work would need City and Fire Department review and approval. She added that tracking and documenting completed mitigation efforts could further strengthen the program.

There was further discussion about the interactive parcel map, during which Committee Member Arlinghaus commented that he would have liked to see a map showing all open space parcels, not only those proposed for zoning changes.

##### 5. Directors Comments (Billy Richard in lieu of Gillian) (5-15 minutes)

Senior Parks Staff Richard reported on the following:

- Lieutenant Willie confirmed that fire mitigation in the Black Canyon Open Space does not need to proceed trail construction.
- There are new staff members in the Parks and Recreation Department, including Senior Parks Staff Richard, another Parks Maintenance Worker, and a Cemetery Caretaker. The department is in the process of hiring two seasonal parks technicians and the Geographic Information Systems (GIS) Technician has accepted a new position elsewhere.
- The first reading for rezoning City parcels is on April 1, 2025.

## **F. FUTURE AGENDA ITEMS**

There was no discussion about future agenda items.

## **G. ADJOURNMENT**

Committee Member Cline moved to adjourn the meeting. The motion was seconded by Committee Member Wilson. The motion was carried (7-0).

The meeting adjourned at 7:12 PM.

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**CITY OF MANITOU SPRINGS  
OPEN SPACE ADVISORY COMMITTEE**  
Regular Meeting Minutes  
Remote Meeting via Zoom  
April 28, 2025

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

Chair Conley called the Open Space Advisory Committee (OSAC) meeting to order at 6:02 PM.

**COMMITTEE MEMBERS PRESENT FOR ROLL CALL:**

Chair David Conley  
Committee Member Sheryl Cline  
Committee Member Robin Kovats  
Committee Member Andrea Sutela  
Alternate Committee Member Paul Arlinghaus

**COMMITTEE MEMBERS ABSENT FOR ROLL CALL:**

Committee Member Judy Carnick (arrived at 6:32 PM)  
Committee Member Anthony Maltese  
Alternate Committee Member Nancy Wilson

1. There is one opening for a member and one opening for an alternate member.

There was no discussion about open positions.

2. Nomination of Paul Arlinghaus as full member, recommended approval by City Council

Committee Member Sutela moved to nominate Alternate Committee Member Paul Arlinghaus for full membership. Committee Member Kovats seconded the motion. The motion carried unanimously (4-0).

3. Elect Vice Chairperson

There was a brief discussion regarding input from committee members as it relates to Vice Chair election. Chair Conley suggested members send him an email with input.

## **B. APPROVAL OF MINUTES**

### 1. Draft minutes of OSAC 04-08-2024 Special Meeting

Committee Member Sutela moved to approve the minutes as amended with April 8, 2025, corrected to reflect April 8, 2024. The motion was seconded by Committee Member Kovats. The motion was carried (3-0), with Chair Conley recusing.

## **C. AGENDA REVIEW AND PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

## **D. REPORTS**

### 1. Parks and Recreation Advisory Board (PARAB)

- a. Approved Minutes for PARAB 03-03-2025 meeting

The committee briefly reviewed PARAB minutes.

## **E. OLD BUSINESS**

### 1. Black Canyon Open Space

- a. Next Steps on Fire Mitigation and Trail Construction (Gillian and David, 10-15 minutes)

There was a discussion regarding the Fire Mitigation plan, during which Parks and Recreation Director Gillian Rossi stated the project is on her list to discuss with the Manitou Springs Fire Department (MSFD). Director Rossi stated that it had not been at the top of her priority list due to a few other bigger projects.

Director Rossi provided an update on the Deer Valley Park project, noting that the contractors finished their work, except for areas where there were property line concerns. The City's forestry service will complete the mitigation. The project is 95% complete and the 5% remaining will be completed next Spring.

There was a brief discussion regarding the Deer Valley Park trail construction.

- b. Name confusion with Colorado Springs Quarry Site (Gillian)

There was a brief discussion regarding Colorado Springs' lack of concern to change the name of the Black Canyon Quarry Open Space, though they are willing to change the name during the Master Plan process.

2. Bill Bauer Trail Development: gauge interest in project and if appropriate, issue survey to residents (Andrea and Robin 10 minutes)

Chair Conley expressed concern that the committee hasn't shown much support for the project. He shared that he received an email from Neal Minch.

**Note for the Record** – The floor was opened for public comment.

Neal Minch, 151 Clarksley Road, expressed concern for the wildlife that use the area for cover and safe boundary from human contact. He also voiced concern about the development providing a corridor for homeless individuals or perpetrators.

Jess Wilson, 130 Pallisade Circle, expressed opposition for the project and added that roughly a dozen of her neighbors agree. She stated that the animal habitat would be disturbed and that the trail may be dangerous due to the amount of wildlife that currently uses the area. She shared that homeless encampments are also a concern.

Randy Zimdahl, 16 Mountain View Road, shared some concerns with previous speakers, including animal inhabitation and homeless encampments. He raised a concern about fire danger as well.

Doug Miles, 23 Mountain View Road, echoed concerns about fire and animal inhabitation. Doug stated that his main concern is logistical in nature, particularly, how the trail would avoid interference with private property lines.

Cory Sutela, Resident and Chair of the Manitou Springs Mobility and Parking Board (MAP) expressed support for the Bill Bauer project. He stated that the trail would help citizens navigate the area without using public roads. He encouraged a more detailed discussion regarding pros and cons.

Darlene Stewart, 131 Palisade Circle, stated that she was against the development for reasons regarding disruption and fire risks.

Jennifer McGrath, 152 Clarksley Road, stated that she shares the concerns of most residents opposed to the project. She expressed concern about visibility for children using the proposed trail and noted that off-leash dogs would be a concern as well.

**Note for the Record** – The floor was closed to public comment.

**Note for the Record** – Committee Member Carnick arrived at 6:32 PM.

Chair Conley suggested that the committee could consider a survey and asked for input.

Committee Member Sutela raised concerns about the purchase of open space properties for the purpose of keep them undeveloped. She suggested that this should be considered in future purchases.

Committee Member Kovats stated she thinks the survey should be sent out.

Chair Conley added that he thinks the committee should be used and is a valuable data source.

Committee Member Arlinghaus shared that he thinks the survey will provide good feedback on the overall community opinion, not just that of the community members who would be most impacted by the trail development.

Committee Member Carnick commented that sending the survey will be good for the community to see that the committee was seeking their input. She added that the survey should be done quickly.

Committee Member Cline suggested that the survey should not restrict certain citizens.

Committee Member Sutela suggested that everyone should be included in the survey, without targeting a specific group.

Committee Member Kovats recommended that the survey be more targeted to the community most affected and that the committee should make sure they are aware of the survey.

There was further discussion regarding the forms of communication that could be used to issue the survey and what audience should receive it.

Committee Member Cline motioned to move forward with a survey that would allow 3 weeks to complete and return citywide. Committee Member Carnick seconded the motion. The motion carried unanimously (5-0).

Director Rossi clarified that the text alert system is used for emergency purposes and discouraged the use of the system for a survey. She further suggested that the survey could be properly advertised without using the alert system.

Committee Member Arlinghaus stated that he believes the community will organically share the information regarding the survey to each other.

### 3. Trail Maintenance:

- a. Update on Wildcat Gulch repair of April 13, 2025 (Paul, Dave and Gillian 5 minutes)

There was a brief discussion regarding the completion of Wildcat Gulch repair.

- b. RMFI work proposal: reroute of Intemann Trail near Red Mountain intersection (Gillian 10 minutes)

There was a discussion about the proposal to reroute the trail and its benefits. It was noted that the project is set to start on May 14, 2025, and that Rocky Mountain Field Institute (RMFI) will call for volunteers.

There was discussion about Iron Mountain Trail during which Committee Member Arlinghaus suggested possible future consideration for repair and water run off mitigation.

- c. Signage on Old Intemann and Creek Walk trails (Gillian, 2 minutes)

Director Rossi reported that signage is still on its way.

#### 4. Re-Zoning of Open Space Parcels

- a. Update on Council approval, but rejection on 0 Beckers Lane parcel (Gillian, 5 minutes)

Director Rossi announced that the 0 Beckers Lane property was not approved to be re-zoned as open space by City Council.

- b. Discussion of new responsibilities for OSAC on re-zoned parcels (10 minutes)

There was a discussion about Council's expectations of OSAC to keep the spaces maintained. Director Rossi advised that the committee discuss the matter on a future agenda to allow time to review the discussion from the Council meeting when the rezoning was voted on.

#### 5. Fire Mitigation on Open Space Parcels

- a. Outline process for parcel evaluation, Request for Proposals (RFP's), and grant process (Gillian 10 minutes)

Chair Conley stated that the committee will follow up on Fire Mitigation according to the update provided by Director Rossi to meet with MSFD soon.

Committee Member Carnick suggested that the MSFD do a demonstration for homeowners showing proper fire mitigation and mentioned possibly getting the Home Ignition Zone pamphlet out to the residents.

Director Rossi mentioned a committee member could speak with MSFD and the Public Information Officer (PIO) Cassandra Hessel to determine the best way to deliver fire mitigation information to the public.

Committee Member Carnick volunteered to speak with MSFD and the PIO.

- b. Review Community Wildfire Protection Plan (CWPP) and prepare comments for MSFD. (10 minutes) CWPP available online at: <https://www.manitouspringsco.gov/DocumentCenter/View/6346/Manitou-Springs-CWPP-Draft-for-Public-Comment-PDF?bidId=>

Chair Conley suggested that committee members reach out to Lieutenant Mike Willie or the PIO with any questions regarding the Community Wildfire Protection Plan (CWPP).

- c. Discuss allocation of OSAC funds for Fire Mitigation grant matches. (10 minutes)

Chair Conley shared that he had conversation with Mayor John Graham regarding using OSAC funding for fire mitigation.

Committee Member Sutela stated that fire mitigation is within the scope of use of OSAC's funding.

## **F. NEW BUSINESS**

1. Park Director's Comments on new matters (Gillian)

Director Rossi mentioned a discussion with Chair Cory Sutela and Vice Chair Karl Stang with MAP suggesting more involvement with OSAC and citing the occasional overlap in interest where mobility is concerned.

MAP Chair Sutela stated that the MAP Board has prioritized improving the mobility of the public within the city and wants to improve their connection with OSAC to collaborate.

2. Discuss mixed meeting format: in-person and Zoom

Chair Conley stated that he would like to hold either the May or June 2025 meeting as mixed meeting format and emphasized that he would rather have in-person meetings.

3. Discuss rescheduling May 26 meeting, Memorial Day.

There was a brief discussion about the date of the May meeting due to it falling on Memorial Day. The consensus was that the committee would reschedule the May meeting to May 28, 2025, at 6:00 PM.

## **G. FUTURE AGENDA ITEMS**

No future agenda items were discussed.

## **H. ADJOURNMENT**

Chair Conley adjourned the meeting at 7:53 PM.

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**CITY OF MANITOU SPRINGS  
OPEN SPACE ADVISORY COMMITTEE**  
Regular Meeting Minutes  
Remote Meeting via Zoom  
June 23, 2025

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS & ELECTIONS**

Chair Conley called the Open Space Advisory Committee (OSAC) meeting to order at 6:02 PM.

**COMMITTEE MEMBERS PRESENT FOR ROLL CALL:**

Chair David Conley  
Committee Member Sheryl Cline  
Committee Member Andrea Sutela  
Committee Member Judy Carnick  
Committee Member Anthony Maltese  
Committee Member Paul Arlinghaus

**COMMITTEE MEMBERS ABSENT FOR ROLL CALL:**

Committee Member Robin Kovats (arrived at 6:07 PM)  
Alternate Committee Member Nancy Wilson

1. There are two openings for alternate members.

There was a brief discussion of openings, and a request for recommendations by Chair Conley. There were no recommendations during the meeting.

2. Elect Vice Chairperson

Chair Conley requested recommendations for Vice Chair.

Committee Member Arlinghaus volunteered for the Vice Chair position.

Committee Member Cline moved to nominate Committee Member Arlinghaus and Committee Member Sutela seconded the motion. The motion passed (6-0).

3. Resignation of Nancy Wilson

A brief discussion was held regarding the resignation of Committee Member Wilson.

Chair Conley noted that she offered her assistance with “institutional memory” within the letter.

**Note for the Record** – Committee Member Kovats joined the meeting at 6:07 PM.

## **B. APPROVAL OF MINUTES**

1. None available at this time.

No minutes were discussed.

## **C. AGENDA REVIEW AND PUBLIC COMMENT ON NON-AGENDA ITEMS**

**Note for the record** – Public comment was heard after Section G, Future Agenda Items.

Mobility and Parking Advisory Board (MAP) Chair Cory Sutela shared that he has been a part of different groups that are in support of the Bill Bauer Trail project, and that he was alarmed to hear that the Chair and some other members of the committee haven't heard comments in support of the project. He added that it is part of the post plan to have the Ring Manitou trail with a lot of work invested over the years.

## **D. REPORTS**

1. Parks and Recreation Advisory Board (PARAB) UPDATE
  - a. Approved Minutes for PARAB 04-07-2025 meeting

The committee briefly reviewed PARAB minutes. Chair Conley requested an update on Soda Springs Park. Parks and Recreation Director Gillian Rossi stated that the project will be completed on June 24, 2025 and a soft opening will be hosted that day. A grand opening will be held on Monday June 30, 2025.

## **E. NEW BUSINESS**

1. 2026 Grant Opportunity – conservation Service Corps (Dave, Gillian)

The committee discussed the use of Great Outdoors Colorado (GOCO) Youth Corp Conservation Grant for trail repairs and updates. The deadline is July 30, 2025, for grant approved work to be done next year. The Grant requires a 10% match from the committee and requires a request for at least 2 weeks' worth of work.

Director Rossi explained that trail repairs and updates would be roughly \$28,000, meaning the OSAC committee match would be roughly \$3,000. She suggested using the Grant for noxious weed mitigation and possibly fire mitigation.

Committee Member Sutela recommended a supervisor be present to accompany the Youth Corp.

Director Rossi verified that the Youth Corp is experienced in weed mitigation, and the process would be all mechanical in nature.

Committee Member Kovats suggested the grant be used for weed mitigation along trails rather than fire mitigation.

Committee Member Maltese suggested adjacent properties to trails be included in the scope of work.

Committee Member Carnick suggested asking for adult volunteers to accompany the Youth Corp.

Committee Member Carnick moved to apply for the Grant for weed mitigation and Committee Member Cline seconded. The motion carried unanimously (6-0).

## 2. Discuss location for July 28<sup>th</sup>, 2025, OSAC Meeting

There was discussion about finding a new in-person location for the July 28, 2025, meeting due to poor acoustics at the Manitou Arts Center (MAC) building. No location was decided on during the discussion. Chair Conley stated he would continue to look for a location with Director Rossi's assistance and share his findings with the committee.

Committee Member Carnick suggested the use of the community room at the Manitou Springs Library.

Chair Conley stated that if the committee is unable to find an onsite location, then they would return to meeting on Zoom.

## **F. OLD BUSINESS**

### 1. Bill Bauer Open Space

#### a. Update from 6/10/2025 City Council Work Session (Gillian and Paul)

Director Rossi started the discussion with an update from the work session held by City Council. She stated that Council wants the committee to move forward the development of the survey, with instructions to update the questions. It was suggested by Council that a professional service be used to conduct the survey. Council also requested that Director Rossi prepare a cost analysis of trail construction, provide quotes for an environmental impact survey, and determine the project's priority within the committee. Director Rossi shared that she contacted Kimley-Horn, a consultant that the City has used in the past, to request a cost estimate to prepare and conduct the survey.

Committee Member Arlinghaus expressed concern about project funding, citing the budget shortfall and the fact that the expense would fall on OSAC.

Committee Member Carnick voiced concerns about not owning the easement for the property, and reported receiving predominantly negative feedback regarding the project. She suggested the committee conduct the survey before spending money on consultants and environmental impact surveys to gather community input project first.

Committee Member Arlinghaus noted that the main issue in deciding how to move forward is whether spending funds to gain insight on community support or opposition is appropriate.

Council Liaison Judith Chandler stated that she and Councilor John Shada were the two most vocal at the work session regarding the open space. She shared that there was Council consensus on the survey, though there were questions regarding whether the committee will put more emphasis on the community members most impacted by the project or not. It was also noted that budget concerns arose during the discussion in the work session. She added that correspondence received by the Council was evenly split for and against the project.

Committee Member Sutela stated, based on her observations, there is a large amount of support for the project and added that she welcomes the professional survey.

Committee Member Maltese supports the survey as well.

Director Rossi explained that that the survey will include maps, trail concepts and the specific property location, and added that she believes most community members may not know the exact location.

Committee Member Kovats stated that if the survey is done and found to have overwhelming support, then the issue of the easement can be re-addressed with the current landowner.

## 2. Rocky Mountain Fields Institute

### a. Summary of 2025 Trail Projects (Gillian, Dave, Paul)

Director Rossi reported that all projects went well, including the Intemann Trail re-route, the drainage repair going up Red Mountain and the staircase repair at the Iron Mountain trailhead.

### b. Contract Renewal for 2026 (All)

There was a discussion regarding the renewal of the Rocky Mountain Field Institute (RMFI) contract. Director Rossi stated that if a renewal is considered, the proposed contract should be finalized by February.

Chair Conley stated that the contract will be discussed further at the August meeting.

There was a brief discussion about the potential impact of the tax measure on the ballot. Council Liaison Chandler stated that it may impact the funding for OSAC with regard to tax collection but it is currently unclear.

### 3. Black Canyon Open Space

#### a. Fire Mitigation Update (Gillian)

Director Rossi shared that there might be additional grant opportunities for fire mitigation, due in July.

Committee Member Carnick stated that she discussed the delay of the fire mitigation demonstration with Fire Lieutenant Mike Willie and noted that it needs to be prioritized.

### 4. Trail Maintenance

#### a. Update on Intemann Trail Wayfinding Project (Gillian)

Director Rossi stated signage for the project arrived and that installation will start soon.

#### b. Storm Damage to Trail System (All)

Committee Member Arlinghaus shared post storm analysis showing that drainage work seems to have benefited trails. Trails that were worked on and those that could use some assistance with drainage were reviewed. He suggested that committee members hike the trails after rain to identify areas that could use drainage work.

#### c. Iron Mountain Trail Maintenance Request for Bids (RFB) (Paul, Dave, Gillian)

Director Rossi asked if the committee was ready to move forward with the RFB process. Consensus was to move forward keeping the previous year's budget for bids in mind.

Committee Members Carnick and Arlinghaus volunteered to assist with site walks for future bids.

## **G. FUTURE AGENDA ITEMS**

Chair Conley requested an update on Creek Walk Phase 6.

Director Rossi stated that there should be an update on the Creek Walk project by July and noted that the current priority is Phase 4. She added that she would reach out to Public Services Director Ben Schmitt for a progress report on Phase 6.

Council Liaison Chandler announced that the Colorado Open Space Alliance (COSA) conference is coming up, October 6, 2025 through October 8, 2025. She added that registration starts in July and it will be hosted in Steamboat Springs, Colorado.

There was a brief discussion about the upcoming budget meeting. It was determined that the committee would meet on July 23, 2025, from 5:00 PM to 9:00 PM for a budget retreat.

## **H. ADJOURNMENT**

Committee Member Carnick made a motion to adjourn. Committee Member Sutela seconded. The motion carried unanimously (6-0).  
The meeting adjourned at 7:33 PM.

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**CITY OF MANITOU SPRINGS**  
**OPEN SPACE ADVISORY COMMITTEE**  
Regular Meeting Minutes  
Hybrid Meeting In Person and by Zoom  
July 28, 2025

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

Chair Conley called the Open Space Advisory Committee (OSAC) meeting to order at 6:07 PM.

1. Three (3) Alternate Positions Open.

There was no discussion.

**B. ROLL CALL**

**COMMITTEE MEMBERS PRESENT FOR ROLL CALL:**

Chair David Conley  
Vice Chair Paul Arlinghaus  
Committee Member Andrea Sutela  
Committee Member Judy Carnick

**COMMITTEE MEMBERS ABSENT FOR ROLL CALL:**

Committee Member Robin Kovats  
Committee Member Anthony Maltese (arrived at 6:12 PM  
and left at 7:09 PM)  
Committee Member Sheryl Cline (arrives at 6:14 PM)

**C. AGENDA REVIEW AND PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**D. REPORTS**

1. Director's Report

a. 0 Beckers Lane Split Rail Fence Funding Request

Parks and Recreation Director Gillian Rossi presented a request to complete the removal of the chain link fence and replace it with split rail fencing. The cost for the new fencing will be \$600.

Chair Conley shared concerns about 0 Beckers Lane being zoned as open space, as it was previously proposed to City Council that the property be rezoned to parks. Chair Conley expressed uncertainty about which entity is responsible for the property.

**Note for the Record** – Committee Member Maltese arrived at 6:12 PM and Committee Member Cline arrived at 6:14 PM.

Director Rossi clarified that City Council felt there was not enough information to determine the property should be zoned parks, therefore, keeping it zoned open space. Director Rossi confirmed that OSAC would provide small maintenance to the property.

Committee Member Carnick made a motion to fund the \$600 fence material for 0 Beckers Lane. Committee Member Sutela seconded the motion. The motion carried unanimously (6-0).

b. Creek Walk Phase 6 Update

Director Rossi reported on Creek Walk, noting that OSAC's contribution currently totals \$39,000. The funds are not slated for any specific phase of the project. Director Rossi shared that she had a discussion with Public Services Director Ben Schmitt and that the committee could consider contributing funding to Phase 4 or Phase 6. Phase 4 is expected to be completed by the end of October.

There was a brief discussion about funding for Phase 4, during which Director Rossi stated that a large portion of the funding is coming from a Pikes Peak Rural Transportation Authority (PPRTA) grant.

Committee Member Carnick expressed support for considering the use of funds for Phase 4 but recommended requesting a proposal or presentation from Director Schmitt before making the decision.

Committee Member Maltese asked whether the request to reallocate funds is related to the upcoming City Council meeting that will be addressing the budget shortfall.

Director Rossi stated she did not believe the reallocation was in any way related.

Vice Chair Arlinghaus agreed with using the money for the current Phase 4, as they have no way to know how long the following phases would take to complete. He also agreed to hearing more information before making a decision.

The committee agreed that inviting Director Schmitt to the August meeting would be beneficial before making the decision.

## **E. OLD BUSINESS**

### **1. Bill Bauer Open Space**

- a. Update on professional survey design, costs, and next steps (Gillian)

Director Rossi provided an update, stating that she has pursued quotes for third party surveys and received a quote from Kimley-Horn for \$5,700 for a public outreach survey. They also offered to include an environmental impact review and memo for a higher quote of \$14,000.00. She reported that she is waiting for a response from another company, Hord Coplan Macht. Director Rossi added that she is meeting with Rocky Mountain Field Institute (RMFI) in early August to walk the site and provide a formal quote for multi-use construction. She will be reaching out to a few other trail builders to gather comparison quotes.

Committee Member Carnick voiced concerns regarding wasteful spending of time and money on anything beyond a survey. She discussed limiting funding to the survey alone. She also stated that previous discussions with committee members seemed to suggest limited momentum on the project.

Chair Conley reiterated that City Council was clear in their instructions about having the Parks Department and Director Rossi conduct a survey by way of an outside contractor.

Committee Member Sutela stated that her impression of past discussions was that the committee had not reached a consensus to discontinue the project.

### **2. Rocky Mountain Field Institute 2025 Project Closeout**

- a. Review and discussion on “Manitou Open Space Final Report” (All)

There was no discussion about this item.

### **3. Black Canyon Open Space**

- a. Fire Mitigation Update (Judy)

Committee Member Carnick reported that Fire Lieutenant Mike Willie is continuing to obtain estimates. He has met with two companies and is working to connect with a third. According to feedback received from the first two companies, mitigation would be very difficult and costly. The estimated the cost is approximately \$5,000 to \$5,500 per acre, due to limited equipment access and the amount of hand work required.

Director Rossi reported that she received the first quote for fire mitigation from Front Range Arborists, and it was \$150,000 for the entire 35 acres. She stated she will send the scope of work to the committee. She shared that some companies suggested building a temporary road to truck in the equipment.

Vice Chair Paul Arlinghaus voiced concerns about having to create a temporary road more than once in the area.

Committee Member Sutela suggested that the committee could limit the areas being cleared. She also noted that the ground does not recover quickly.

Committee Member Maltese stated that it would be helpful to utilize the initial path or road during trail building. He added that it would take significant effort for volunteers to cover the road once construction is complete.

Chair Conley stated that he would like to see the Fire Department's recommendations to understand what is needed to complete the mitigation.

b. Homeless Camp Cleanup Report/Discussion on hiring Keep Colorado Springs Beautiful for remaining debris

Director Rossi shared that the Police Department has another cleanup scheduled at Black Canyon Open Space for August 13, 2025, from 8:00 AM to 12:00 PM. She stated that OSAC participation would be great. She explained that requesting assistance from Keep Colorado Springs Beautiful is as simple as sending an email. She added that it would make sense for School Resource Officer Gary Johnson to be the point of contact, as he has been leading the current cleanup efforts and is most familiar with the camps.

Committee Member Carnick suggested that the committee could consider Richard's Rubbish Roundup for help with cleanup and volunteered to reach out for more information.

c. Next Steps for Master Plan Implementation (Gillian)

Director Rossi stated that she reached out to Jim Houck from Kimley-Horn, who wrote the Master Plan for Black Canyon, to request a possible list of tangible action items. Phase One would include the wildfire mitigation, implementing Colorado Department of Transportation (CDOT) permits for pedestrians' crossings. He would assist with contracting the structural engineering of the drainage improvements and the bridge, as well as with civil engineering and permitting for drainage, protection and improvement. She stated that the committee could either contract the work or pay for "on-call" business.

Chair Conley suggested contracting Kimley-Horn for Phase One because they have the necessary knowledge and experience. He added that they can serve as a point person to advance the project.

The consensus was that the committee is in favor of the Kimley-Horn proposal.

#### 4. Trail Maintenance

##### a. Update on Intemann Trail Wayfinding Project (Dave)

Chair Conley announced that the trail signs have been received. He shared that he visited the trailhead to scout positions for the signs, and reported that some of the signs have already been posted.

##### b. Iron Mountain Trail Maintenance Update (Gillian, Dave, Paul)

Vice Chair Arlinghaus stated that the Traction Trail Works meeting went well and the committee should have a quote from them in a few weeks.

Director Rossi noted that there will also be a meeting with Timberline on July 30, 2025.

### F. NEW BUSINESS

#### 1. 2026 Goals/Budget Planning Workshop Summary (All)

Chair Conley and Director Rossi will meet later in the week to put a summary on paper for the committee to look over.

#### 2. Discussion on using 121 Pawnee for a Pollinator Garden (Garden Club representatives, Gillian)

Garden Club representative Greg DiFiore reported that the lot was acquired by the City after an attempt by private owners to build was halted due to water and gas main running through the property. There is a water tap on the property. The idea is to turn the open space into a pollinator garden. To maintain the City's status as a "Pollinator City" two projects per year are required. The Garden Club is requesting permission to use the open space for a pollinator garden and complete all the work locally.

Committee Member Maltese voiced concerns regarding the Post Plan, stating that the lot was intended to be undeveloped. He suggested the committee look at the Post Plan to get clear direction on what should or should not be done with the space and that any consideration for vegetation only be native to the area.

Garden Club Member Becky Elder confirmed that they intend to keep the garden vegetation native to the area.

**Note for the Record** – Committee Member Maltese left the meeting at 7:09 PM.

Committee Member Cline moved to approve the concept for a pollinator garden and Committee Member Sutela seconded the motion. The motion carried unanimously (5-0).

3. COSA Conference – Registration Open for Oct. 6-8 Conference in Steamboat Springs

- a. Determine which OSAC Members can attend.

Director Rossi volunteered to attend the conference, with committee consensus supporting her attendance.

4. Consider recommending approval of three (3) proposed land donations adjacent to Black Canyon Open Space to City Council

Chair Conley explained that City Council is looking for OSAC's recommendation for donation of the three lots next to the Black Canyon Open Space.

Vice Chair Arlinghaus made a motion to approve the land donations for the three lots next to the Black Canyon Open Space. Committee Member Cline seconded the motion. The motion carried unanimously (5-0).

## **G. FUTURE AGENDA ITEMS**

1. Presentations from City Clerk and Deputy City Clerk on (1) Colorado Sunshine Law and (2) Open Records Law & Process

There was a brief discussion regarding the training, however, no decision was made.

## **H. ADJOURNMENT**

Chair Conley adjourned the meeting at 7:29 PM.

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**CITY OF MANITOU SPRINGS  
OPEN SPACE ADVISORY COMMITTEE**  
Regular Meeting Minutes  
Zoom Meeting  
August 25, 2025

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

Chair Conley calls the Open Space Advisory Committee (OSAC) meeting to order at 6:05 PM.

**COMMITTEE MEMBERS PRESENT FOR ROLL CALL:**

Chair David Conley  
Vice Chair Paul Arlinghaus  
Committee Member Andrea Sutela  
Committee Member Judy Carnick  
Committee Member Anthony Maltese

**COMMITTEE MEMBERS ABSENT FOR ROLL CALL:**

Committee Member Robin Kovats (Arrived at 6:09 PM)  
Committee Member Sheryl Cline

1. There are three openings for alternate members.

The alternate member openings were not discussed.

2. Application from Marion Cerruzi.

Marion Cerruzi introduced herself and shared that she has lived in Manitou Springs for six years. She stated that she is a master gardener and is interested in preserving open spaces, mitigating noxious weeds, and maintaining clean trails for all who visit the City.

Chair Conley noted that her application included experience with the garden project in Mansions Park.

3. Application from Cassandra Bresnahan.

Cassandra Bresnahan introduced herself and stated that she has lived in Manitou Springs for 20 years. She added that she has been involved with the schools as a cross-country coach, utilizing the local trails. She also coordinated the Manitou 5K last year. She shared that her interests in serving on the committee include preparing for open space acquisitions, improving trails, and enhancing the quality of life in Manitou Springs.

## **B. APPROVAL OF MINUTES**

### 1. Draft minutes of OSAC May 28, 2025, meeting

Committee Member Sutela moved to approve the May 28, 2025 OSAC minutes. The motion was seconded by Committee Member Carnick. The motion carried unanimously (5-0).

## **C. AGENDA REVIEW AND PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

## **D. PRESENTATION**

### 1. Colorado Sunshine Law Presentation/Open Records Law and Process Presentation (City Clerk, 20 minutes)

**Note for the Record** – Committee Member Kovats arrived at 6:09 PM.

Deputy City Clerk Kristen Dukoi presented on the Colorado Sunshine Law and Open Meetings Law, emphasizing transparency in public business. She explained that any gathering of three or more members of a local public body to discuss public business, whether in person, by phone, or electronically, must be open to the public, with notice and minutes required when formal action may occur. Executive sessions are limited to specific matters and cannot include formal decisions. Deputy Clerk Dukoi also reviewed the Colorado Open Records Act (CORA), which requires that public records, defined as writings related to official functions or public funds, be open for inspection except for certain confidential materials. She highlighted the City's policy to make all records available unless protected by law and reminded members that emails and text messages related to their official roles or public funds are subject to CORA, stressing the importance of transparency in all communications.

## **E. REPORTS**

### 1. PARKS AND RECREATION ADVISORY BOARD (PARAB) UPDATE

#### a. Approved Minutes for PARAB 06-02-2025

PARAB minutes were not discussed.

### 2. Director's Comments (Gillian Rossi, 5 minutes)

Parks and Recreation Director Gillian Rossi reported that the split rail fence at 0 Beckers Lane was successfully completed, with funding provided by OSAC. The old Trailhead sign at Intemann Trail was repaired and reinstalled.

## F. NEW BUSINESS

1. Update on *Ring the Peak*. (Denise Howell and mark Shay from Colorado Springs Utilities, 15 minutes)

City Administrator Denise Howell provided an overview of Ring the Peak. She reported that all entities involved in planning the trail will begin work to complete the Master Plan and have the trail officially adopted as Ring the Peak. The project is a high priority for the Governor of Colorado. The main challenges include closing the Southwest gap of the trail and determining responsibility for maintenance, wildfire mitigation, and enforcement.

2. Creek Walk 4 segment: update on scope of work, timing and use of OSAC funds per 2025 budget. (Denise Howell and Karen Rowe, 10 minutes)

City Administrator Howell reviewed the scope of work for Creek Walk Phase 4 and requested \$138,340 from the committee to complete this phase of the project.

Committee Member Sutela moved to approve funding of \$138,340 for completion of Creek Walk Phase 4. Vice Chair Arlinghaus seconded the motion. The motion carried unanimously (6-0).

3. Biesel Parcels; update on property visit. (David Conley, 10 minutes)

Chair Conley explained there are three parcels that are owned by Steve Biesel and his late parents, Harold and Wilma. He stated that he spoke with Steve Beisel in April regarding the parcels and inquired about the City acquiring the parcels. The proposal was made to City Administrator Howell, who suggested the City get an appraisal or value opinion.

Vice Chair Arlinghaus stated that the parcels are important to consider, being that they will help with trail usage.

Committee Member Maltese noted that the acquisition of the parcels would mitigate future conflict regarding access.

Council Liaison Judith Candler advised that the City of Manitou Springs typically starts with a value opinion.

Committee Member Kovats moved to approve a value opinion for the Biesel parcels. Committee Member Sutela seconded the motion. The motion carried unanimously (6-0).

4. 2026 Budget: preliminary budget outline per July 23 work session. (David Conley, 10 minutes)

Chair Conley shared a drafted outline of the budget and requested that committee members review it to offer any corrections or input for finalization in September 2025.

5. September OSAC Meeting; proposal to move meeting date to Monday, September 29<sup>th</sup>. (David Conley, All, 5 minutes)

Chair Conley suggested rescheduling the September meeting to October 1, 2025. The consensus was to move September's meeting as suggested, as well as to keep the October 27, 2025, meeting as originally scheduled.

**G. OLD BUSINESS**

1. Bill Bauer Open Space:

- a. Review bid(s) for conducting survey, recommend contract approval. (Gillian Rossi, 5 minutes)

Director Rossi stated she only received a bid from Kimley-Horn for \$5,700. She stated she has a meeting within the week with Rocky Mountain Field Institute (RMFI) to discuss getting a bid on the cost of building a trail in the area.

Committee Member Kovats moved to approve funding for the Kimley-Horn survey contract not to exceed \$5,700. The motion was seconded by Committee Member Cline. The motion carried unanimously (6-0).

- b. Receipt of resolution from Mobility and Parking Board recommending construction of multi-use trail with "all haste". (All, 5 minutes)

Chair Conley briefly mentioned the recommendation. There was no further discussion.

2. Black Canyon Open Space

- a. Fire Mitigation Scope of Work and quotes. (Gillian Rossi, 5 minutes)

Director Rossi requested funding from the committee and noted that the final contract decision would be deferred to the Manitou Springs Fire Department.

Committee Member Cline moved to approve \$150,500 for fire mitigation on Black Canyon Trail. Committee Member Maltese seconded the motion. The motion carried unanimously (6-0).

- b. Kimley-Horn contract proposal to manage process with CDOT and City of Colorado Springs for walkway, access, and bridge. (Gillian Rossi and David Conley, 10 minutes)

Director Rossi asked the committee to consider funding Kimley-Horn for technical assistance with the Black Canyon Open Space Master Plan.

Committee Member Kovats moved to approve up to \$5,000 for contracting Kimley-Horn as a consultant for the Black Canyon Open Space project. Committee Member Carnick seconded the motion. The motion carried unanimously (6-0).

3. Iron Mountain Trail Repair: review bids (Paul Arlinghaus, David Conley, 10 minutes)

Vice Chair Arlinghaus reported that Timberline TrailCraft submitted bids for the project. One reflects the repairs to the trail and the other repairs to the dirt path leading to the trail. The project is geared toward mitigating water collection and runoff on the trail, as well as repair the surface for ease of use.

Vice Chair Arlinghaus moved to approve both bids totaling \$18,771. The motion was seconded by Committee Member Kovats. The motion carried unanimously (6-0).

## H. FUTURE AGENDA ITEMS

1. 2026 Budget: review final draft for recommendation to City Council

There was no discussion about the future agenda item, 2026 Budget.

2. Trail Mapping: reprint for Visitor's Center, status of online map on City Web site and other apps.

There was no discussion about the future agenda item, Trail Mapping.

## I. ADJOURNMENT

Chair Conley adjourned the meeting at 8:32 PM.

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**MANITOU SPRINGS**

**OPEN SPACE ADVISORY COMMITTEE**

**STANDARD OPERATING PROCEDURES**

**DRAFT**

*January 2022 from Tim Beeson based on a Nancy  
Wilson draft from March 2018.*

*Revised by Dave Conley October 2025*

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## **12. Orientation of New Members**

PURPOSE: This document is intended to guide the procedures of the Manitou Springs Open Space Advisory Committee (OSAC). These procedures are required by the enabling ordinance that created OSAC.

IMPLEMENTATION AND REVIEW: OSAC will implement this Standard Operating Procedure (SOP) with a majority vote. The SOP can be reviewed at any time and changes made with a majority vote. Votes will be recorded by the secretary and changes to the SOP will be made by the secretary who shall maintain the official version of the SOP.

REGULAR MEETINGS:

1. Meetings shall be held the 4<sup>th</sup> Monday of the month at 6:00 and conducted in Council Chambers or online via Zoom or other remote meeting application as needed.
2. Meetings and Agendas shall be posted at least 24 hours in advance consistent with City ORDINANCE NO. 1219
3. In the event a meeting falls on a holiday, OSAC will agree to another day (and location if needed) or cancellation. The City Clerk's office will post the change in accordance with the City's requirements for open meetings.
4. QUORUMS: At the discretion of the attending members and chair of OSAC, if a quorum is not met fifteen minutes after the scheduled meeting time, members and chair may choose to meet to discuss agenda items (which would be recorded in the minutes) but would not vote on those agenda items. Alternatively, members and chair may choose to adjourn. Members will inform the chair if unable to attend a meeting, or if they will be remotely attending the meeting. Alternates may be used to meet the quorum and conduct business as usual. A majority of the appointed non-vacant seats shall constitute a quorum.
5. Alternates will be assigned voting status by the chair rotating in alphabetical order by last name if more than one alternate is present.

SPECIAL MEETINGS:

1. The Chair may call special meetings as needed. These meetings may be at a time and place at the Chair's direction. A quorum is necessary however, to conduct any business.
2. Anytime three or more OSAC members are meeting, the place, location and purpose of the meeting must be published consistent with open meeting requirements.

OFFICER DUTIES AND RESPONSIBILITIES: Officers shall be elected by current OSAC member at the March meeting each year. Officers assume their positions upon the affirmative

vote. Should a vacancy occur prior to that date, members may appoint an interim in that position until a February appointment.

1. Chairperson:

- a. Create agenda in collaboration with assigned city staff liaison.
- b. Submit agenda and minutes to Staff liaison in sufficient time to publish in accord with open meeting requirements.
- c. Conduct meetings
- d. Ensure minutes are prepared and published
- e. Call special meetings as needed (ensuring adequate time for staff liaison to post in accord with open meeting requirements)
- f. Create subcommittees as needed
- g. Orient new members of the Committee using **OSAC orientation packet (???)**

2. Vice Chairperson

- a. Assume all Chairperson duties in absence of Chair
- b. Communicate regularly with Chair

3. Secretary:

- a. Record minutes of all meetings
- b. Forward minutes to Chair in sufficient time to submit with the agenda for the next meeting.
- c. Once OSAC has approved minutes, make necessary changes and submit to staff liaison for publication on City's website.
- d. Maintain the most up to date SOP.

**STAFF LIAISON:** The Staff liaison or designee shall be available at the monthly meetings to respond to questions, issues, protocols, technical explanations and expertise, as well as providing guidance on City processes and procedures. Staff liaison will assist OSAC in implementing OSAC goals as needed.

EMPOWERED VOLUNTEER: From time to time OSAC may work with one or more volunteer(s) or group(s). They are NOT empowered to represent OSAC unless specifically noted in a Memorandum of Understanding approved by OSAC and signed by the volunteer or group.

AGENDA AND MINUTES: The agenda and minutes will be posted on the City's website by the staff liaison to OSAC.

1. Agenda: The agenda will be in the format approved by the City Clerk.
2. Minutes:
  1. The minutes will be in the format approved by the City Clerk.
  2. The secretary will take care to ensure that any decision made by the committee is captured in the minutes.

BUDGET:

1. Any expenditure of funding must be voted on by OSAC and be in accordance with the budget approved by City Council. The secretary will capture all votes on budget in the OSAC minutes.
2. OSAC must collaborate with their assigned City Staff to expend funds as only City staff has the authority to sign contracts and invoices. If the assigned Staff liaison does not have the time to oversee a required contract or paperwork, OSAC may go to City Council to request that OSAC work be assigned as a priority to the City Administrator for completion.
3. If there is an unfunded requirement during the course of the year for which OSAC has adequate funding, OSAC must vote to recommend to City Council that they allow the expenditure of funds.
4. Similarly if OSAC has an unfunded requirement that exceeds OSAC's budget they must vote to request that City Council fund the requirement out of General Funds.
5. Annual Budget Process:
  - a. July: OSAC prepares a draft budget based on the Master Plan (POST) priorities.

- b. August: The Chair and the Staff Liaison meet with the Chief Financial Officer to determine the likely next year's total budget. OSAC discusses budget priorities and a proposed budget, with approval in next meeting.
- c. September: The Chair or designee briefs City Council on the proposed OSAC budget and submits it to ?? for inclusion in the City's overall draft budget.
- d. October: City Council reviews the budget.
- e. November: City Council has first reading of budget.
- f. December: City Council has second reading.
- g. NOTE: these dates may slide slightly. It is critical that the Chair attend all budget meetings to ensure that no decisions are made for which staff or Council are not adequately informed. Even though Open Space Funding is a special fund under statute and approved by the voters for specific use there must be an advocate present to ensure the funding is not inappropriately diverted. This is especially true for roll-over funding. All funding not expended in a fiscal year, should be rolled over for use in the next fiscal year.

SUBCOMMITTEES:

1. The Chair may establish permanent or temporary subcommittees. The Chair will direct the primary expected outcome of the subcommittee.
2. At least two-thirds of the subcommittee members shall be OSAC members or alternates. Other members of the subcommittee may be from other boards, commissions or committees, or interested parties from the community. Every effort should be made to ensure good representation of groups or individuals who have a vested interest in the subcommittee topic.
3. The OSAC Chair may assign the chair of the subcommittee or leave it to the members to elect its own chair.
4. Meetings will be announced in accord with open meeting requirements.
5. Subcommittees will establish their own meeting agenda and will provide routine updates to OSAC.
6. Subcommittees will not make independent decisions but rather will develop recommendations for OSAC as a whole.

#### ORIENTATION OF NEW MEMBERS:

1. New Members shall be supplied with a copy of City ORDINANCE NO. 1219 REGARDING THE ADMINISTRATION OF BOARDS AND COMMISSIONS as well as the Standard Operating Procedures (SOP) of OSAC.
2. New Members shall be made aware of the POST Master Plan (available at the City website) and be provided with a hard copy by the City Staff if desired.
3. New Members may request a meeting with the Chairperson of OSAC for further information regarding OSAC's operations, responsibilities, goals or any other matters.
4. The primary responsibility for orientation of new members lies with the Chair, however, all OSAC members are invited to welcome and meet with new members on an individual basis.