MANITOU SPRINGS CITY COUNCIL
REGULAR MEETING AGENDA

City Council meetings are held in hybrid form by Zoom (remote) or in-person at Memorial Hall.
Memorial Hall
606 Manitou Avenue
Manitou Springs, CO 80829
Remote: www.manitouspringsgov.com; click on meeting link under "Government; City Council" page

Position	Name	Term Expires
Mayor	John G. Graham	January 6, 2026
At-Large	Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Mayor Pro Tem Natalie Johnson	January 6, 2026
Ward 2	Nancy Fortuin	January 6, 2026
Ward 3	Michelle Whetherhult	January 6, 2026

January 6, 2026 **6:00 PM**

THE CITY COUNCIL MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING, AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. CONSENT CALENDAR

1. December 2, 2025 City Council Minutes

2. December 11, 2025 City Council Minutes

G. PRESENTATION

1. Comments from Outgoing Council

H. OATH OF OFFICE - SWEARING IN OF MAYOR AND NEWLY ELECTED COUNCILORS

I. BUSINESS

1. Resolution No. 0126, A Resolution of Acknowledgment and Appreciation of Mayor John Graham

2. Resolution No. 0226, A Resolution of Acknowledgment and Appreciation of Councilor Nancy Fortuin

3. Resolution No. 0326, A Resolution of Acknowledgment and Appreciation of Councilor Michelle Whetherhult

4. Resolution No. 0426, A Resolution Establishing the Locations for the Posting of Notices for the City of Manitou Springs, Colorado

5. Resolution No. 0526, A Resolution Appointing Council Members and Staff as Liaisons to the Various Boards, Commissions, Committees, Agencies and Organizations

6. Nomination and Election of a Mayor Pro Tem and Alternate/Back-up Mayor Pro Tem

J. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

K. CITY ADMINISTRATOR REPORT

ADJOURN

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

Memorandum

Title: December 2, 2025 City Council Minutes
From: City Clerk's Office
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

January 6, 2026

Purpose:
To review and approve the meeting minutes from the December 2, 2025 City Council meeting.

Background:
The City Council met in regular session on December 2, 2025.

Fiscal Impact:
None.

Workload Impact:
Approximately five hours to attend the meeting and to prepare and review the minutes.

Recommended Action:
Approve the December 2, 2025 City Council regular meeting minutes through the approval of the consent calendar.

CITY OF MANITOU SPRINGS
CITY COUNCIL

Regular Meeting Minutes
606 Manitou Avenue
December 2, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, December 2, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor John Graham
Mayor Pro Tem Natalie Johnson (Via Zoom)
Councilor Judith Chandler
Councilor John Shada
Councilor Julie Wolfe
Councilor Nancy Fortuin
Councilor Michelle Whetherhult

A. CALL TO ORDER

Mayor Graham called the meeting to order at 6:00 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

All members of the City Council were present for the roll call.

D. APPROVAL OF AGENDA

Councilor Chandler moved to approve the agenda as presented. The motion was seconded by Councilor Fortuin. The motion carried unanimously (7-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

F. CONSENT CALENDAR

1. October 21, 2025 City Council Minutes

2. November 18, 2025 City Council Minutes

3. Reappoint Justin Wilson to the City Planning Commission

Councilor Fortuin moved to approve the consent calendar as presented. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

G. BUSINESS

1. Consideration of Resolution No. 1625, A Resolution of the City of Manitou Springs City Council, Urging the Registered Electors of Manitou Springs Metropolitan District to Vote "YES" on the City's Plan for Dissolution of the Metropolitan District

Councilor Whetherhult moved to adopt Resolution No. 1625, A Resolution of the City of Manitou Springs City Council, Urging the Registered Electors of Manitou Springs Metropolitan District to Vote "YES" on the City's Plan for Dissolution of the Metropolitan District. The motion was seconded by Councilor Chandler. The motion carried unanimously (7-0).

2. Consideration of Approval of Easement Agreement for Crown Castle Towers 09 LLC; 338 Alpine Trail

Planning Director Fred Rollenhagen presented the easement and explained that the agreement would allow use of a telecommunications facility that is encroaching on potentially city-owned property. He shared the property owners of 338 Alpine Trail, Crown Castle Towers, provided staff with a 2015 survey which shows an encroachment on a road known as Pine Tree Path. He added that Crown Castle Towers offered $2,500 to the City based on fair market value and the time the City’s Attorney and staff have spent on the issue.

Councilor Fortuin moved to approve the Easement Agreement and accept the $2,500 based on the fair market value and City Attorney and staff time expended. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

3. Consideration of Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

Finance Director Rebecca Davis presented the proposed updated Universal Fee Schedule, which included changes to the water, sewer, and storm drainage rates, increases to the Memorial Hall rental rates, and removal of several fire service fees for services that are no longer provided.

There was a brief discussion about Storm Drainage and Flood Management Utility fees. Finance Director Davis confirmed that the new fee would be $22 and stated that she would follow up with clarification on the comments in the section.

There was a discussion about Memorial Hall Rental Fees, during which Finance Director Davis explained that the fee schedule indicated that the hourly rate would be applied for up to two hours and beyond two hours that the all-day rate would apply.

City Administrator Denise Howell noted that Memorial Hall is not usually available for rent Monday through Friday, because of Council and Board meetings in the facility.

Councilor Wolfe suggested removing the words “2 hours” following Monday through Friday on the fee schedule, rather than leaving the fee undefined past two hours.

There was a discussion about additional facility rental fees, during which City Administrator Denise Howell clarified that Memorial Hall fees are based on time, while other facility fees may be based on the number of people. She suggested discussing the facility rental fees with the appropriate staff present at a future meeting.

Councilor Shada moved to postpone Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule to December 11, 2025, and that questions be submitted to staff. The motion was seconded by Councilor Chandler. The motion carried unanimously (7-0).

4. <u>First Reading of Ordinance No. 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025</u>

Finance Director Davis presented the proposed budget and stated the only changes since October 15, 2025, were the addition of lease purchase payments in the sewer fund and the mobility and parking fund. She noted that the proposed budget includes the Manitou and Pikes Peak Cog Railway (COG) reimbursement and suggested that the Council would need to be specific in their motion on how the funds should be allocated. Finance Director Davis emphasized that the City is in a time of concern, and depending on reserves to maintain essential services. She stated that the city is committed to ensuring the dependency does not become a recurring solution. She shared that staff cuts reduced 2026 expenses by 5.6%, and that staff continues to look for reductions. Finance Director Davis stated that the priority for the coming year must be identifying and securing new revenue sources. She added that community engagement will be essential during the next several months.

There was a general discussion about changes to the budget previously discussed, during which Councilor Fortuin indicated that $2,000 was expected to be included in the budget for the Housing Advisory Board (HAB), and Councilor Wolfe noted that the Council had discussed allocating the $690,000 under Economic Development for the COG reimbursement to wildfire mitigation.

Councilor Chandler expressed disappointment in the process used during the November 22, 2025, Budget Retreat. She stated that although Council heard recommendations for reductions, Council did not have the opportunity to discuss or propose cuts, which she felt was their responsibility. She added that she is opposed to approving the budget because the City is falling below comfortable reserve limits.

There was a discussion about appropriate reserve limits. Finance Director Davis explained that per the Governmental Accounting Standards Board (GASB), best practice is to maintain reserves based on a percentage of the City's expenditures or revenues, whichever is higher. She noted that the previously mentioned five million dollars was likely referenced during a time when expenditures were higher.

Councilor Chandler cautioned that a single emergency in 2026 could significantly strain the City's finances. She noted that concerns appeared to shift toward the 2027 budget after the failure of Ballot Issue 2A and emphasized that 2026 remains equally, if not more, concerning.

Mayor Graham noted that without the shift of $690,000 from the COG reimbursement to wildfire mitigation the reserves would meet the five million dollar target. He announced that February 24, 2026, City Council Work Session is planned to be dedicated to the budget. He added that there will be two community meetings prior to the work session, on February 19, 2026, from 5:30 PM to 8:00 PM and on February 21, 2026, from 9:00 AM to 11:30 AM. Mayor Graham commented that most City spending happens when construction begins in the springtime.

Councilor Wolfe clarified that the reserve would reach five million dollars only if the Council chooses not to set aside funds for wildfire mitigation or a tax refund to the COG. She recalled that the dollar amount was recommended based on the fact that the City is small, with fewer resources and less revenue to rely on. She emphasized the importance of a higher reserve in the event of a major emergency.

Mayor Graham opened the floor for public comment at 6:47 PM.

Diana Selinas, 134 Crystal Park Road, expressed confusion about the COG reimbursement and noted that the funds seem to be a large part of the budget. She inquired if the City chose not to allocate funds to fire mitigation, whether it would be required to reimburse the COG.

Mayor Graham closed public comment at 6:53 PM.

Councilor Wolfe recommended that the Council clarify that rather than reimbursing the COG that they chose to allocate the same dollar amount to wildfire mitigation pursuant to paragraph 15, at the Council's discretion. She explained that the city is expected to determine whether allocating tax reimbursement funds to the COG is reasonable and in its best interest, with discussion and a formal vote documenting the rationale.

Councilor Fortuin reiterated that the $2,000 for HAB was intended to be included in the budget previously and noted that it was a relatively small amount to ask for.

Councilor Wolfe stated that she would rather wait until February to consider the $2,000 for HAB along with serval other items.

Councilor Shada moved to approve the 2026 Proposed Annual Budget subject to removing $690,000 from the Economic Development line dedicated to the COG reimbursement, bringing the line to zero, and reallocating the funds to a new Wildfire Mitigation line under Assigned Funds within the General Fund, as well as adding $2,000 to the Planning Department for HAB from the reserves. The motion was seconded by Councilor Fortuin. The motion carried (5-2) with Councilors Wolfe and Chandler as dissenting votes.

Councilor Wolfe moved to approve the 2025 Amended Annual Budget as presented. The motion was seconded by Councilor Fortuin. The motion carried (7-0).

H. HEARINGS

1. Continuation of Second Reading and Public Hearing of Ordinance No. 1925 Concerning Accessory Dwelling Units, Occupancy Limits for Dwelling Units, and Parking Restrictions for Multifamily Residential Development

Planning Director Rollenhagen presented the ordinance, reminded everyone that the City Council had referred the ordinance to the City Planning Commission (CPC) to review the section regarding Accessory Dwelling Units (ADUs), specifically to provide a recommendation about construction in front yards and conversion of covered parking spaces. CPC's recommendation was to prohibit ADUs in the front yard and set the minimum front setback for a detached ADU at the rearmost façade of the primary residence. It was recommended that the restrictions on covered parking spaces be eliminated from the ordinance. Director Rollenhagen clarified the ordinance language presented, explaining that the intent of CPC was to specifically prohibit detached ADUs in front yards, and that the word "detached" should be added to the front yard restriction. He added that a letter was provided by HAB recommending that the City Council not adopt restrictions on ADU's in front yards, in covered parking spaces and on parcels with multiple residences.

There was a brief discussion about whether a duplex could have an ADU, based on the definition in the ordinance. Director Rollenhagen clarified that an ADU would be accessory to a single-family detached dwelling only, indicating a duplex would not qualify.

Director Rollenhagen confirmed that height restrictions are set in tables organized by each zoning district.

Councilor Wolfe expressed concern that an ADU can potentially be taller than the primary dwelling if still within the height restriction of the zoning district. She proposed adding a sentence in Section 18.04.3.7(B)(3) stating that in no event shall the ADU exceed the height of the principal dwelling unit.

City Attorney Harvey noted that State Law does not allow ADU restrictions to be more stringent than those for the primary dwelling. He advised that limiting an ADU's height to that of the primary dwelling is appropriate.

Mayor Pro Tem Johnson suggested revisiting a prior discussion regarding allowing ADUs in front yards where existing structures already exist, noting that some small buildings could be converted without impacting the neighborhood.

Councilor Wolfe stated that she was in favor of following CPC's recommendations.

There was a discussion about parcels with multiple single-family residences during which Director Rollenhagen clarified that an ADU is intended to be allowed only where there is one primary single-family residence. He noted that other zoning districts permitting multifamily housing remain subject to existing code requirements.

Councilor Chandler expressed support for CPC's recommendations and Director Rollenhagen's suggestion to specify "detached" in the front yard ADU restriction. She noted that prior discussions about adding or expanding front-yard structures had become confusing and emphasized that the ADU ordinance is a pilot that can be revisited if it proves too restrictive.

Councilor Fortuin stated that she did not expect a significant increase in ADU construction and suggested that the Council could revisit the code if concerns arise. She referenced the HAB letter, which stated that the proposed restrictions do not improve safety, protect neighborhood character, or support housing needs. Councilor Fortuin expressed opposition to including restrictions on front-yard ADUs and conversion of covered parking spaces, stating that the restrictions are unnecessary.

Councilor Wolfe expressed concern that the proposed definition of an ADU was not clear and suggested changing the wording.

Note for the Record – The City Council took a break at 7:42 PM and reconvened at 7:53 PM.

City Attorney Harvey recommended that an ADU could be defined in the ordinance as a subordinate attached or detached dwelling unit that provides complete independent living facilities for one or more individuals located on the same lot that contains a single proposed or existing single-family dwelling that includes facilities for living, sleeping, cooking, and sanitation.

Mayor Graham opened public comment at 7:59 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Wolfe moved to replace the definition in Section 18.04.3.7(A) with the definition recommended by the City Attorney. The motion was seconded by Councilor Chandler. The motion carried unanimously (7-0).

Councilor Wolfe moved to amend Section 18.04.3.7(B)(3) to add a sentence to the end stating that in no event shall the ADU exceed the height of the principal dwelling unit.

The motion was seconded by Councilor Whetherhult. The motion was carried (6-1), with Councilor Fortuin as the dissenting vote.

There was a brief discussion about whether the language recommended by CPC would allow ADUs in the side yard, during which Planning Director Rollenhagen clarified that setting the front setback for detached ADUs at the rearmost façade would prohibit detached ADUs in the side yard.

Mayor Pro Tem Johnson reiterated that she would like the Council to consider at a minimum allowing preexisting structure ADU conversion and side yard ADUs.

Councilor Wolfe moved to replace Section 18.04.3.7(E) with "Detached ADUs shall not be placed in front yards. The minimum front setback for a detached ADU shall be the rearmost façade of the primary residence." The motion was seconded by Councilor Chandler. The motion carried (4-3) with Councilors Fortuin and Whetherhult, and Mayor Pro Tem Johnson as the dissenting votes.

Councilor Wolfe moved to delete Section 18.04.3.7(F) as recommended by CPC and renumerate the sequential code appropriately. The motion was seconded by Councilor Chandler. The motion carried unanimously (7-0).

Councilor Shada moved to approve the Ordinance 1925, Concerning Accessory Dwelling Units, Occupancy Limits for Dwelling Units, and Parking Restrictions for Multifamily Residential Development as amended. The motion was seconded by Councilor Wolfe. The motion carried (6-1), with Councilor Fortuin as the dissenting vote.

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

Mayor Graham shared that the City Employee Appreciation Breakfast is on December 3, 2025 and Breakfast with Santa Claus will be on December 13, 2025 in Memorial Hall from 8:00 AM to 10:30 AM, sponsored by the Kiwanis Club. He announced that the Holiday Parade is on Sunday, December 7, 2025 at 6:00 PM.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell reported that the City Pool is not expected to open until the end of January, due to additional work that is needed.

K. EXECUTIVE SESSION

1. <u>An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the City Administrator.</u>

Mayor Graham read the purpose of the Executive Session into the record at 8:16 PM.

Councilor Chandler moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Fortuin. The motion carried (7-0).

Note for the Record – Mayor Pro Tem Johnson left the meeting at 8:16 PM.

The City Council moved back to Regular Session at 9:15 PM. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

L. RETURN TO OPEN SESSION/BUSINESS

1. Formal Action Relative to 2025 City Administrator's Performance Evaluation

It was noted that the City Administrator and Department Heads agreed not to accept a pay increase in 2026. The City Council expressed appreciation for the gesture during a time of fiscal austerity.

Mayor Graham moved for the City Council to formally recognize the December 2023 increase of the City Administrator's severance allowance to ten months, effective immediately. The motion was seconded by Councilor Chandler. The motion carried unanimously (6-0).

ADJOURN

The meeting adjourned at 9:16 PM.

Attest:

____
John Graham, Mayor

____
Elena Krebs, City Clerk

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Memorandum

Title: December 11, 2025 City Council Minutes
From: City Clerk's Office
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

January 6, 2026

Purpose:
To review and approve the meeting minutes for the December 11, 2025 City Council meeting

Background:
The City Council met in regular session on December 11, 2025.

Fiscal Impact:
None.

Workload Impact:
Approximately two hours to attend the meeting and to prepare and review the minutes.

Recommended Action:
Approve the December 11, 2025 City Council regular meeting minutes through the approval of the consent calendar.

CITY OF MANITOU SPRINGS
CITY COUNCIL

Regular Meeting Minutes
606 Manitou Avenue
December 11, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, December 11, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor John Graham
Mayor Pro Tem Natalie Johnson
Councilor Judith Chandler
Councilor John Shada
Councilor Julie Wolfe
Councilor Nancy Fortuin
Councilor Michelle Whetherhult (Via Zoom)

A. CALL TO ORDER

Mayor Graham called the meeting to order at 6:00 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

All members of the City Council were present for the roll call.

D. APPROVAL OF AGENDA

Councilor Fortuin moved to approve the agenda as presented. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

Jenna Wells, Director of Visit Manitou Springs reported on Americans with Disabilities Act (ADA) updates at the Visitor Center, including a five-week training for multiple board members, inspections by two certified ADA Coordinators, and plans for improvements. She explained that the City ADA Coordinator had completed one of the inspections, noting that overall, the facility is currently accessible and that all issues are considered readily achievable fixes. Director Wells shared that one adjustment has already been made for a motion detecting light fixture in the bathroom.

F. CONSENT CALENDAR

1. Presentation of Warrants

Councilor Shada moved to approve the consent calendar as presented. The motion was seconded by Councilor Fortuin. The motion carried unanimously (7-0).

G. HEARINGS

1. Second Reading and Public Hearing of Ordinance No. 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025

Finance Director Rebecca Davis reported that changes since first reading included, the creation of a Fund Balance Assigned for Fire Mitigation utilizing $690,000, which previously was under Economic Development for The Manitou and Pikes Peak Cog Railway (COG) reimbursement of amusement or excise tax, as well as the addition of $2,000 to the Planning Department to support Housing Advisory Board (HAB).

There was a brief discussion about the anticipated loss in revenue, during which Finance Director Davis confirmed the City expects approximately a $655,000 reduction.

Councilor Shada emphasized the importance of funding wildfire mitigation given the community's high risk. He expressed appreciation that $690,000 was set aside for this purpose, noting it represents solid progress toward the larger investment of $1,000,000 that he had hoped for. He also confirmed that the unassigned fund balance for 2025 has dropped from the previously anticipated $8,200,000 to $4,300,000.

Mayor Graham opened the public hearing at 6:16 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Wolfe stated that she would prefer that the funds in the new Fire Mitigation Fund not be expended without Council approval, so the Council can ensure the money is used only for the most urgent and effective mitigation efforts. She noted the City's high wildfire risk, expressed concern about the lack of sufficient past investment in mitigation, and suggested that the City should ultimately aim to allocate up to $1,000,000. She also expressed concern about low reserve levels and stated that allocating the funds to the COG instead would be detrimental to both the City and the COG given the potential impact of a major wildfire.

Councilor Chandler agreed that the Council's top priority should be public health and safety. She noted that the Council has a responsibility to review the use of COG-related funds each year as part of the broader budget process and highlighted the elevated geographic risk at the COG's location. She expressed support for beginning with the $690,000 allocation.

Councilor Fortuin recommended that staff present a fire mitigation plan with a prioritized list of needs, including unfunded items, so the City can respond quickly if additional funding becomes available.

Councilor Shada reflected on prior years, noting stronger revenues and reserves allowed the City to fund the COG reimbursement while advancing projects. He supported not funding the COG reimbursement in 2026 due to wildfire risk, reduced reserves, and lower revenues.

Mayor Pro Tem Johnson expressed agreement with reallocating the COG reimbursement. She emphasized the need for a multi-year plan for fire mitigation, acknowledged that additional funding will be needed, and stated that while she is concerned about reserve levels, she is comfortable moving forward with the budget with the expectation that reserves will be revisited in February.

Mayor Graham expressed support for reallocating the $690,000 to fire mitigation, citing increasing insurance cancellations and rising rates as evidence of the community's wildfire risk. He stated that the City should not wait for outside solutions and suggested working on practical mitigation efforts, particularly in high-risk areas such as upper Ruxton Avenue, the COG and the Incline. He noted that while the funding will not solve the issue in one year, it represents meaningful progress toward protecting public safety, property, and the long-term viability of the community.

Councilor Whetherhult stated that she is in favor of using the funds for fire mitigation.

Councilor Wolfe noted that while the population of Manitou Springs is small, a great number of tourists visit the city year-round. She supported moving forward quickly with mitigation efforts, noted that outside contractors will be needed.

Councilor Chandler noted that the current red flag warning conditions demonstrate the ongoing and increasing wildfire risk, highlighting the need to take prevention seriously now to avoid future incidents.

Councilor Fortuin stated that wildfire risk and financial stability are her greatest concerns for the City and expressed support that the budget better reflects the priority of funding fire mitigation.

Mayor Pro Tem Johnson moved to adopt Ordinance 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

H. BUSINESS

1. Consideration of Resolution No. 1825, A Resolution of the City of Manitou Springs, Colorado Adopting an Amended Employee Handbook

Human Resources Director Kelly Padilla presented the resolution, explaining two proposed changes, including a change to military leave due to updated laws and a change to no longer require drug screening for all accidents. She shared that the City Attorney advised drug screening only in cases of reasonable suspicion to avoid potential litigation that could come from screening all accidents

Councilor Chandler suggested that adding language to the resolution to better reflect and align with the acknowledgement language in the handbook.

Councilor Chandler moved to approve Resolution 1825, A Resolution of the City of Manitou Springs, Colorado Adopting an Amended Employee Handbook, as amended with the second sentence in Section 1 changed to state “The Human Resources Director is directed to provide a copy to all City employees and obtain confirmation from all City employees that they have received it, read it, understand it, and agree to it.” The motion was seconded by Mayor Pro Tem Johnson. The motion carried (7-0).

2. Consideration of Resolution No. 1725, a Resolution Establishing a General Tax Levy for the purpose of Raising Revenue for the General Operating Fund, and the Voter Approved Mill Levies for Other Funds of the city of Manitou Springs

Finance Director Davis explained that each year the Council is required to approve the Mill Levy for the following tax year and that the proposed Mill Levy is 13 Mills, which should raise $1,490,033 in property tax.

Mayor Graham moved to approve Resolution 1725, a Resolution Establishing a General Tax Levy for the purpose of Raising Revenue for the General Operating Fund, and the Voter Approved Mill Levies for Other Funds of the city of Manitou Springs. The motion was seconded by Councilor Chandler. The motion carried unanimously (7-0).

3. Consideration of Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

Finance Director Davis shared that the proposed changes to the universal fee schedule included the water, sewer, and storm drainage rates, as well as Memorial Hall rental rates. She clarified that Memorial Hall has a minimal rental time of two hours and is only available in evenings on weekdays, so that staff is not distracted during the workday.

There was a brief discussion about why the Memorial Hall rates were going up, during which Finance Director Davis explained that the increase was justified by improvements to heating, cooling, and insulation that make the space more valuable. She confirmed that there is a new stove in the kitchen as well.

Councilor Whetherhult inquired about an increase to permitted parking on Canon Avenue.

City Administrator Denise Howell clarified that the change to the rate for Canon Avenue was an error.

Councilor Shada moved to approve Resolution 1525, A Resolution Adopting an Updated Universal Fee Schedule, as amended to correct the rate for Canon Avenue to $20. The motion was seconded by Councilor Whetherhult. The motion carried (7-0).

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

Councilor Fortuin shared that the holiday lights on the street light poles were out.

City Administrator Howell confirmed that the Chamber of Commerce oversees holiday lighting and that they would be notified of the outage.

Councilor Chandler thanked Councilors Fortuin and Whetherhult, and Mayor Graham for their service, noting that their last meeting will be on January 6, 2026.

Mayor Graham announced that the Manitou Springs Kiawanis Club will be hosting Breakfast with Santa on Saturday, December 13, 2025, from 8:00 AM to 10:00 AM in Memorial Hall.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell expressed appreciation for staff support during holiday parade.

K. EXECUTIVE SESSION

1. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the Finance Director.

2. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the Chief of Police.

3. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the City Clerk.

Mayor Graham read the purpose of the Executive Session into the record at 6:57 PM.

Mayor Pro Tem Johnson moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Fortuin. The motion was carried (7-0).

Note for the Record – Councilor Whetherhult left the meeting at 6:58 PM.

The City Council moved back to Regular Session at 7:59 PM. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

ADJOURN

Councilor Wolfe moved to adjourn the meeting. The motion was seconded by Councilor Fortuin. The motion carried (6-0).
The meeting adjourned at 7:59 PM.

____
John Graham, Mayor

Attest:

____
Elena Krebs, City Clerk

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.

Memorandum

Title: Resolution No. 0126, A Resolution of Acknowledgment and Appreciation of Mayor John Graham

From: Mayor Natalie Johnson

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

January 6, 2026

Purpose:

This resolution acknowledges Mayor Graham's service to the community and states appreciation for the same.

Background:

John Graham has served as Mayor from January 7, 2020 through January 6, 2026. On behalf of the City of Manitou Springs, we thank him for his service to the people of the City of Manitou Springs and offer this resolution as an expression of appreciation for all that he has done.

Fiscal Impact:

None.

Workload Impact:

N/A

Recommended Action:

Move to adopt Resolution No. 0126, a resolution of acknowledgment and appreciation of Mayor John Graham.

COUNCIL BILL NO. 0126 **RESOLUTION NO. 0126**

RESOLUTION

A RESOLUTION OF ACKNOWLEDGMENT AND APPRECIATION OF MAYOR JOHN GRAHAM

WHEREAS, while serving as Mayor of Manitou Springs from January 7, 2020, through January 6, 2026, John Graham served as representative for the City on the PPACG, PPRTA, and PPRBD boards; and

WHEREAS, he utilized his experience as a long-time resident, former publisher of the *Pikes Peak Journal*, retired software engineer, and active member in local groups like the AdAmAn Club and Kiwanis for the betterment of the city; and

WHEREAS, other notable highlights of Mayor John Graham's time in office include his steadfast advocacy for investment in our aging infrastructure, his leadership in advancing vital fire-mitigation efforts, his commitment to the Manitou Springs Library building, and his unwavering support for both the residents of Manitou Springs and City staff. His calm, steady guidance through the challenges of COVID provided reassurance, stability, and hope during one of the most uncertain periods in our community's history. His leadership was also instrumental in the successful completion of the new water tank—an achievement that will safeguard the resiliency and sustainability of our community for generations to come; and

WHEREAS, completing three consecutive two-year terms, Mayor Graham's long-term and intimate knowledge of Manitou Springs—its people, its history, and its deeply rooted culture—has given him a unique and invaluable perspective. His dedication to preserving the overall health, character, and vibrancy of our City has strengthened our community today and laid a thoughtful foundation for its future.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

SECTION 1: On behalf of the City of Manitou Springs, Colorado, we do hereby acknowledge Mayor Graham's wisdom, steady leadership, and memorable colloquialisms will long be respected, celebrated, and fondly remembered by his fellow Councilors, by City staff, and by the countless residents whose lives have been touched by his service.

SECTION 2: On behalf of the City of Manitou Springs, Colorado, we do hereby acknowledge that "The best time to plant a tree was 20 years ago. The second-best time is now,".

SECTION 3: On behalf of the City of Manitou Springs, Colorado, we do hereby acknowledge John Graham for his service to the people of the City of Manitou Springs, and we offer this Resolution as an expression of our appreciation for all that he has done.

SECTION 4: This Resolution shall become effective immediately upon adoption by City Council.

Adopted at the Regular Meeting of the City Council of the City of Manitou Springs, Colorado, on this 6th day of January 2026.

By:

____
Natalie Johnson, Mayor

Attest:

____
Elena Krebs, City Clerk

Memorandum

Title: Resolution No. 0226, A Resolution of Acknowledgment and Appreciation of Councilor Nancy Fortuin

From: Mayor Natalie Johnson

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

January 6, 2026

Purpose:

This resolution acknowledges Councilor Nancy Fortuin's service to the community and states appreciation for the same.

Background:

Nancy Fortuin has served as a member of the City Council from January 4, 2018, through January 6, 2026. On behalf of the City of Manitou Springs, we thank her for her service to the people of the City of Manitou Springs and offer this resolution as an expression of appreciation for all that she has done.

Fiscal Impact:

None.

Workload Impact:

N/A

Recommended Action:

Move to adopt Resolution No. 0226, a resolution of acknowledgment and appreciation of Councilor Nancy Fortuin.

COUNCIL BILL NO. 0226 **RESOLUTION NO. 0226**

RESOLUTION

A RESOLUTION OF ACKNOWLEDGMENT AND APPRECIATION OF COUNCILOR NANCY FORTUIN

WHEREAS, while serving as a member of City Council from January 4, 2018 through January 6, 2026, Councilor Fortuin has served as a liaison to OSAC, HAB, URA, MACH, PARAB, Fountain Creek Watershed, Flood Control & Greenway District; and

WHEREAS, she actively represented her Ward Two community during her eight-year term for the City of Manitou Springs; and

WHEREAS, she utilized her experience in the military, volunteerism for organizations such as OSAC and Concrete Couch, and love of music, hiking, reading, and sustainable gardening for the betterment of the city; and

WHEREAS, among the many notable highlights of Councilor Fortuin's service have been her willingness to say "yes," her steady leadership, her thoughtful work strengthening our advisory boards and commissions, and her ability to bring stability as the City navigated multiple administrators, mayors, councils, and staff transitions. Her strong ethical compass, unwavering integrity, and steadfast commitment to doing what is right have set a standard for public service in our community. Her strategic long-term planning, resilience through COVID, and dedication to good governance have been instrumental to our continued success as a city.

Completing two consecutive four-year terms, Councilor Fortuin's deep knowledge of City operations and her passion for public service have been invaluable. We will miss her wholehearted commitment to the role—and even her trademark last-minute (yet always reliable) follow-through each week.

After tonight, she will no doubt be found joyfully singing and making music with friends, hiking with her dog, reading for her book club (still finishing her book at the last minute), volunteering with St. Andrew's Community Center, and traveling with her family.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

SECTION 1: On behalf of the City of Manitou Springs, Colorado, we do hereby acknowledge Nancy Fortuin for her service to the people of the City of Manitou Springs, and we offer this Resolution as an expression of our appreciation for all that she has done.

SECTION 2: This Resolution shall become effective immediately upon adoption by City Council.

Adopted at the Regular Meeting of the City Council of the City of Manitou Springs, Colorado, on this 6th day of January 2026.

Mayor and Council:

By:________________________________

Natalie Johnson, Mayor

Attest:

____

Elena Krebs, City Clerk

Memorandum

Title: Resolution No. 0326, A Resolution of Acknowledgment and Appreciation of Councilor Michelle Whetherhult
From: Mayor Natalie Johnson
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

January 6, 2026

Purpose:

This resolution acknowledges Councilor Whetherhult's service to the community and states appreciation for the same.

Background:

Michelle Whetherhult has served as a member of the City Council from January 4, 2022, through January 6, 2026. On behalf of the City of Manitou Springs, we thank her for her service to the people of the City of Manitou Springs and offer this resolution as an expression of appreciation for all that she has done.

Fiscal Impact:

None.

Workload Impact:

N/A

Recommended Action:

Move to adopt Resolution No. 0326, a resolution of acknowledgment and appreciation of Councilor Michelle Whetherhult

COUNCIL BILL NO. 0326 **RESOLUTION NO. 0326**

RESOLUTION

A RESOLUTION OF ACKNOWLEDGMENT AND APPRECIATION OF COUNCILOR MICHELLE WHETHERHULT

WHEREAS, while serving as a member of City Council from January 4, 2022 through January 6, 2026, Michelle Whetherhult served as a liaison to HPC, MACH, and PARAB; and

WHEREAS, over the years, Councilor Whetherhult was a fierce advocate for Ward Three that she represented, particularly the downtown residents regarding their parking and mobility needs; and

WHEREAS, other notable highlights of Councilor Whetherhult's time in office include her remarkable willingness to step bravely beyond her comfort zone and into the world of city governance. An unwavering advocate for the running community, she proudly represented Manitou Springs during the Pikes Peak Ascent and Marathon, carrying the spirit of our community with her each time she crossed the starting line; and

WHEREAS, her joyful presence was felt both in and beyond the Council Chambers—whether donning a rainbow wig in celebration of Pride Month or speaking with conviction on behalf of those whose voices were not being heard. Her collaborative spirit, her laughter, and her steady dedication to the people of Manitou Springs have left an imprint that will be deeply missed by her colleagues and by the community she served with sincerity and heart.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

SECTION 1: On behalf of the City of Manitou Springs, Colorado, we do hereby acknowledge Councilor Whetherhult will be found running the streets with her dog, sharing coffee and conversation with friends at local cafés, and continuing to bring people together through community-building events such as the beloved Cookiecline. Her service, energy, and compassion will long be remembered and celebrated in Manitou Springs.

SECTION 2: On behalf of the City of Manitou Springs, Colorado, we do hereby acknowledge Michelle Whetherhult for her service to the people of the City of Manitou Springs, and we offer this Resolution as an expression of our appreciation for all that she has done.

SECTION 3: This Resolution shall become effective immediately upon adoption by City Council.

Adopted at the Regular Meeting of the City Council of the City of Manitou Springs, Colorado, on this 6th day of January 2026.

Mayor and Council:

By:

____

Natalie Johnson, Mayor

Attest:

____

Elena Krebs, City Clerk

Memorandum

Title: Resolution No. 0426, A Resolution Establishing the Locations for the Posting of Notices for the City of Manitou Springs, Colorado
From: Elena Krebs, City Clerk
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

January 6, 2026

Purpose:
To state the City's official posting location for Open Meetings purposes.

Background:
Pursuant to C.R.S.§ 24-6-402(2)(c) The Open Meetings Act, municipalities are required to adopt a resolution at the first meeting of every year stating the posting location for its public meetings. The Act further requires that the official location be on the government's website and allows additional locations if desired. This resolution remains as it has been in the past, designating the website and City Hall as the official locations.

Fiscal Impact:
None.

Workload Impact:
Minimal.

Recommended Action:
Move to adopt Resolution No. 0426, a Resolution establishing the locations for the posting of notices for the City of Manitou Springs.

COUNCIL BILL NO. 0426 **RESOLUTION NO. 0426**

RESOLUTION

A RESOLUTION ESTABLISHING THE LOCATIONS FOR THE POSTING OF NOTICES FOR THE CITY OF MANITOU SPRINGS, COLORADO

WHEREAS, Colorado Revised Statutes Section 24-6-401 declares that it is the policy of the State of Colorado that the formation of public policy is public business and may not be conducted in secret; and

WHEREAS, the meetings of the City Council and its appointed bodies within the meaning of CRS 24-6-402(2)(c) are open to the public; and

WHEREAS, CRS Section 24-6-402(2)(c) requires that any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs shall be held only after full and timely notice to the public has been provided; and

WHEREAS, CRS Section 24-6-402(2)(c) requires that the posted notice include specific agenda information where possible; and

WHEREAS, CRS Section 24-6-401(2)(c) requires that the public place for posting such notice shall be designated annually at the first regular meeting of each calendar year of the City Council; and

WHEREAS, The City Council desires to ensure that all local public body meetings comply with the provisions of the laws of the State of Colorado; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

SECTION 1: The city website, www.manitouspringsgov.com, is to be the official posting place for all meeting notices.

SECTION 2: The bulletin board at Manitou Springs City Hall, 606 Manitou Avenue, Manitou Springs, Colorado, in the window adjacent to the front door, shall be used in addition. This requirement is excused in the event of an emergency.

SECTION 3: This Resolution shall take effect immediately upon approval and adoption by City Council.

Adopted at the meeting of the City Council of the City of Manitou Springs, Colorado on this 6th day of January 2026, and effective immediately.

Mayor and Council:

By: ______________________________
Natalie Johnson, Mayor

ATTEST:

____
Elena Krebs, City Clerk

Memorandum

Title: Resolution No. 0526, A Resolution Appointing Council Members and Staff as Liaisons to the Various Boards, Commissions, Committees, Agencies and Organizations

From: Elena Krebs, City Clerk

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

January 6, 2026

Purpose:

Pursuant to Chapter 2.06.040 of the Manitou Springs Municipal Code, the Mayor and City Council are required to appoint liaison assignments at the first regular meeting in January of each year to their local, regional, and state boards, commissions, agencies, and committees. These groups require and/or invite representation of the City of Manitou Springs by its Municipal Officers.

Background:

These appointments are to serve the duration of this calendar year. Below is a list of those groups:

- **Department Liaisons**
  - All
- **City Boards, Committees and Commissions**
  - Manitou Arts, Culture and Heritage (MACH)
  - Historic Preservation Commission (HPC)
  - Open Space Advisory Committee (OSAC)
  - Park and Recreation Advisory Board (PARAB)
  - Mobility and Parking Board (MAP)
  - Planning Commission (CPC)
  - Housing Advisory Board (HAB)
  - Firemen's Pension Fund Board of Trustees
- **Other City Organizations**
  - Business Improvement District
  - Visit Manitou Springs
  - CRANE
  - Mineral Springs Foundation
  - Urban Renewal Authority Board (URA)
- **Regional and State Agencies**

- CML Policy Committee
- Pikes Peak Area Council of Governments Board of Directors
- Pikes Peak Area Council of Governments - Transporation Advisory Committee
- Pikes Peak Regional Building Department Advisory Board
- Pikes Peak Rural Transporation Authority Board of Directors

Fiscal Impact:

None.

Workload Impact:

Minimal.

Recommended Action:

Move to adopt Resolution No. 0526, a resolution appointing council members and staff as liaisons to the various boards, commissions, committees, agencies, and organizations.

COUNCIL BILL NO. 0526 **RESOLUTION NO. 0526**

RESOLUTION

A RESOLUTION APPOINTING COUNCIL MEMBERS AND STAFF AS LIAISONS TO THE VARIOUS BOARDS, COMMISSIONS, COMMITTEES, AGENCIES, AND ORGANIZATIONS

WHEREAS, Section 2.60.040 of the City of Manitou Springs Municipal Code requires the Mayor and City Council to appoint liaison assignments at the first regular meeting in January of each year; and

WHEREAS, Section 2.60.030 of the City of Manitou Springs Municipal Code currently defines the council liaison person to mean the mayor and/or councilmember assigned to a department function or facility of the city, and describes his or her responsibilities; and

WHEREAS, City Policy *410-01 Role of the Council Liaison to Boards and Commission* defines the role of Council liaison and establishes it as the primary Council contact rather than an advocate for or ex-officio member of the city board or commission; and

WHEREAS, local, regional and/or state boards, commissions, committees, agencies and/or organizations require and/or invite representation of the City of Manitou Springs by its Municipal Officers.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

SECTION 1: Members of the City Council or City Staff are hereby appointed to serve the remainder of this calendar year to the various boards, commissions, committees, agencies and/or organizations as listed below:

DEPARTMENT (ALL) LIAISONS	Natalie Johnson, Mayor
CITY BOARDS AND COMMISSIONS	
Manitou Arts, Culture and Heritage	Judith Chandler, Councilor
Historic Preservation Commission	Julie Wolfe, Councilor
Open Space Advisory Committee	Carey Storm, Councilor
Park and Recreation Advisory Board	Carey Storm, Councilor
Mobility and Parking Board	Nate Nassif, Councilor
Planning Commission	Julie Wolfe, Councilor
Housing Advisory Board	Nate Nassif, Councilor
Firemen's Pension Fund Board of Trustees**	Judith Chandler, Councilor Natalie Johnson, Mayor

**Mayor and City Administrator also serve on this board pursuant to City Code 2.36.030

OTHER CITY ORGANIZATIONS

Business Improvement District	Denise Howell, City Administrator
Visit Manitou Springs*	Gloria Latimer, Councilor
CRANE **	Judith Chandler, City Administrator
Urban Renewal Authority Board	Gloria Latimer, Councilor
Mineral Springs Foundation	John Shada, Councilor

*Formerly known as the Chamber of Commerce
**Formerly known as Manitou Springs Arts Council and Manitou Springs Creative Arts District

REGIONAL AND STATE AGENCIES

CML Policy Committee Denise Howell, City Administrator

PPACG (Pikes Peak Area Council of Governments) Board of Directors
Natalie Johnson, Mayor
Mayor Pro Tem *(Alternate)*

PPACG-TAC (Pikes Peak Area Council of Governments - Transportation Advisory Committee)
Ben Schmitt
Felipe Lopez *(Alternate)*

PPRBD (Pikes Peak Regional Building Department) Advisory Board
Natalie Johnson, Mayor

PPRTA (Pikes Peak Rural Transportation Authority) Board of Directors
Natalie Johnson, Mayor
Mayor Pro Tem *(Alternate)*

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval.

Adopted at the meeting of the City Council of the City of Manitou Springs, Colorado, on this 6th day of January 2026.

Mayor and Council:

____
Natalie Johnson, Mayor

Attest:

____
Elena Krebs, City Clerk

City of Manitou Springs, Colorado

Role of the Council Liaison to Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. Annually in January, the Mayor and City Council appoint liaisons to various boards and commissions. Council has defined the role of Council liaisons as follows:

1. To establish formal or informal contact with the chairperson of the board or commission and serve as the primary communications channel between Council and the board or commission. Council members should relay concerns expressed by a board or commission member through the appropriate liaison. It is not appropriate for a council member to take up an issue of a board or commission without first communicating with the appointed council liaison.

2. To serve as the primary informal Council contact for the board or commission.

3. To help resolve questions the board or commission may have about the role of Council, municipal government, and the board or commission.

4. To provide procedural direction and relay Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.

5. To serve as Council contact rather than an advocate for or ex-officio member of the board or commission.

6. To review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.

7. To identify and help resolve any problems that may exist with respect to the functioning of the board or commission.

8. To facilitate the training of new board and commission members by providing suggestions and relevant information to the City staff members responsible for providing such training.

Council liaisons are not expected to attend monthly meetings of the boards and commissions. Liaisons are informed of board and commission activities through agendas and minutes, work plans, and annual reports. Liaisons may attend meetings due to an interest in a specific agenda topic or to observe. Attendance by a Council liaison should not affect the normal structure of a board meeting, and public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinions and not a representation of the feelings of the entire City Council.

If Council liaison participation is critical to a particular item, a direct invitation should be made to the Council liaison, explaining why participation is deemed to be critical. If appropriate, discuss with the liaison prior to the meeting what expectations are and whether the liaison can meet those expectations.

• **It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer.** Council members should contact staff in order to clarify a position taken by the Board or Commission. If the Board or Commission is conducting a public hearing, Council members shall remove themselves from the proceedings.

• **Keep political support away from public forums.** Board and Commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council member.

• **Inappropriate behavior** by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council and the individual is subject to removal from the Board or Commission.

Memorandum

Title: Nomination and Election of a Mayor Pro Tem and Alternate/Back-up Mayor Pro Tem

From: Elena Krebs, City Clerk

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

January 6, 2026

Purpose:

Selection/nomination and appointment of a Mayor Pro Tem and an Alternate/Back-up Mayor Pro Tem.

Background:

Per City Charter 2.08.010 - Organizational Meeting - Election of Officers:
Council members elected at general municipal elections shall take office at the first regularly scheduled council meeting in January following their election. At that first meeting, a mayor pro tem and a council member third in line shall be elected and shall serve at the pleasure of the council. A majority vote of the entire council shall be required for the election of the above named officers. In the event there are more than two candidates for an office and no individual receives such a majority vote, the candidate receiving the least number of votes on each ballot shall withdraw until one candidate receives such a majority vote...The responsibility of the council member third in line shall be to assume the duties of the mayor pro tem in the event neither the mayor nor the mayor pro tem are able to fulfill their duties.

Fiscal Impact:

None.

Workload Impact:

None.

Recommended Action:

Elect 'name' as Mayor Pro Tem to serve at the pleasure of the Council.

Elect 'name' as Back-up/Alternate Mayor Pro Tem to serve at the pleasure of the Council.