



# MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING AGENDA

This PARAB meeting is scheduled to be In Person:  
Manitou Art Center (MAC)  
515 Manitou Avenue  
Manitou Springs, CO 80829

February 2, 2026

5:30 PM

**A. CALL TO ORDER and INTRODUCTIONS**

**B. APPROVAL OF AGENDA**

**C. NEW BUSINESS**

1. Elect New Officers for 2026
2. Review PARAB SOP Draft
3. Review Mission and Vision Statements
4. Discuss how to document the values that have been developed as PARAB, to be able to pass down to future PARAB.
  - a. Current Value: Using organic land management practices for our parks (and within the City)
  - b. Current Value: Minimize concrete in our parks, by providing permeable ground surfaces and greenspaces.
  - c. Current Value: Urban forestry, planting new trees, minimize cutting down trees and continued maintenance.
  - d. Current Value: Plantings should be pollinator friendly and drought resistant.
  - e. Current Value: Provide recreation for the community of all ages.
  - f. Current Value: Using engineered wood fiber for playground mulch, steel or aluminum or sustainably harvested timber when possible for playground equipment or recycled plastics for benches and tables.
  - g. Current Value: Incorporate stormwater infrastructure with natural bio-swales, open air rock swales, and rain gardens where geologically feasible.
5. Discuss future focus and visions after current park development is completed.

**D. OLD BUSINESS**

1. Identify PARAB projects and goals for 2026-2027-2028
  - a. Continue with the Flats Overlook Park.

- b. Explore future funding for Soda Springs Park, west side (Phase 3)
- c. Research available grants for both projects.

**E. ADJOURNMENT**

**Board Members:**

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

**Staff and Liaisons:**

Carey Storm, Council Liaison  
Gillian Rossi, Parks & Recreation Director  
Aaron Reynard, Forestry Tech

*1 regular position and 3 alternate positions available*

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

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

**MANITOU SPRINGS**

**PARK AND RECREATION ADVISORY**  
**COMMITTEE**

**STANDARD OPERATING PROCEDURES**

**DRAFT**

*January 23, 2026*

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## PURPOSE:

This document is intended to guide the procedures of the Manitou Springs Park and Recreation Advisory Committee (PARAB). It is in support of the City Ordinances (it does not supersede City ordinances) pertaining to PARAB and does not hold legal implications in terms of the roles and responsibilities of PARAB.

PARAB advises and makes recommendations to city council, and is not a quasi-judicial board.

## IMPLEMENTATION AND REVIEW:

PARAB 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 (or Chair), who shall see that the official version of the SOP is posted on PARAB'S city website.

## NON-DISCRIMINATION:

No person shall be excluded from participating in, be denied the benefits of, or be subject to discrimination by the board, on the grounds of race, age, national origin, religion, sexual orientation or handicap.

## REGULAR MEETINGS:

1. Meetings shall be held the first Monday of the month at 6:00 PM and conducted remotely by zoom.
2. The Chair and board can choose to meet in person for a regular meeting if necessary or desired.
3. In the event a meeting falls on a holiday, PARAB will agree to another day (and location if needed). The assigned staff member will post the change in accordance with the City's requirements for open meetings.
4. If a member misses three consecutive meetings without an excused absence, or requesting a leave of absence, lays the groundwork for dismissal. Members must inform the Chair if they will need to miss a meeting for an excused absence.

## 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.
2. Any time three or more PARAB members are meeting, the place, location, and purpose of the meeting must be published per open meeting requirements.

## OPEN MEETINGS:

1. Meetings must be posted to the public 24 hours in advance, with specific agenda information.
2. Minutes are required for meetings where formal action occur, or could occur.

## OFFICER DUTIES AND RESPONSIBILITIES:

Officers will be appointed annually in February; 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 to City Staff liaison in sufficient time to publish open meeting requirements.
  - c. Conduct meetings
  - d. Ensure minutes are published
  - e. Request a board member to be the liaison to Open Space Advisory Committee, or share meeting minutes with each other.
  - f. Call special meetings as needed (ensuring adequate time for staff liaison to post open meeting requirements)
  - g. Create subcommittees as needed
  - h. Inform new members through an orientation “packet” including:
    - i. Policies in place (Park Memorials, SOP, Organic Land Management (OLM), and Mini-Grants
    - ii. Code Ordinance for PARAB (2.09.010)
    - iii. Budget (Conservation Trust Fund, El Paso/Beckers Fund, Fees in Lieu of Land/General Fund, possible Grant funding)
    - iv. POST Master Plan, Plan Manitou
    - v. Website connection, including previous six months of agendas and minutes, and where PARAB policies can be found.
    - vi. The Chair will invite new applicants to attend at least two regular PARAB meetings. The board will then decide to recommend appointment or not.
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 PARAB has approved minutes, make necessary changes and submit to staff liaison for publication on City’s website. Ensure publication of minutes.
  - d. Maintain the most up to date SOP.
4. Alternates:
  - a. May attend every meeting but is not required to do so.
  - b. May participate in discussion, and may vote on an issue if in attendance for two or more meetings on that subject. Chair determines if they are allowed to vote, in place of an absent member.
5. All members: Part of PARAB member responsibilities are to have “eyes on parks and recreation.” If possible, do regular walk throughs of parks prior to monthly meetings, particularly noting any maintenance issues. This may be done by informally “claiming” parks close to members’ home areas.

## STAFF LIAISON:

The Staff liaison/public services (PS) shall submit to the monthly PARAB agenda packet the PS's monthly report of the parks and recreation issues and activities. 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 PARAB in implementing PARAB goals for parks and recreation, and set up zoom for our remote meetings.

## AGENDA AND MINUTES:

1. The agenda, minutes, and relevant material in a packet will be posted on the City's website by the Staff liaison to PARAB.
2. The secretary will take care to ensure that any decision or action made by the committee is captured and highlighted in the minutes.
3. Agendas will include Call to Order, Attendance, and Adjournment, as well as Old and New Business. Public Comment not on the agenda is also included.
4. Approval of Agenda and Minutes shall be included, as well as Public Comments Not on the Agenda.

## BUDGET:

1. PARAB may make expenditure recommendations from the Conservation Trust Fund, Fees in Lieu of Land/General Fund, and the El Paso/Beckers Fund.
2. PARAB 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 project, PARAB may go to City Council to request that PARAB work be assigned as a priority to another city staff member or the City Administrator for completion.
3. Any expenditure of funding must be voted on by PARAB and be in accordance with the budget approved by City Council. The secretary will capture all votes on budget in the PARAB minutes. If there is an unfunded requirement during the course of the year for which PARAB has adequate funding, PARAB must vote to allow the expenditure of funds.
4. Similarly, if PARAB has an unfunded requirement that exceeds PARAB's budget, PARAB must vote to request that City Council fund the requirement out of General Funds.
5. Annual Budget Process:
  - a. July: PARAB prepares a draft budget for the following year, based on projects and goals that PARAB has identified, including any goals not completed from the POST plan.
  - b. September: The Chair and the Staff liaison meet with the Chief Financial Director to determine the likely next year's total budget. PARAB fine tunes their proposed budget figures and votes on it.
  - c. October: The Chair briefs City Council on the proposed PARAB budget and submits it to the City Administrator for inclusion in the City's overall draft budget presentation.
  - d. November: City Council has first reading of budget.
  - e. December: City Council has second reading.

- f. NOTE: these dates may change slightly. It is recommended 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 some of PARAB Funding is from a special designated fund, 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. Since PARAB funding focuses on development improvements/Master Plan implementation as well as increasing recreation funding, it is essential to build up a reserve to complete these plans.
- g. Occasionally, with the support and collaboration of their Staff liaison, PARAB may apply for grants specific to park, forestry, and recreation needs.

#### SUBCOMMITTEES:

1. The Chair may establish permanent or temporary subcommittees. The Chair will direct the primary expected outcome of the subcommittee.
2. Total membership shall consist of at least 1/3 PARAB. The other 2/3 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 PARAB Chair may assign the chair of the subcommittee or leave it to the members to elect its own chair.
4. Agendas and Minutes will be maintained by the Chair of the subcommittee.
5. Subcommittees will establish their own meeting agenda and will provide routine updates to PARAB.
6. Subcommittees will not make independent decisions but rather will develop recommendations for PARAB to act on.

#### REMOTE PARTICIPATION:

PARAB currently meets remotely via zoom, so the meetings are accessible to all who would like to be present.

Members may participate in meetings remotely and be counted as “present.” If they have access to relevant information and documents pertaining to an issue on the meeting agenda, they may vote on that issue.

#### QUORUMS:

At the discretion of the attending members and chair of PARAB, 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.

REAPPOINTMENTS:

One month prior to the end of a member's term, a letter of reappointment to the City Council must be submitted to the City Clerk to continue serving.

RESIGNATIONS:

A board member must submit a letter of resignation to the Chair and City Clerk's Office

MEMORANDUM OF FORMAL ACTION:

The chair shall submit memos of formal actions voted on by PARAB to their Staff liaison who shall present appropriate formal actions to City Council. These memos shall also be forwarded to the Council liaison of PARAB.