



# MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD SPECIAL MEETING AGENDA

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

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

March 9, 2026

6:00 PM

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

1. Two regular positions available; three alternate positions available.
2. Discuss and vote on the application submitted by Holley Murphy.

## B. APPROVAL OF AGENDA

## C. APPROVAL OF MINUTES

1. Draft minutes of PARAB July 14, 2025 meeting
2. Draft minutes of PARAB August 04, 2025 meeting
3. Draft minutes of PARAB November 03, 2025 meeting
4. Draft minutes of PARAB December 01, 2025 meeting
5. Draft minutes of PARAB January 12, 2026 meeting
6. Draft minutes of PARAB February 02, 2026 meeting

## D. OLD BUSINESS

1. PARAB SOP Revisions (Review and Vote)
2. Pickleball/Tennis Court Resurfacing Proposal – Vote on funding

## E. ADJOURNMENT

### Board Members:

Danu Fatt, Chair (2/28/2029)  
Tim Bresnahan, Vice Chair (02/28/2029)  
Christina Grow (2/28/2028)  
Jehan-Ara Khan (02/28/2030)  
Colin McAllister (02/28/2029)

### Staff and Liaisons:

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

*2 regular positions 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).

# Application for Board/Commission Membership

01/23/2026 2:22 PM (MST)



## City of Manitou Springs

### Application for Board/Commission Membership

Please complete the following to express interest in board or commission membership.

[Click here for a list of all board and commission vacancies!](#)

Which Board are you Applying For?	PARAB
Membership Requested	<ul style="list-style-type: none"><li>Regular</li></ul>
Full Name	Holley Murphy
Street Address	7 Elk Path
City	Manitou Springs
State	Colorado
Zip Code	80829
Phone	5126183435
Email	holleyhickman22@gmail.com

**Do you have any special interests? If so, please briefly provide details below:** I love being outside and utilizing Manitou's beautiful parks and trails with my young children! I am also a voting right activist and a breadmaker.

*Per City Charter 9.3: The Council shall not appoint to any Board or Commission any member of the immediate family of any Council Member. Immediate family shall be defined as spouse, parents, brothers, sisters, and children.*

*(Amendment No. 8, adopted and approved January 14, 1975)*

Do you have an immediate family member on City Council? No

Please attach a resume:

 Holley Murphy Resume .pdf



# HOLLEY MURPHY

HOLLEYHICKMAN22@GMAIL.COM | MANITOU SPRINGS, CO | WWW.LINKEDIN.COM/IN/HOLLEY-HICKMAN

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## EDUCATION

TEXAS STATE UNIVERSITY, SAN MARCOS, TX

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Master of Arts in Sociology, August 2018

- Thesis: *Head Start and City Characteristics*. This report combined secondary data about Head Start Slots across the United States and data were analyzed using multivariate regression in SPSS.

Bachelor of Science in Applied Sociology, Minor in Spanish, Cum Laude, May 2015

## PROFESSIONAL EXPERIENCE

LEAGUE OF WOMEN VOTERS OF THE UNITED STATES

FEBRUARY 2023-PRESENT

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*Manager of Assessment Impact*

- Manages evaluations of departments, projects, and Leagues
- Manager internal and external grant reporting
- Analyzes data to assist the national office with organizational goals
- Creates and administers surveys to various stakeholder groups
- Builds relationships around data
- Keeps projects on track
- Conducts interviews and focus groups
- Uses quantitative and qualitative data to guide decision making at the Executive Team level

ECE INSIGHTS, DENVER, CO

MAY 2022-FEBRUARY 2023

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*Research Associate*

- Assists in evaluation planning, tracking progress on SOWs, and creates and tracks work plans for multiple projects
- Conducts outreach to external partners to seek study participants
- Administers surveys to various stakeholder groups
- Cleans, analyzes, and reports on data using SPSS
- Conducts policy scans for projects to track alignment and identify gaps in policy and practice
- Conducts interviews and focus groups
- Codes qualitative data and finds themes
- Assists in report writing using intersecting data points from various primary and secondary sources
- Uses quantitative data to create visuals for reports

CLAYTON EARLY LEARNING, DENVER, CO

SEPTEMBER 2021-MAY 2022

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*Policy Analyst*

- Monitored implementation of SB19-063 (Child Care Reform) across Colorado
- Monitored implementation of HB21-1222 (Increasing Access to Child Care) in cities across Colorado
- Worked to ensure data from the field are brought to the discussion around HB22-1295 (Department of Early Childhood and Universal Pre-K)
- Collected and analyzed qualitative and quantitative data for all of these bills
- Reported geographic and demographic weaknesses in child care access
- Co-managed the Clayton Community Ambassadors
- Worked collaboratively on grant proposals and funding reports

CLAYTON EARLY LEARNING, DENVER, CO

JANUARY 2019-SEPTEMBER 2021

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*Bilingual Research and Evaluation Associate*

- Planned methodology for Early Childhood data collection processes
- Conducted data analysis for Early Childhood research projects
- Managed qualitative and quantitative reports of research findings

- Project recruitment
- Performed child assessments using the PLS, PPVT, Woodcock Johnson, Woodcock Munoz, and Bracken scales
- Observed classrooms using the CLASS tool
- Utilized communication and collaboration skills across Clayton and throughout the community
- Managed on-site COVID-19 testing

TEXAS STATE UNIVERSITY, SAN MARCOS, TX

JANUARY 2017-AUGUST 2018

*Graduate Assistant- Statistics, Data Analysis, Urbanization, Life Course Sociology, and Medical Sociology*

- Conducted data analysis of retention and withdrawal rates of classes using SPSS and Tableau
- Produced ad-hoc reports to evaluate enrollment and attendance across many different subjects
- Graded all coursework
- Maintained quality control in classrooms of 100+ students
- Managed schedules, held office hours and study sessions, and did all other administrative tasks for multiple professors

SOUTHSIDE COMMUNITY CENTER, SAN MARCOS, TX

MAY 2017- AUGUST 2017

*Data Analyst Intern*

- Created an online database for Southside Community Center to manage 500+ clients
- Optimized cost-reduction mechanisms
- Learned and taught staff about the software for the community center, homeless shelter, and food bank
- Monitored clients for attrition and new additions

FIVE MONKEYS LANGUAGE SCHOOL, JACÓ, COSTA RICA

JANUARY 2016 -NOVEMBER 2016

*Bilingual Educator*

- Reopened a school that had been shut down for 3 months, recruited and enrolled students
- Led training programs for the teachers
- Made individual and company-focused lesson plans in English and Spanish
- Monitored students' advancement and found new ways to challenge them

#### VOLUNTEER WORK

Metro Caring, Denver, Colorado

August 2018- November 2019

*Customer Service*

- Assisting clients through Metro Caring's assistant process
- Advising consumers of nutritional benefits of fresh vegetables and fruit
- Quality control of the facility when in use

RESULTS, Remote

June 2018- January 2020

*Advocate*

- Researching the REACH Act
- Informing members of congress of the REACH Act
- Proposing simple measures to congress to pass the vote
- Meeting with senators and their staff to discuss the global benefits of the REACH Act

Village Main, San Marcos Texas

January 2017- August 2018

*Board Member*

- Planning, budgeting, and meeting in regard to the 4 million dollar Village Main Project
- Working with 4 non-profits to create one facility for them to be housed in
- Monitoring the construction progress of the project

CASA DE LOS ÁNGELES, SAN MIGUEL DE ALLENDE, MEXICO

JUNE 2015 – DECEMBER 2015

*Volunteer*

- Collected and analyzed data
- Produced descriptive quantitative and qualitative reports
- Worked towards more grant funding
- Worked directly with children to help them learn English
- Worked directly with mothers to teach them healthy habits for them and their children

#### OTHER VOLUNTEER WORK

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- Operation Turkey, 2014-2018
- Study Abroad in Costa Rica, 2013
- Sociology Club Vice President, 2013-2015

#### ACADEMIC ACCOMPLISHMENTS:

Dean's List, AKD International Honor Society, Liberal Arts Honor Society, Geoff Woods Scholarship, TEFL Certification, CITI Certification, American Evaluation Association, Southern Sociological Society, Research Review Presentation, March 2018; 3MT Presentation, March 2018; Southern Sociological Society Presentation, April 2018.

#### PUBLICATIONS:

FRAWLEY, K., MURPHY, H., VANDERWIELEN, L. (2021). *DIVERSE COLORADO VOICES: COMMUNITY-BASED SOLUTIONS FOR THE PERINATAL PERIOD*. DENVER, CO.

MURPHY, H., SMITH J. S., & MANGELS, D. (2019). *DENVER PRESCHOOL PROGRAM CHILD OUTCOMES STUDY 2016-2019: PARTICIPANT RETENTION BRIEF*. DENVER, CO.

SMITH, J. S., MURPHY, H., & MANGELS, D. (2019). *DENVER PRESCHOOL PROGRAM CHILD OUTCOMES STUDY 2016-2019: ATTENDANCE AND CHILD OUTCOMES BRIEF*. DENVER, CO.



**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**

Regular Meeting Minutes  
Hybrid Meeting held at 515 Manitou Ave.,  
Manitou Springs, CO, 80829 and via Zoom  
July 14, 2025

**A. CALL TO ORDER AND INTRODUCTIONS**

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

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Christina Grow  
Alternate Board Member Jan Johnson

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Anthony Lane  
Board Member Colin McAllister  
Board Member Rebecca Wood  
Alternate Board Member Candace Craig

**STAFF AND LIAISONS PRESENT:**

Natalie Johnson, Council Liaison  
Gillian Rossi, Parks and Recreation Director  
Erin Ringsred, Project Manager

**B. APPROVAL OF AGENDA**

Vice Chair Bresnahan moved to approve the agenda as presented. The motion was seconded by Chair Fatt. The motion was carried (4-0).

**C. APPROVAL OF MINUTES**

1. Draft Minutes from PARAB June 2025, Meeting

The minutes were tabled due to the absence of a second.

## **D. PUBLIC COMMENTS NOT ON THE AGENDA**

*(Please limit your comments to 3 minutes)*

There was no public comment.

## **E. PRESENTATIONS**

### **1. Hiawatha Gardens Update / Planning Dept.**

Project Manager Ringsred and multiple project contractors provided an update on the Hiawatha Gardens Project. Contractors included Justin DiPietro and Byron Zick from Davis Partnership Architects, Emily Hayter from Franson Pittman, and David Senko from Artaic Group. Despite the property being zoned commercial, with plans to rezone it to Public Facilities, the team emphasized the importance of considering its proximity to the park. The update included current design plans for Phase 1 of the project and went into detail on the tree removal and pruning plan.

The consensus was that the board was supportive of the plan.

There was a brief discussion about tree removal and replacement, during which Project Manager Ringsred confirmed that an adequate number of trees would be planted to make up for the trees to be removed.

Project Manager Ringsred stated that the goal is to break ground on Phase 1 before the end of 2025 and to finish Phase 1 construction by the end of 2026.

## **F. REPORTS**

### **1. Arborist Report**

Director Rossi provided a brief report, highlighting a dead pine tree that was recently removed from Fields Park. Much of this update was included in the Hiawatha Gardens Update presentation, as it included information on tree removals and pruning as part of the project. She stated that an ArborKelp treatment by SavATree is planned for the Weeping River Birch Tree in front of City Hall in hopes of improving its health.

### **2. Parks and Recreation Advisory Board (PARAB)**

#### **a. Memorial Tree has been planted at SSP**

Chair Fatt shared that a memorial tree was planted in Soda Springs Park by City Staff after being purchased by an approved applicant.

### 3. Council Liaison

There was no Council Liaison report.

## **G. PARKS AND RECREATION DEPARTMENT**

### 1. Director's Report

Director Rossi reported that rain sensors were installed on all of the irrigation control boxes in the parks to support the irrigation systems and help save water. She reported that quotes had been requested for hybridizing the tennis court into a tennis and pickleball court. No contractors have responded yet. A Google search showed that the cost could be between \$250 and \$600.

There was a brief discussion about the restriping the tennis court and additional opportunities to support tennis and pickleball players. Chair Fatt stated that the tennis players may feel like they are being kicked out if pickleball stripes are added to the tennis court. Board Member Johnson mentioned that Board Member McAllister joined a club elsewhere due to overcrowding at the pickleball court. Chair Fatt noted that Board Member Lane does not support striping the tennis court for pickleball. Board Member Grow suggested adding a pickleball court behind the middle school. Board Member Johnson suggested constructing a pickleball court on the west side of Fields Park. Chair Fatt said this was worthy of a discussion.

Director Rossi asked PARAB if they would be in support of the "sod phase" of Soda Springs Park Phase III in 2025 if the City could find the money. The board determined that they do not want any additional construction in the park in 2025 and would prefer the sod phase be completed in 2026.

## **H. NEW BUSINESS**

### 1. Memorial Bench Request, Mansions Park / Greg DiFiore

The application from Greg DiFiore to install a Memorial Bench in Mansions Park for his late wife was reviewed by the board and approved. The board suggested replacing an old bench near the Mansions Park fountain with the new memorial bench.

Chair Fatt moved to approve the location for the DiFiore memorial bench in Mansions Park, near the fountain to replace one of the older benches. The motion was not seconded. The motion was carried (4-0).

## I. OTHER BUSINESS

1. Candace Craig (Secretary) requests leave of absence from PARAB for the summer

Chair Fatt reported that Alternate Board Member and Secretary, Candace Craig, submitted a leave of absence request. The board did not determine who would take meeting minutes in Craig's absence. They discussed hiring someone to do the minutes, similar to the structure adopted by the Open Space Advisory Committee. The board decided to table the discussion until the next meeting.

## J. 2026 PROJECTS / BUDGETS

1. Construction Documents for Higginbotham Flats / Professional Services: \$65,000

The board discussed phasing the master plan implementation for the project, along with hosting public events and volunteer days to keep momentum going. Vice Chair Bresnahan suggested using "Hügelkultur" to create a sound barrier between the park and the highway. Hügelkultur is a German permaculture technique for creating raised garden beds using a core of decaying wood.

2. Memorial Trees/Benches / Replacement costs: \$5,000

Chair Fatt mentioned that the account is to replace memorial trees that die and benches that get damaged.

3. Pool and Recreation / Playground Equipment: \$25,000

Director Rossi mentioned that playground equipment in some of the parks, including a slide in Mabel Willie Park and the astroturf in the Schryver Park playground, need to be replaced in order to comply with playground inspection standards. Director Rossi stated that she would share the monthly Playground Inspection Forms with PARAB.

4. Art in the Parks / \$5,000

- a. Repair or Rebuild Little Free Libraries

Director Rossi mentioned that the repair on the Schryver Park Little Library was done for free by the Fabrication Library (FAB Lab). Future repairs on these structures could be done by the same group.

- b. Manizoo Repairs

Chair Fatt suggested funding these repairs as needed, as PARAB did in 2025.

5. Urban Forestry in Parks / \$10,000

Vice Chair Bresnahan suggested using the account to incorporate more whimsy into the parks, such as the tree house in Memorial Park. He stated that opportunities to include whimsy could come when replacing existing structures in the playgrounds and parks.

Chair Fatt requested quotes for pruning the large willow trees at the entrance to Fields Park.

6. Parks / General Repairs and Maintenance: \$35,000

Board Member Johnson asked if the memorial plaque on the rock next to the fountain in Mansions Parks had been replaced. Chair Fatt stated that she is working on this. Vice Chair Bresnahan asked if the funds were spent in 2025; Chair Fatt confirmed they were not. Board Member Grow suggested that the picnic area next to the Schryver Park restroom could be converted into shuffleboard courts where the equipment could be checked out at the Pool & Fitness Center. Director Rossi suggested using the same system for checking out chess pieces for the chess table in Schryver Park. Board Member Johnson suggested repurposing the shuffleboard area in Mansions Park into a hopscotch area.

7. Total 2026 budget: \$145,000

Board Member Johnson moved to approve the proposed 2026 budget. The motion was seconded by Board Member Grow. The motion was carried (4-0).

Board Member Johnson inquired if the trash and recycling cans could be cleaned more frequently in the summer months. Director Rossi mentioned that the cans are being cleaned on Mondays and Fridays, on a rotation. She commented that the cans get very dirty, very quickly.

Director Rossi mentioned that plumbing issues are happening at the Schryver Park restrooms. There is a plan to get them fixed, in-house. For the time being, there are portalets in the park while the restrooms are closed. The portalets are being cleaned by park staff.

**K. ADJOURNMENT**

The meeting adjourned at 8:23 PM.

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**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**

Regular Meeting Minutes  
Remote Meeting via Zoom  
August 4, 2025

**A. CALL TO ORDER AND INTRODUCTIONS**

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

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Rebecca Wood  
Board Member Colin McAllister  
Alternate Board Member Jan Johnson

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Christina Grow  
Board Member Anthony Lane

**B. APPROVAL OF AGENDA**

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

**C. APPROVAL OF MINUTES**

1. PARAB Minutes for 06-02-2025 Regular Meeting

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

**D. PUBLIC COMMENTS NOT ON THE AGENDA**

*(Please limit your comments to 3 minutes)*

There was no public comment.

## **E. PRESENTATIONS**

### **1. Training for City Bds. / City Clerk**

Kristen Dukoi, the Deputy City Clerk, presented a training on the Colorado Sunshine Law and Colorado Open Records Act.

The first training focused on explaining the Colorado Open Meetings Law under Sunshine Law, which requires public transparency for local public bodies. Deputy Clerk Dukoi explained that the law applies to meetings with three or more members where public business is discussed. She clarified that a meeting can occur through various means, including Facebook, Instagram, phone, or email, as long as it meets the criteria for open meetings. Dukoi then discussed the requirements for public meetings, including the need for 24-hour notice with a specific agenda for meetings where a quorum is expected to be in attendance and minutes for meetings where formal action is taken or could occur. She emphasized the importance of proper procedures for executive sessions, noting an example where a municipality in Colorado faced legal issues due to improper execution of an executive session. Dukoi reviewed best practices for board members and presented guidelines for transparent communication, including keeping public discussions in meetings and using blind carbon copy for emails..

The second training focused on the Colorado Open Records Act (CORA) and its implications for city records and communications. Deputy Clerk Dukoi explained that all public records are available upon request, with certain exceptions. She outlined the process for making public records requests, including the required form and response timeframes. Dukoi emphasized that staff emails and text messages could be subject to public disclosure, so transparency in communications was recommended.

## **F. REPORTS**

### **1. Arborist Report**

Parks and Recreation Director Gillian Rossi reported that the final Neighborhood Chipping Zone of the year was being worked on this week and that the Forestry Division facilitated the removal of a fallen willow tree that was creating a flood risk in Fountain Creek.

### **2. Parks and Recreation Advisory Board (PARAB)**

Chair Fatt announced the resignations of Alternate Board Member and Secretary, Candace Craig, and Board Member David Crawford from PARAB.

### 3. Council Liaison

Council Liaison Johnson provided updates on the Creek Walk Trail Phase 4 Project and shared that City Council received a letter of support from the Mobility and Parking Board for creating a trail through Bill Bauers Open Space. She mentioned a ballot measure presentation that she helped lead, which focused on balancing the City of Manitou Springs' budget and filling the budget gap for next year. Vice Chair Bresnahan commended Councilor Johnson on her role in the budget presentation.

### 4. Open Space Advisory Committee (OSAC)

No discussion took place regarding OSAC.

## **G. PARKS AND RECREATION DEPARTMENT**

### 1. Director's Report

Director Rossi discussed several park maintenance issues, including concerns about people feeding squirrels in parks and the need to repair a damaged bench. Rossi reported that Soda Springs Park Phase III Construction Drawings contract would be on the August 19, 2025 City Council agenda for the Council's consideration. She shared that the Manitou Pool and Fitness Center would close for roof repairs on August 18, 2025, with plans to reopen on January 2, 2026.

## **H. OLD BUSINESS**

### 1. Interim Secretary / PARAB

Chair Fatt announced the need for a new PARAB Secretary, as the former Secretary had resigned. No present board members volunteered for the role. Chair Fatt recommended the board take the time to recruit new members who may be interested in taking on the Secretary role.

## **I. NEW BUSINESS**

### 1. Pruning Willow Trees / Fields Park

Director Rossi explained the need to prune deadwood from two willow trees at the entrance to Fields Park, along Beckers Lane. Due to the required road closure, the project needs to be completed before school starts on August 14, 2025. She asked PARAB if they would fund the project.

Board Member Johnson moved to approve \$4,180 of PARAB funding for Tall Timbers Tree & Shrub Service to prune willow trees near Becker's Lane. The motion was seconded by Board Member McAllister. The motion was carried (5-0).

## **J. OTHER BUSINESS**

### **1. Re-Schedule September Meeting**

Due to Labor Day falling on the next regular meeting date, the board decided to hold the September PARAB meeting on Monday, September 8, 2025.

## **K. ADJOURNMENT**

Chair Fatt moved to adjourn the meeting. The motion was seconded by Vice Chair Bresnahan. The motion was carried (4-0).  
The meeting adjourned at 6:44 PM.

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**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**  
Regular Meeting Minutes  
Remote Meeting via Zoom  
November 3, 2025

**A. CALL TO ORDER AND INTRODUCTIONS**

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

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Christina Grow  
Board Member Colin McAllister  
Board Member Rebecca Wood  
Alternate Board Member Jan Johnson

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Anthony Lane (Excused)

**B. APPROVAL OF AGENDA**

Board Member Johnson moved to approve the agenda as presented. The motion was seconded by Vice Chair Bresnahan. The motion was carried (6-0).

**C. APPROVAL OF MINUTES**

1. None available

Chair Fatt noted she had seen a draft of the October minutes and suggested one correction. The correction was that she, not Board Member Crawford, moved to adjourn the meeting. Drafted minutes will be presented to the board in the December meeting packet.

**D. PUBLIC COMMENTS NOT ON THE AGENDA**

There was no public comment.

## **E. PRESENTATION**

There were no presentations.

## **F. REPORTS**

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

It was noted that Board Member David Crawford has stepped down from his position on PARAB.

Chair Fatt reported that she presented the budget to the City Council. The budget seemed to be well-received by Council. Council Liaison Natalie Johnson, and Board Member Johnson reported that Chair Fatt did a great job presenting the budget to Council and answered all of their questions.

### **2. Council Liaison**

Council Liaison Johnson reported that the first reading of the City's budget will take place on November 18, 2025 and an all-day budget retreat on November 22, 2025. Then the final reading will be on December 2, 2025. Council is eagerly anticipating the election results of Ballot Issue 2A as that will have an impact on the budget.

### **3. Open Space Advisory Committee (OSAC)**

Vice Chair of OSAC, Paul Arlinghaus, reported that OSAC has focused on trail maintenance in the last year.

- They have had three volunteer work days. A fourth work day is scheduled for the upcoming weekend.
- They have partnered with Rocky Mountain Field Institute (RMFI) to complete a trail reroute on the Intemann Trail.
- They funded some mechanized trail work on Iron Mountain in an area that was affected by erosion.
- They contributed to the continuation of the Creek Walk Trail project.
- They funded some signage on the Intemann Trail.
- They have done work to prepare to build trails in the Black Canyon Open Space next year.
- They funded a professional survey to assess community opinions on trail development in Bowers Open Space.

Board Member McAllister and Vice Chair Bresnahan thanked Paul for OSAC's work over the past year.

## **G. PARKS AND RECREATION DEPARTMENT**

### **1. Director's Report**

Parks and Recreation Director Gillian Rossi reported that the Department has assisted with tree planting along Creek Walk Phase 4 and the ribbon cutting for this phase will be held on November 18, 2025. On this date, the trail will be completely open and the City will take over maintenance of the trees and pollinator gardens that are going in along that section as well.

Director Rossi shared that the tree canopy assessment using 2024 aerials was presented at a City Council meeting in October. The assessment is available online. Manitou Springs's tree canopy coverage is over 50%. For a comparison, Colorado Springs tree canopy coverage is 17%. Schryver Park has the most tree canopy coverage, followed closely by Fields Park. The tree canopy in Manitou increased by 9% between 2020 and 2024.

Director Rossi reported on pool renovations. The pool roof is nearing completion. The part above the natatorium has been completed and the parking office has moved out of the multi-purpose room. New flooring was installed in the fitness center and the multi-purpose room bringing these areas up to Americans with Disabilities Act (ADA) standards. So far, the renovation is on time. Staff are looking into replacing the indoor hot tub with a sauna.

Director Rossi added that the Parks and Recreation Department is preparing for the snow season.

Director Rossi shared that Meghan Weiss, the Events and Recreation Coordinator, is on maternity leave. In her absence, Director Rossi and Lisa Korbitz, the City's Head Lifeguard, will be assisting with special events and recreation until mid-January when Coordinator Weiss returns.

## **H. OLD BUSINESS**

### **1. Mini-Grant Request / Flying Pig Farm**

Board Member Wood moved to fund the FPF mini-grant request to fund their winter solstice event for \$1,000. The motion was seconded by Vice Chair Bresnahan. The motion was carried (6-0).

## **I. OTHER BUSINESS**

### **1. Schedule January 2026 PARAB meeting**

Chair Fatt noted that the next PARAB meeting is scheduled for December 1, 2025. She shared that Hord Coplan Macht requested to present a 90% design for Phase III of the Soda Springs Park project.

On February 2, 2026, PARAB will hold the annual strategic planning meeting. There will be no meeting in January.

## **J. ADJOURNMENT**

Chair Fatt adjourned the meeting at 7:30 PM.

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**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**

Regular Meeting Minutes  
Remote Meeting via Zoom  
December 1, 2025

**A. CALL TO ORDER AND INTRODUCTIONS**

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

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Christina Grow  
Board Member Colin McAllister  
Board Member Rebecca Wood

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Anthony Lane (Excused)  
Alternate Board Member Jan Johnson

**ADDITIONAL ATTENDEES:**

Parks and Recreation Director Gillian Rossi  
Council Liaison Natalie Johnson  
Robyn Bartling, Principal, Hord Coplan Macht  
Mia Requesens, Associate, Hord Coplan Macht

**B. APPROVAL OF AGENDA**

Board Member Wood moved to approve the agenda as presented. The motion was seconded by Chair Fatt. The motion was carried (5-0).

**C. APPROVAL OF MINUTES**

1. October 6, 2025 PARAB Minutes

Chair Fatt moved to approve the October 6, 2025, minutes with a correction noting that the motion to adjourn in that meeting was made by Chair Fatt and seconded by Vice Chair Bresnahan. The motion was seconded by Vice Chair Bresnahan. The motion was carried (5-0).

## **D. PUBLIC COMMENTS NOT ON THE AGENDA**

*(Please limit your comments to 3 minutes)*

There was no public comment.

## **E. PRESENTATIONS**

### **1. Soda Springs Park Construction Docs Update / HCM (Robyn Bartling and Mia Requesens)**

Representatives of Hord Coplan Macht, Robyn Bartling and Mia Requesens, presented updates on the Soda Springs Park Phase III Construction Documents. The following updates to the plan were presented:

- Phase III of the project includes expanded sod on the west side of the park, in front of the Bud Ford Pavilion, and improved accessibility throughout the park by increased accessible pathways.
- The project includes drainage enhancements on the Bud Ford Pavilion and irrigation upgrades throughout the project site.
- The east side of the park will be redesigned to include additional art features and activity elements, including a ping pong table.
- Part of the sidewalk along Park Avenue will be enhanced and include native plantings alongside the walkway.
- The design includes lighting upgrades on the east side of the project site to provide light along the pathways leading from the Bud Ford Pavilion to the restrooms. The stage lighting in the pavilion will also be upgraded.
- The design includes relocation of two dumpsters currently behind the Bud Ford Pavilion. The design has the dumpsters placed next to the sidewalk in an enclosure.
- The design requires zero tree removals and includes one new tree being planted.

Chair Fatt opposed the suggested implementation of reverse-angle parking. Director Rossi stated that this style of parking may be safer for park patrons and is being implemented elsewhere in the city. Vice Chair Bresnahan mentioned that it would be nice to have a large area behind the Bud Ford Pavilion for park patrons to play games, such as "pétanque." Board Member McAllister asked about the timeline for the finalization of the construction documents. Bartling stated that the design would be finalized by February 2026. Director Rossi mentioned that she is requesting the sod phase of the project be priced out separately from the other phases of the project in case grant funding could be secured for the sod part of the project in 2026.

## **F. REPORTS**

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

There were no board member reports.

### 2. Council Liaison

Council Liaison Johnson mentioned that the Creative Alliance of Manitou Springs (CRANE) could be a good organization to involve in the artist selection for the Soda Springs Park Phase III art features. In relation to the reverse-angle parking mentioned in the Soda Springs Park Phase III design presentation, she stated that reverse-angle parking works well elsewhere in the city and improves safety.

Council Liaison Johnson suggested that the board review the current PARAB Mission Statement and reword it to include “people” and “play.”

Councilor Liaison Johnson shared information pertaining to the City’s budget and the 2A ballot initiative. She stated that the ballot measure had failed and that tight budgets should be expected in 2026 and 2027. She shared that the City of Manitou Springs will conduct public outreach related to funding needs, and that all tax increases require vote during a regular election cycle.

Vice Chair Bresnahan asked if the city was actively pursuing grant funding for projects and programs. Council Liaison Johnson stated that boards are “on [their] own” for the next couple of years pertaining to the pursuit of grant funding.

Council Liaison Johnson expressed appreciation as this was her final PARAB meeting serving as the Council Liaison.

### 3. Open Space Advisory Report

No discussion took place pertaining to the Open Space Advisory Report.

## **G. PARKS AND RECREATION DEPARTMENT**

### 1. Director’s Report

Director Rossi reported on the following:

- The Pool & Fitness Center Roof Replacement Project is on schedule. The goal is to reopen the facility on January 2, 2026.
- The Forestry Division submitted an application to be certified as a “Tree City USA” for the seventh consecutive year.
- No trees will be removed as part of the Soda Springs Park Phase III Project.

## H. OTHER BUSINESS

1. Reminder: January 2026 regular meeting canceled.

It was noted that there will be no meeting in January. The next meeting will be on February 2, 2026, at the Manitou Art Center (MAC) at 5:30 PM.

Director Rossi reported increased beaver activity along a section of Fountain Creek near Mayfair Avenue. She stated that 50 small trees have been damaged by the beavers, and that fencing around trees has been put into place to protect the trees from the beavers. Director Rossi asked PARAB members to share their opinions on beaver mitigation.

The board agreed that they support coexistence between people and beavers, and that they recommend protecting key trees with fencing. They recognize the ecological benefits of beaver activity and acknowledged past conflicts when the beavers had been removed by private parties. No formal policy direction was established nor voted on.

## I. ADJOURNMENT

Chair Fatt moved to adjourn the meeting. The motion was seconded by Vice Chair Bresnahan. The motion carried (5-0).

The meeting adjourned at 8:06 PM.

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**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**

Special Meeting Minutes  
Remote Meeting via Zoom  
January 12, 2026

**A. CALL TO ORDER AND INTRODUCTIONS**

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

**B. ROLL CALL**

All members were present for roll call except Board Members Anthony Lane and Rebecca Wood.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Christina Grow  
Board Member Colin McAllister

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Anthony Lane (Excused)  
Board Member Rebecca Wood (Excused)

Chair Fatt asked meeting attendee and potential future PARAB member, Jehan-Ara Khan, to share a few things about herself and explain why she is interested in joining PARAB. Khan shared that Manitou Springs has been a part of her healing journey after an injury and she would like to give back to the community.

Chair Fatt asked new Council Liaison, Carey Storm, to introduce herself. Councilor Storm mentioned that she was sworn in last week for a four-year term as the Ward 2 City Council representative.

**C. APPROVAL OF AGENDA**

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

## **D. PRESENTATION – Hord Coplan Macht (Robyn Bartling and Mia Requesens)**

### **1. Review of 100% Design & Development Package for Soda Springs Park Phase III**

Robyn Bartling and Mia Requesens, with Hord Coplan Macht, presented a slideshow summary of the final construction design drawings for the Soda Springs Park Phase III Project. They reminded the board that the project involves restoring the lawn in front of the Bud Ford Pavilion and improving amenities on the east side of the park. Parks and Recreation Director Gillian Rossi reminded PARAB that funding has not yet been allocated for construction of Phase III at this time.

Requesens reviewed new features like trench fines walkways. The team also highlighted ongoing work with electrical engineers on lighting updates and coordination with “Chainsaw Mama” for custom sculptures. Requesens explained that soil amendment tests were completed and results were included in the design specifications. The team shared that the design plans include a rendering with and without the dumpster enclosure. They discussed a cost estimate of around \$186,000 for the west side of Phase III, which includes the sod portion of the project and would take 3 to 4 months to complete.

### **2. Discussion and Next Steps**

The board discussed exploring funding options to proceed with the project in phases, starting with the west side construction. Director Rossi reminded the group about the upcoming March 10, 2026 City Council meeting where Hord Coplan Macht will present the full design plan for Phase III and encouraged PARAB members to attend. PARAB discussed the need for further strategic planning, with Vice Chair Bresnahan suggesting a breakdown of timelines and prioritization for project starts. The board agreed to address this at their upcoming in-person meeting on February 2, 2026 at the Manitou Arts Center, starting at 5:30 PM.

## **E. ADJOURNMENT**

Chair Fatt moved to adjourn the meeting. The motion was seconded by Board Member McAllister. The motion was carried (4-0).  
The meeting adjourned at 6:37 PM.

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**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**  
Regular Meeting Minutes  
In-Person Meeting at the Manitou Arts Center  
(MAC)  
515 Manitou Avenue, Manitou Springs, CO, 80929  
February 2, 2026

**A. CALL TO ORDER AND INTRODUCTIONS**

Chair Fatt called the Parks and Recreations Advisory Board (PARAB) meeting to order at 6:05 PM.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Christina Grow  
Board Member Rebecca Wood

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Anthony Lane (Excused)  
Board Member Colin McAllister (Excused)

**B. APPROVAL OF AGENDA**

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

**C. NEW BUSINESS**

1. Elect New Officers for 2026

Vice Chair Bresnahan nominated himself to continue as Vice Chair.

Chair Fatt nominated herself to continue as Chair.

All board members expressed support to keep current officer roles the same.

Board Member Grow motioned to reelect Tim Bresnahan as Vice Chair, reelect Danu Fatt as Chair, and continue rotating the Secretary position until the position is filled officially. Chair Fatt seconded the motion. The motion was carried (4-0).

2. Review PARAB SOP Draft

The Board reviewed the PARAB Standard Operating Procedures (SOP) Draft.

Board Member Grow moved to approve the SOP with the following edits:

- “Parks and Recreation Advisory Committee” be corrected to “Parks and Recreation Advisory Board.”
- Several minor grammatical corrections.
- Under the Non-Discrimination section, replace “handicap” with “ability”.
- Under the Regular Meetings section, add, “unless otherwise noted” at the end of item 1.
- Replacing “Zoom” with “City-approved remote conference software” throughout the document.
- Merging items 3 and 4 under the Agenda and Minutes section.
- Cite the related City Ordinance after item 1 in the Budget section.
- Add, “Meetings may be in-person if pre-determined by the board,” under the Remote Participation section.

The motion was seconded by Vice Chair Bresnahan. The motion was carried (4-0).

### 3. Review Mission and Vision Statements

The Board reviewed the current PARAB Mission and Vision Statements and discussed the need for the Mission Statement to be more concise. Chair Fatt shared that the Mission Statement was created by the current PARAB Board, about 15 years ago. Fatt suggested that the correct language is being used, but needs to be adjusted.

Vice Chair Bresnahan concurred and stated that a lot of what is in the Mission Statement could be used in a different place, such as PARAB’s Values.

Board Member Grow mentioned that PARAB’s Values should reflect the community’s values. Vice Chair Bresnahan recommended reviewing PARAB’s Values before reworking the Mission Statement. The Board agreed that the Mission Statement needs reworked and that the Vision Statement is acceptable as is. Further discussion regarding the Mission Statement was tabled until a future meeting. Board Member Wood suggested that all PARAB Members review the Parks, Open Space, and Trails (POST) Plan and Plan Manitou 2.0 prior to the next PARAB Meeting.

There was a discussion about local artists crafting playground equipment instead of ordering from a catalog and “Interactive sculptures” versus “playground equipment”.

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)

Vice Chair Bresnahan suggested combining some of the values included on the list to avoid being redundant. He also mentioned that “Sustainability” should be one of PARAB’s values.

- b. Current Value: Minimize concrete in our parks, by providing permeable ground surfaces and greenspaces.

No discussion.

- c. Current Value: Urban forestry, planting new trees, minimize cutting down trees and continued maintenance.

No discussion.

- d. Current Value: Plantings should be pollinator friendly and drought resistant.

No discussion.

- e. Current Value: Provide recreation for the community of all ages.

The Board agreed to adjust this value to read, “Support passive and active recreation opportunities for the whole community.”

- 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.

The Board discussed recommending that local artists be considered first to craft playground equipment instead of ordering equipment from a catalog. Director Rossi emphasized the importance of ensuring playground equipment meets Playground Safety Standards, and that some locally crafted pieces may need to be categorized as “interactive sculptures”.

- g. Current Value: Incorporate stormwater infrastructure with natural bio-swales, open air rock swales, and rain gardens where geologically feasible.

No discussion.

5. Discuss future focus and visions after current park development is completed.

The Board discussed adding another value to the list: "Connectivity to other parks, trails, and open spaces." This would include language from the POST Plan.

The Board also discussed creating a "PARAB Playbook" or "PARAB Manual", consisting of lessons learned and institutional knowledge from Board members who have served several years. The goal of the playbook would be to support a consistent decision-making framework. Jehan-Ara Khan, PARAB Applicant, recommended that Chair Fatt write down each time she completes a task for PARAB to include in the manual. Khan offered to help put Chair Fatt's process into the manual. Board Member Grow commented that a playbook or manual will help PARAB be more credible.

Vice Chair Bresnahan offered to review the values list and edit. He mentioned that he will include an "Art" value.

The Board agreed that a Special Meeting is needed to finalize the Mission Statement, Values, and Playbook.

**D. OLD BUSINESS**

1. Identify PARAB projects and goals for 2026-2027-2028

a. Continue with the Flats Overlook Park.

Chair Fatt shared a brief history of the acquisition of the park. She mentioned that now that there is a Master Plan, she would like Hord Coplan Macht (HCM) to do a schematic design for the park to figure out the cost for construction, in order to apply for grants. PARAB would like the park dedicated to the area's indigenous peoples. It was noted that \$60,000 is allocated for the schematic design in 2026.

Vice Chair Bresnahan moved to authorize Chair Fatt to request schematic drawings from Hord Coplan Macht for the design of Flats Overlook Park, for an amount up to and not exceeding \$60,000. Board Member Wood seconded the motion. The motion carried (3-0); Chair Fatt recused herself due to a potential conflict of interest as she is also on the Save the Flats Committee.

Director Rossi mentioned that projects exceeding a certain amount must go through a bid or Request for Proposal (RFP) process. Chair Fatt stated that the Higginbotham Flats Master Plan contract awarded to HCM was issued as "Design and Build," eliminating the need to go through the formal RFP process. Director Rossi to check the validity of this.

b. Explore future funding for Soda Springs Park, west side (Phase 3)

Director Rossi stated that grants are currently the only option to continue with construction of Soda Springs Park Phase 3.

c. Research available grants for both projects.

Chair Fatt mentioned that researching grants will most likely be a goal for the next three years.

Vice Chair Bresnahan suggested the Board could revisit rezoning 0 Beckers Lane from Open Space to Park property. The Board expressed mixed feelings.

Board Member Grow expressed interest in acquiring the land across from Fountain Creek, behind the Dillon Mobility Hub. She added that she would like to build a bridge connecting that parcel to Fields Park. Grow also suggested that if the Bill Bauers Open Space connection trail goes in, PARAB goals could include support for signage in Bill Bauers Park, as well as a potential stairway, and a pocket park near Emerald Fields to connect the trail.

Vice Chair Bresnahan suggested goals, including discussion about the timing to rezone 0 Beckers Lane to Park property, acquiring the space behind the Dillon Mobility Hub, potentially connecting the land to Fields Park, and exploring opportunities for pocket parks.

The consensus was that PARAB would support construction of a bridge.

## **E. ADJOURNMENT**

Chair Fatt moved to adjourn the meeting at 7:57 PM. Vice Chair Bresnahan seconded the motion. The motion carried unanimously (4-0).

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**PARK AND RECREATION ADVISORY**  
**BOARD**

**STANDARD OPERATING  
PROCEDURES**

*March 02, 2026*

# **INDEX**

- 1. Purpose**
- 2. Implementation and Review**
- 3. Non-Discrimination**
- 4. Meetings**
  - 4.1 Special Meetings**
  - 4.2 Open Meetings**
- 5. Officer Duties & Responsibilities**
- 6. Staff Liaison**
- 7. Agenda and Minutes**
- 8. Budget**
- 9. Subcommittees**
- 10. Remote Participation**
- 11. Quorums**
- 12. Reappointments**
- 13. Resignations**
- 14. Memorandums of Formal Action**
- 15. Trainings**

## 1. PURPOSE

This document is intended to guide the procedures of the Manitou Springs Park and Recreation Advisory Board (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.

## 2. 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, or designee, 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 the PARAB web page on the City of Manitou Springs website.

## 3. 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 ability.

## 4. MEETINGS

1. Meetings shall be held the first Monday of the month at 6:00 PM and conducted remotely by a City-approved remote conferencing platform (ex. Zoom), unless otherwise noted.
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, it lays the groundwork for dismissal. Members must inform the Chair if they will need to miss a meeting for an excused absence.

### 4.1 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.

#### 4.2 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.

### 5. 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 Chair 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.

## 6. STAFF LIAISON

The Staff Liaison shall submit a report of parks and recreation issues and activities to the monthly PARAB agenda packet. 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 the remote conferencing platform for virtual meetings.

## 7. 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, or designee.
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, Approval of Agenda, Approval of Minutes, Public Comments on Non-Agenda Items, and Adjournment, as well as Old and New Business.

## 8. 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 (Ord. No. 1219, § 2, 8-6-2019).
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 the General Fund.
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 Finance 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 of the budget
  - 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 a portion 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.

## 9. 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.

## 10. REMOTE PARTICIPATION

PARAB currently meets remotely via a City-approved remote conferencing platform for all Regular Meetings, 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.

Meetings may be in-person if pre-determined by the board.

## 11. 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.

## 12. 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.

## 13. RESIGNATIONS

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

## 14. MEMORANDUMS OF FORMAL ACTION

The chair shall submit memorandums of formal action 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.

## 15. TRAININGS

Training for PARAB members will be pursued annually in order for board members to become more knowledgeable in areas related to parks and recreation or board management.

## Athletic Court Project Proposal

Proposed by: Matt Hammer

Date: 01/26/2026

To: Gillian Rossi

101 El Paso Blvd., Manitou Springs, CO 80929

Project: City of Manitou Springs

At Evergreen Courts, we've been building and maintaining top-tier courts since 1974. Our team is certified in post-tensioned concrete systems and industry-leading sport surfacing like Plexipave, Laykold, Acrytech, and SportMaster. We love what we do and are excited to share the following proposal for your new court project:

### Scope of work: **Resurfacing of Tennis Court & 2 Pickleball Courts**

#### 1. **Surface Preparation:**

- Prepare courts by high pressure power washing the court surface for new coating.
- Patch low areas as required up to a ¼ inch maximum. Cannot guarantee correction of any drainage issues.
- Clean, grind, patch and fill surface cracks using a specialized court crack repair compound. Hairline cracks are to be expected even in new construction courts.

#### 2. **Acrylic Surfacing:**

- Apply acrylic resurfacer to all patches;
- Apply (1) coat professional-grade acrylic resurfacer to the entire court.
- Apply (2) coats standard color surfacing as specified.

#### 3. **Line Striping:**

- Apply line primer to minimize line bleeding.
- Stripe court in standard striping for **TENNIS & PICKLEBALL**

#### 4. **Cleanup:**

- Clean up and removal of all waste

**Total Price: \$29,800** Price is valid for 30 days from the proposal date.

**WE.BUILD.COURTS.** | CO, WY, ID, MT: 970.663.7788 | Texas: 512.461.0519 | NC, SC, GA, TN: 704.607.9776



## Athletic Court Project Proposal

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To: Gillian Rossi

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**Scope of work:** Resurfacing of Tennis Court & 4 Pickleball Courts, Moving 4' Divider Fencing, Switching Courts

**1. Surface Preparation:**

- Prepare courts by high pressure power washing the court surface for new coating.
- Patch low areas as required up to a ¼ inch maximum. Cannot guarantee correction of any drainage issues.
- Clean, grind, patch and fill surface cracks using a specialized court crack repair compound. Hairline cracks are to be expected even in new construction courts.

**2. Acrylic Surfacing:**

- Apply acrylic resurfacer to all patches;
- Apply (1) coat professional-grade acrylic resurfacer to the entire court.
- Apply (2) coats standard color surfacing as specified.

**3. Net Posts & Net System**

- Remove current tennis & pickleball net posts & systems for both Tennis & Pickleball
- Measure & install new net posts & systems for both Tennis & Pickleball

**4. Line Striping:**

- Apply line primer to minimize line bleeding.
- Stripe court in standard striping for TENNIS & PICKLEBALL

**5. 4' Divider Fencing**

- Remove existing plated fence posts
- Assemble and install new divider fencing between pickleball courts

**WE.BUILD.COURTS.** | CO, WY, ID, MT: 970.663.7788 | Texas: 512.461.0519 | NC, SC, GA, TN: 704.607.9776



6. **Cleanup:**
- Clean up and removal of all waste

**Total Price: \$44,500** Price is valid for 30 days from the proposal date.

**Optional Add-Ons:**

- [Divider Fencing](#) - 4' Black VC Chain-Link w/gate: Add \$54/linear foot
- Additional Coat of Acrylic Surfer:** Add \$6,750
- [ProCushion Court Surface:](#) Add \$47,500
- [LED Court Light \(16' pole with 3-fixture LED\):](#) \$4,795 each
- [Extra Court Striping \(basketball, tennis, etc.\):](#) \$850
- [MegaSlam 72 Adjustable Hoop \(installed\):](#) \$4,995

[COLORS! Click here to view our color chart and pick your colors](#)

Payment Terms: Our surfacing services are in hot demand, and with only 7-8 months to install each year, spots fill fast! To secure your spot in the queue, a 50% deposit saves the estimated date and procures the materials required for your project. Then the final 50% (plus any extras) are due upon project wrap-up. Lock it in before we're booked solid

**Inclusions:** Includes all specified court construction materials, labor, and systems; line striping installed to ASBA standards; final cleanup and removal of construction debris; and a one-year workmanship warranty.  
**Exclusions:** Does not include HOA approvals, permits or inspections, engineering and design fees, site security, utility upgrades or modifications, or any landscaping and irrigation repairs unless otherwise noted in the proposal.

**Terms and Conditions**

**Scheduling:** All projects are subject to weather conditions and unforeseen delays. Estimated schedules are not guaranteed and may shift due to weather-related impacts. Delays caused by storms or wet conditions may affect the start or completion of your project, especially when earlier scheduled jobs are also delayed. We appreciate your flexibility and understanding as we work to deliver high-quality results.

**Site Access:** This proposal assumes the site will be fully prepared upon our arrival with uninterrupted, daily access to the entire work area. Any delays caused by restricted access, third-party interference, or necessary rework may result in additional charges. Please provide all necessary gate codes or access details prior to the scheduled start date.

**Entire Scope:** This proposal is offered as a comprehensive, turnkey package. No portion of the scope or pricing may be separated or accepted individually. All pricing is contingent upon acceptance of the full scope of work.

**Concrete by Others:** Evergreen Courts does not warrant or accept responsibility for bubbling, peeling, delamination, or adhesion failures caused by concrete installed by others. Any surface or structural issues resulting from improper mix design, finishing methods, curing practices, or subgrade preparation are excluded from warranty coverage.

**Application Marks:** Freshly surfaced courts may show squeegee marks—this is a normal part of the surfacing process and an indication of a fresh surface. These marks typically fade with time and use.

**On-Site Storage:** Trailers, equipment, and materials may be stored on-site for the duration of the project.

**Utility Access:** Pricing assumes water and electricity are provided by the customer: **Water:** Hose spigot with adequate pressure must be available within 300 feet of the court. **Power:** An outdoor outlet must be available within 150 feet of the court. **Sprinklers:** Must be turned off prior to our arrival and remain off throughout the project and for at least 48 hours after completion.

**Court Usage & Pets:** Courts must remain unused throughout installation or repairs. Any gameplay or activity may interfere with curing or final finish quality. For safety, pets must be kept away from the worksite during the project.

**Cracks and Surface Treatments:** Cracks may reappear—sometimes as quickly as overnight. Our surfacing systems do not prevent substrate movement caused by expansion or contraction. Patching low areas does not resolve underlying drainage problems. These issues are beyond our control and not covered under warranty.

**Existing Surface Suitability:** This proposal assumes the existing surface is suitable for resurfacing. If it is later determined to be unsuitable due to condition, age, or chemical composition, additional prep, removal, or replacement costs may apply. Evergreen Courts does not warranty adhesion failure, flaking, or surface defects caused by the condition of the existing base.

**Delays and Force Majeure:** Evergreen Courts shall not be liable for any delay or failure in performance due to causes beyond its reasonable control, including but not limited to acts of God, inclement weather, flooding, excessive moisture, freezing, natural disasters, fire, acts of war or terrorism, labor disruptions, material shortages, utility interruptions, or governmental delays. Delays caused by weather—including conditions from prior storms affecting other projects—may shift your schedule. These shall not constitute breach of contract, and Evergreen Courts shall be entitled to a reasonable extension of time.



## Resurface Courts – Fields Park

February 24, 2026

From	
Contact	Justin Cuddy
Company	L.E.R., Inc. dba Renner Sports Surfaces
Address	2775 W. 7 <sup>th</sup> Ave
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Country	United States
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To	
Contact	Gillian Rossi
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Address	606 Manitou Avenue
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Phone	(719) 492-0293
Email	<a href="mailto:grossi@manitouspringsco.gov">grossi@manitouspringsco.gov</a>

LER, Inc. dba Renner Sports Surfaces hereby submits an estimate to resurface courts located at Fields Park, Manitou Springs, CO. All work will be completed in a timely and professional manner in 2026. This proposal is subject to exclusions that may be listed below.

Scope of work for the project to be constructed as depicted in the plans and details as described herein:

### Inclusions, Exclusions, General Conditions

#### Inclusions

##### Option #1: Resurface Courts

1. Open a (10') wide section of chain link fence fabric for equipment access and surface removal. Close up fence at access. Install new tie wires and misc. parts as necessary to complete installation.
2. Diamond grind the concrete slab to completely remove the existing acrylic color coatings and any irregularities in the concrete finish. All the waste will be hauled off site and legally disposed of.
3. Shot blast the entire concrete slab with steel shot. Two passes of the blast machine will be required to profile and texture the concrete.
4. Apply RSS Epoxy Crack Sealer over all cracks. Please note our Exclusions on crack fill.
5. Patch low spots which may hold water in accordance with the ASBA specifications using RSS Rhino Patch Material. This will be measured when temperatures at seventy degrees and rising in direct sunlight after a one hour wait in direct sunlight that covers a Nickel. Please see exclusions.
6. Apply (1) coat of RSS Acrylic Resurfacer on the court mixed with silica sand and water to provide a smooth underlayment for the color coatings.
7. Apply two (2) coats of RSS Acrylic Color Coatings with (2) different colors only. Silica sand and water will be mixed into the color to provide texture.
8. Playing Area \_\_\_\_\_ Perimeter \_\_\_\_\_
9. Layout and stripe (1) tennis courts with (2") wide lines using RSS Textured White Line Paint in accordance with the USTA specifications for play. RSS Line Tape Sealer is used as a prime coat to ensure crisp edges.
10. Layout and stripe (2) pickleball courts with (2") wide lines using RSS Textured White Line Paint in accordance with the USTA specifications for play. RSS Line Tape Sealer is used as a prime coat to ensure crisp edges.
11. Clean up debris generated from the work leaving the courts ready for play.
12. Assuming project is tax exempt.

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the sum of:

**TOTAL: Forty-Two Thousand Six Hundred Twenty-Three Dollars and 00/100 (\$42,623.00).**

##### Option #2: Renovate into 4 Pickleball & 1 Tennis

1. Remove existing tennis net / post and install new posts + net (surface mounted) on right side of slab. Fill old sleeves with concrete.
2. Remove 4' divider fencing at pickleball courts and add one extra post + new fence fabric (to accommodate larger left side of slab (re-using fence posts but adding new fabric).
3. Re-use existing surface mounted pickleball nets + posts and move to left side.
4. Supply & install 2 new sets of pickleball nets + posts (to accommodate 4 total courts with re-using current 2).



# PRICING PROPOSAL

5. Open a (10') wide section of chain link fence fabric for equipment access and surface removal. Close up fence at access. Install new tie wires and misc. parts as necessary to complete installation.
6. Diamond grind the concrete slab to completely remove the existing acrylic color coatings and any irregularities in the concrete finish. All the waste will be hauled off site and legally disposed of.
7. Shot blast the entire concrete slab with steel shot. Two passes of the blast machine will be required to profile and texture the concrete.
8. Apply RSS Epoxy Crack Sealer over all cracks. Please note our Exclusions on crack fill.
9. Patch low spots which may hold water in accordance with the ASBA specifications using RSS Rhino Patch Material. This will be measured when temperatures at seventy degrees and rising in direct sunlight after a one hour wait in direct sunlight that covers a Nickel. Please see exclusions.
10. Apply (1) coat of RSS Acrylic Resurfacer on the court mixed with silica sand and water to provide a smooth underlayment for the color coatings.
11. Apply two (2) coats of RSS Acrylic Color Coatings with (2) different colors only. Silica sand and water will be mixed into the color to provide texture.
12. Playing Area \_\_\_\_\_ Perimeter \_\_\_\_\_
13. Layout and stripe (1) tennis courts with (2") wide lines using RSS Textured White Line Paint in accordance with the USTA specifications for play. RSS Line Tape Sealer is used as a prime coat to ensure crisp edges.
14. Layout and stripe (4) pickleball courts with (2") wide lines using RSS Textured White Line Paint in accordance with the USTA specifications for play. RSS Line Tape Sealer is used as a prime coat to ensure crisp edges.
15. Clean up debris generated from the work leaving the courts ready for play.
16. Assuming project is tax exempt.

**TOTAL: Fifty-Three Thousand Sixty-Three Dollars and 00/100 (\$53,063.00).**

Note: **Due to the uncertainty and volatility in raw materials supplies, material costs, and shipping delays, this proposal is valid for 30 days. All pricing is based on current market value. Prices subject to change when job materials are ordered at market value.**

## Exclusions

1. Bonds, testing, permits, landscape and irrigation repairs or plan fees which may be required in your jurisdiction. If bonds, testing, permits or plan fees are required they will be billed to the Owner at cost in excess of this proposal.
2. The court may not have adequate positive slope and may have some standing water after surfacing is completed. Large areas of standing water or depth will not be patched. Future peeling or delamination may occur if there is inadequate slope. Any remaining areas of ponding water and resulting coating damage is excluded and are not covered by our warranty.
3. When patching cracks or resurfacing courts with cracking, we Guarantee the cracks will reappear, and that they can reappear within 24 hours, depending upon temperature fluctuations and other factors beyond our control.
4. Concealed, Unforeseen and/or Latent Conditions – Tennis courts may experience widespread bubbling of the coatings once pressure washing begins. Bubbling of the coatings can also occur once the new color coats are applied over the existing coatings. Also, there comes a point where the coatings become too thick after multiple years of resurfacing and bubbling begins. There is no way to ascertain these conditions prior to resurfacing starting. Should bubbling of the coatings occur the removal of the old coatings and additional coatings needed to cover peeled areas will be accomplished through a Change Order between the Owners and LER, Inc. and will be billed to the Owner for full payment in and above the proposal price.

Bonding, if required, will add approximately 1% to bid total

## General Conditions

All material is guaranteed as specified. All work shall be completed in a workmanlike manner according to standard industry practices. Any alteration or deviation from the above specifications will be executed only upon written change orders and may become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. This proposal is subject to acceptance within **30** days and, if not accepted, is cancelable and voidable thereafter at the option of Renner Sports. Owner to carry fire, flood, earthquake, and other necessary insurance. We are fully covered by Workmen's Compensation Insurance.

Unless otherwise provided herein, all labor and materials will be warranted for a period of one (1) year from date of substantial completion **except for cracking and heaving**, which shall carry no warranty. Should the materials prove to be defective or the workmanship faulty within the **one (1) year warranty** period, the defects will be remedied within a reasonable time from Renner Sports receipt of notice of the defects, subject to weather conditions and crew schedule.

