



**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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