



MANITOU SPRINGS CITY COUNCIL WORK SESSION AND REGULAR MEETING AGENDA

City Council meetings are held in hybrid form by Zoom
(remote) or in-person at Memorial Hall.

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: www.manitouspringsgov.com; click on meeting
link under "Government; City Council" page

Position	Name	Term Expires
Mayor	Natalie Johnson	January 4, 2028
At-Large	Mayor Pro Tem Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Nate Nassif	January 8, 2030
Ward 2	Carey Storm	January 8, 2030
Ward 3	Gloria Latimer	January 8, 2030

April 7, 2026

5:00 PM

-
- A. CALL TO ORDER - WORK SESSION**
 - B. PLEDGE OF ALLEGIANCE**
 - C. ROLL CALL**
 - D. DISCUSSION**
 - 1. Bill Bauers Open Space Community Survey Results Presentation
 - 2. Interagency Partnership, Ruxton Reconstruction, and Colorado Springs Utilities Raw Waterline Update
 - 3. Community Survey Discussion
 - 4. Discussion of Proposed Ordinance Adding a New Chapter 12.40 to the Manitou Springs Municipal Code Prohibiting Unpermitted Construction or Grading Work
 - E. ADJOURN WORK SESSION**
 - F. CALL TO ORDER - REGULAR MEETING**
 - G. APPROVAL OF AGENDA**
 - H. PUBLIC COMMENT ON NON-AGENDA ITEMS**
 - I. CONSENT CALENDAR**
 - 1. March 17, 2026 City Council Meeting Minutes
 - 2. Action on Reappointment of Robin Kovats to the Open Space Advisory Committee

3. Action on Reappointment and Status Change for Open Space Advisory Committee Member Sheryl Cline
4. Action on Status Change for Open Space Advisory Committee Member Cassandra Bresnahan

J. PRESENTATION

1. Proclamation No. 0326, a Proclamation to Recognize April as Child Abuse Prevention Month
2. Proclamation No. 0426, a Proclamation Recognizing April 24, 2026 as National Arbor Day

K. BUSINESS

1. Consideration of Resolution No. 0926, A Resolution of the City of Manitou Springs City Council Adopting Updated Non-Reservoir Triggers for Water Restriction Levels 1-4

L. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

M. CITY ADMINISTRATOR REPORT

ADJOURN

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



Memorandum

Title: Bill Bauers Open Space Community Survey Results Presentation
From: Gillian Rossi, Parks & Recreation Director; Jim Houk, Kimley-Horn
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 30 Minutes

April 7, 2026

Purpose:

To share and discuss the results of the Bill Bauers Open Space Community Survey with City Council.

Background:

Parcel 74091-00-003 was purchased in August 2023, upon a recommendation from the Open Space Advisory Committee (OSAC) to City Council to purchase the property. The goal of the purchase was to connect existing open space (Parcel 74044-13-029) to Bill Bauers Park. Since the purchase, the development of a trail alignment has been discussed at several OSAC meetings and site visits have been conducted. Public comments both in support of the trail and against the trail have been made in the form of public comment at OSAC regular meetings and via email from residents and local organizations.

A draft survey to assess the community's interest in the future of the property was created. Before proceeding with the survey or any formal public engagement, it was desired to share existing information with the City Council and gain their perspective on how to proceed. The draft survey, along with letters of support and concern, were presented to City Council on June 10th, 2025. Council directed staff to hire a consultant to conduct a community-wide survey to gather insight on preferences and priorities regarding Bill Bauers Open Space. Kimley-Horn was hired to conduct the survey, which ran from December 10th, 2025 to January 5th, 2026. It was promoted through social media, the City's weekly report, related boards and commissions, and flyers at City Hall and all parks and open space trailheads in Manitou Springs.

Fiscal Impact:

There is no designated funding to develop Bill Bauers Open Space in 2026, if that is the direction Council chooses going forward.

Workload Impact:

N/A



Recommended Action:

Discuss the survey results and be prepared to provide direction, such as whether to pursue the development of a trail or not through the open space, at the April 21st City Council Regular Meeting.

DISCOVERING COMMUNITY VIEWS ON OPEN SPACE PRESERVATION

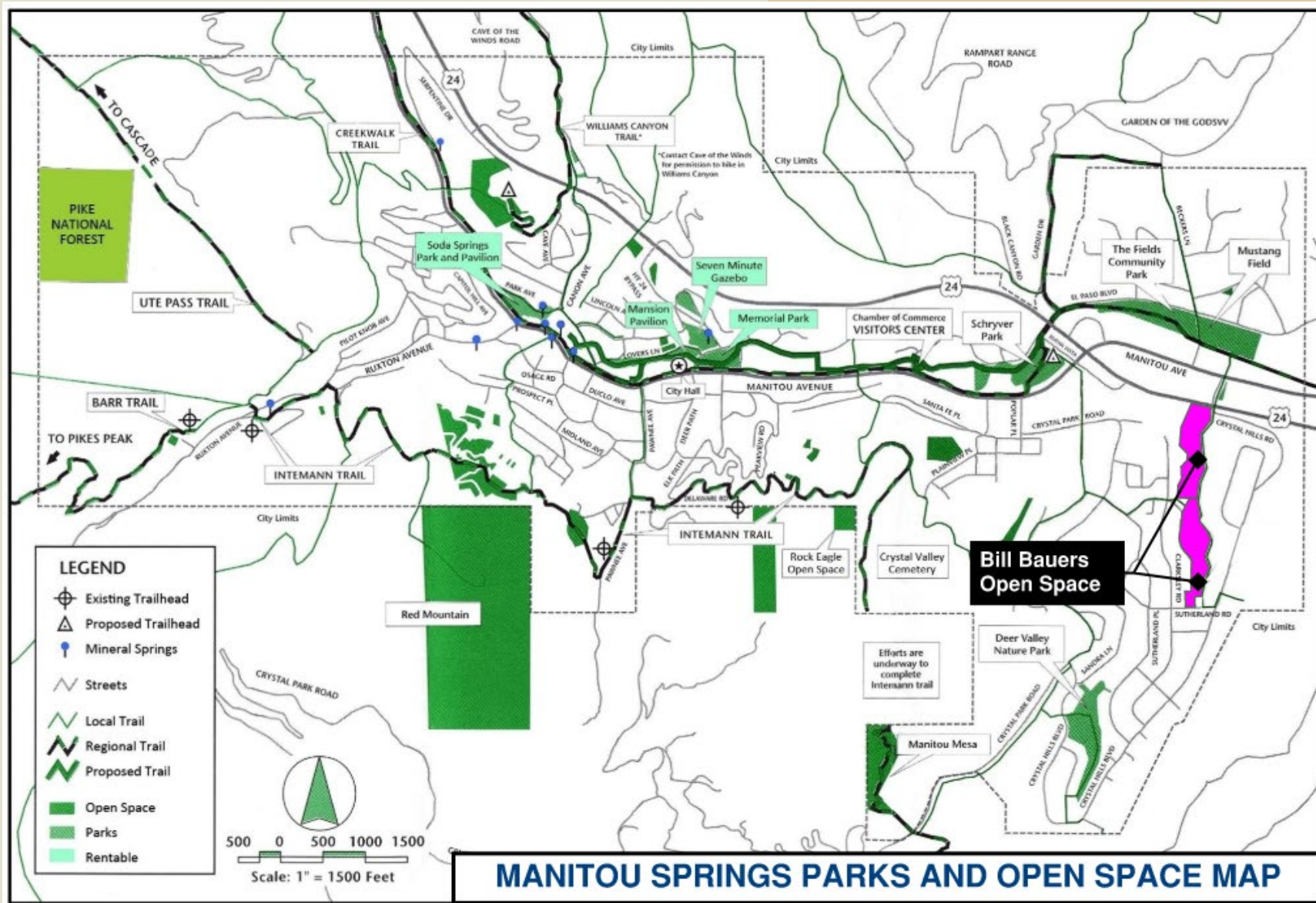
MANITOU SPRINGS, COLORADO

MARCH 2026

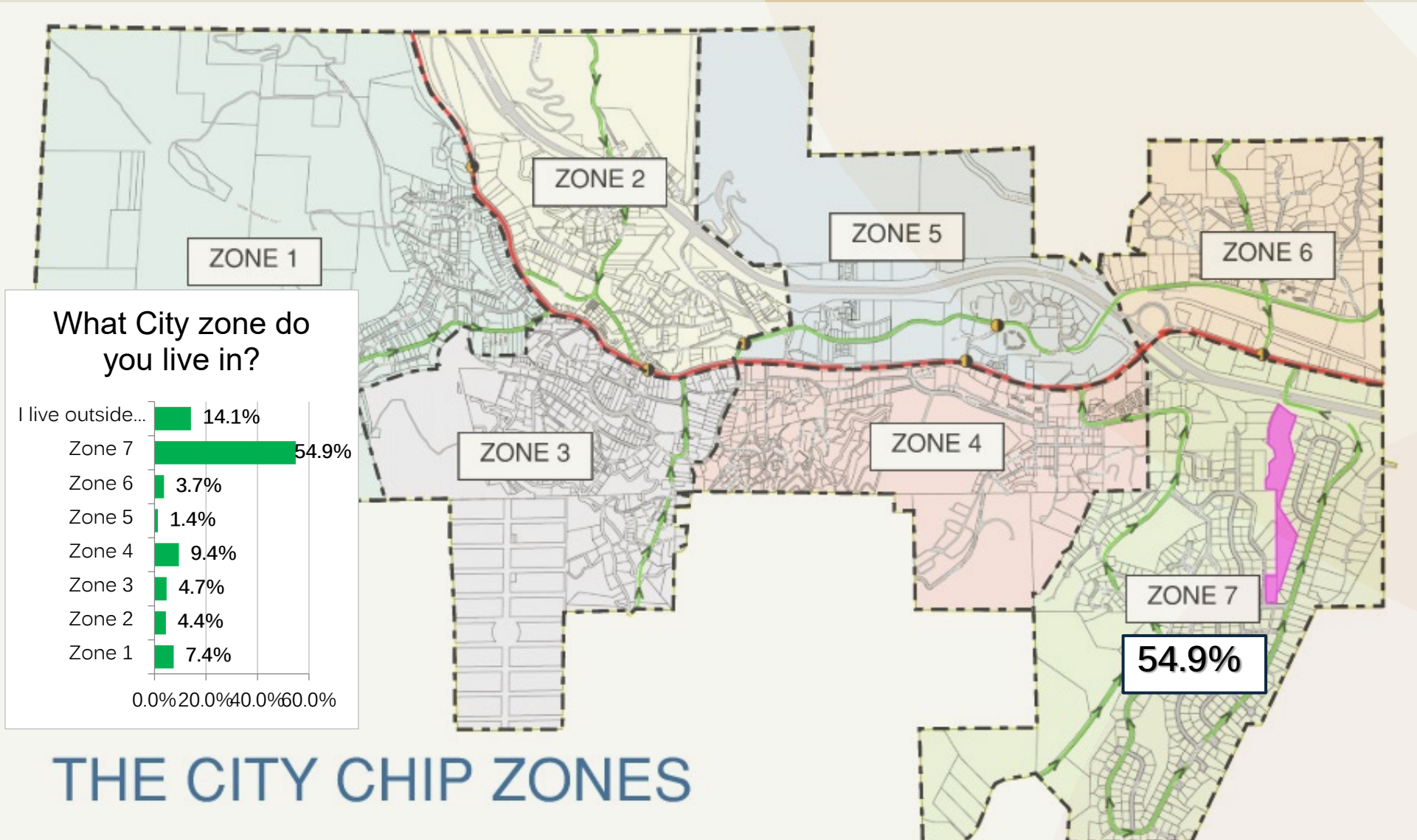


Bill Bauers Open Space Community Survey: Key Summary Findings & Themes

Community Context

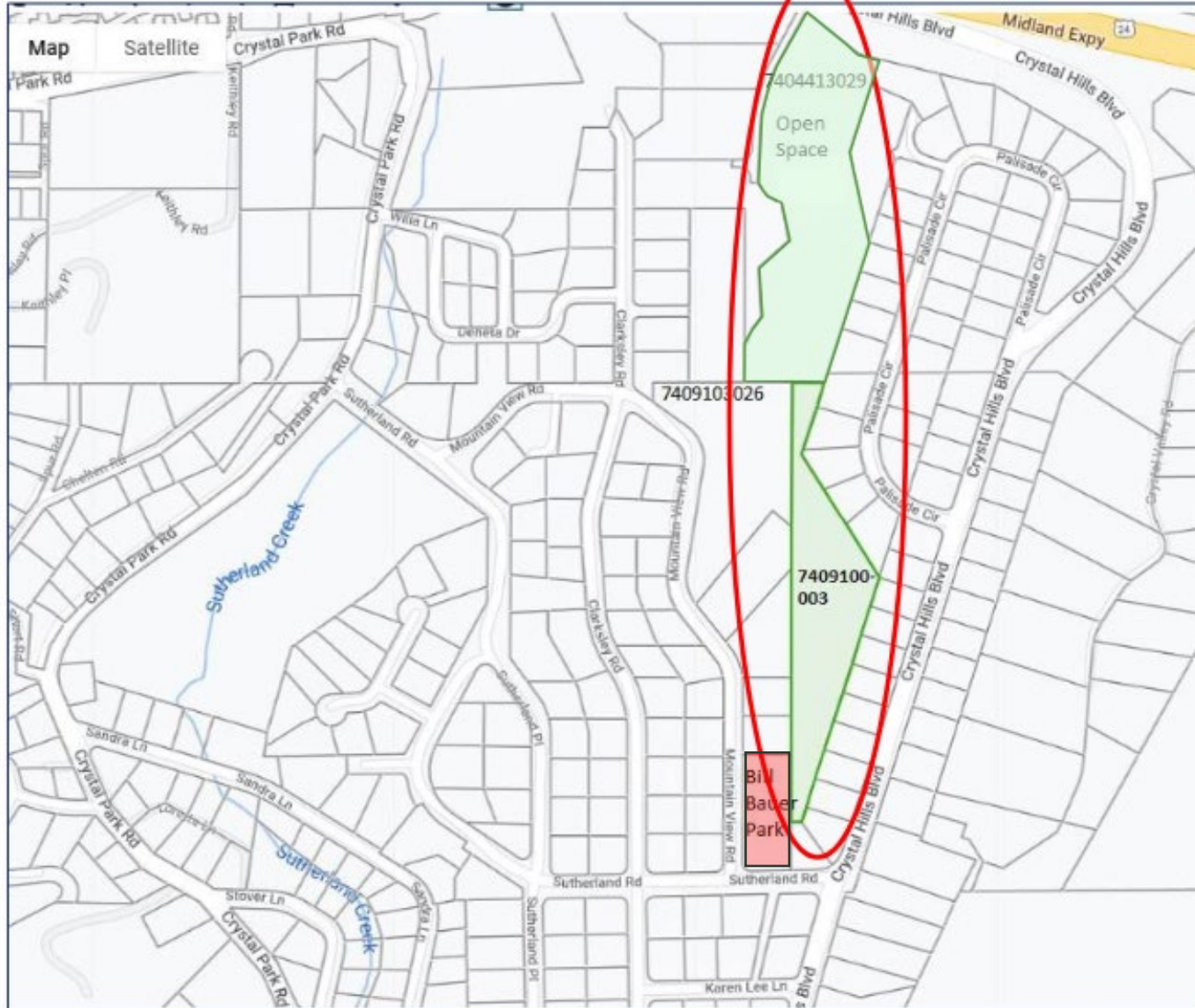


Community Context



THE CITY CHIP ZONES

Neighborhood Context



Survey Format

- Digital Survey: December 10th, 2025 to January 5th , 2026
- 297 Responses, 15 Questions
- 82% Manitou Springs Resident
- 14% Non-Resident
- 2% Property Owner/ Non-Resident

A sample size of ~297 produces a reasonable margin of error with a **confidence level** of ($\pm 5-6\%$) at **95%**



Survey Themes

Finding: Yes, there is support for a trail, and....

- Open Space Preservation
- Conservation and Land Management
- Passive Recreation & Low-Impact Access
- Thoughtful Trail Planning
- Neighborhood Compatibility & Quality of Life
- Support for Development
- Considerations and Support

Open Space Preservation



Community support for preservation and opposition to high-impact development

Support for Open Space:

Community members **strongly support preserving** the open space for recreational trails and natural habitat use.

Low Impact Development:

There is clear community message to limit high-impact recreation **developments and to protect the natural environment.**

Long-Term Stewardship:

The community desires long-term protection and **stewardship to maintain the area's natural and recreational value.**

Policy alignment with POST and Comprehensive Plan

POST Plan / Alignment:

The POST Plan focuses on acquiring and protecting lands that offer ecological, scenic, and community benefits.

Plan Manitou Goals /Alignment:

The Comprehensive Plan aims to conserve open lands permanently to preserve mountain character and environmental quality.





Survey summary reinforcing **preservation** commitment

Community Support:

Survey results show strong community support for **preserving open spaces** in Manitou Springs.

Preservation Policy:

City's long-standing policy focuses on **maintaining open space** as a key to the features of Manitou Springs.

Ongoing Commitment:

The community's ongoing support **reinforces continued efforts** to protect natural areas for future generations.

Conservation and Land Management



Community priorities for habitat protection and minimal disturbance

Emphasis on Natural Character:

Community prioritizes preserving the **natural character and ecological integrity** of the land.

Habitat Protection Priority:

Strong focus on **protecting habitats** to support biodiversity and ecosystem health.

Minimal Human Disturbance:

Community advises **against over-programming** or intensive park-style developments to reduce disturbance.

Passive Recreation & Low-Impact Access



Community support for passive recreation and quiet use

Preference for Passive Recreation:
Community favors walking, hiking, and observing nature **instead of** more active recreational activities.

Desire for Quiet Use:
Residents **seek low-impact, quiet** recreation that preserves the natural environment and tranquility.

Thoughtful Trail Planning



Community input on trail design, erosion, and user conflicts

Community Support for Trails:

Trails receive community support when **designed thoughtfully** to balance use and conservation.

Erosion Concerns:

Community members express concerns about **erosion risks** on poorly planned trails.

User Conflicts:

Plan trail carefully to reduce user conflicts and protect the **quiet trail experience**.



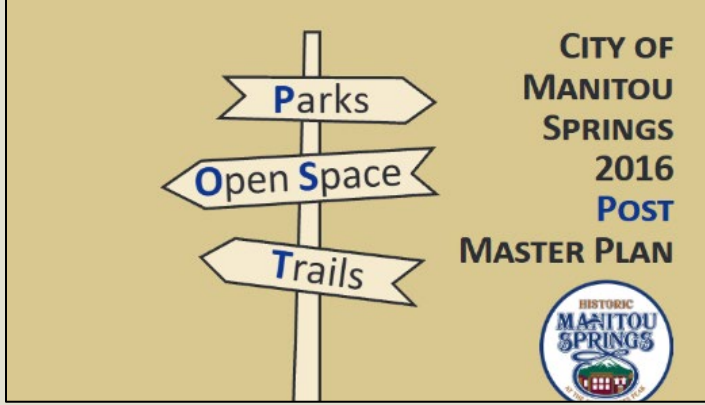
**Consistent with
Community
Plans**

Policy alignment and summary for sustainable trail planning

Environmental Trail Design:
POST advocates environmentally sensitive trail design focusing on preservation and stewardship.

Multimodal Access:
Plan Manitou encourages multimodal and pedestrian access minimizing environmental and neighborhood disruptions.

Community Support:
Public input emphasizes quality, sustainability, and stewardship in city trail planning policies.





Community & Neighborhood Impacts

Respect for Neighborhood:

Community members **emphasize the importance of** respecting the character of the site and neighborhood.

Traffic Concerns:

Residents express **worries about increased traffic** and parking impacts and while preserving convenience for the neighborhood.

Noise and Overuse Issues:

Concerns include noise pollution and affecting quality of life.

Areas of Support for Development

Safe pedestrian access and connectivity

Safer Pedestrian Routes:

The trail provides support for off-street walking paths avoiding unsafe roads (**Crystal Hills Blvd**) that are lacking public sidewalks.... enhancing safety for all ages.

Connectivity to Trails:

Linking neighborhoods to Manitou Avenue and trail systems **boosts daily mobility** and recreational access.





Wildlife impacts, fire risk, and safety concerns

Wildlife and Habitat Protection:

Concerns centers on **protecting wildlife corridors** and habitats for diverse species like bears, turkeys and mountain lions.

Fire Risk Concerns:

Concerns focus on **increased fire risk** from human activities and challenges in fire suppression in steep terrain.

Safety and Crime Issues:

Fears of illegal camping, trash, increased fire risk, and crime raise safety concerns, especially for adjacent neighbors.

Conclusion

Community Commitment

The survey highlights strong community **dedication to open space** preservation and sustainable trail use.

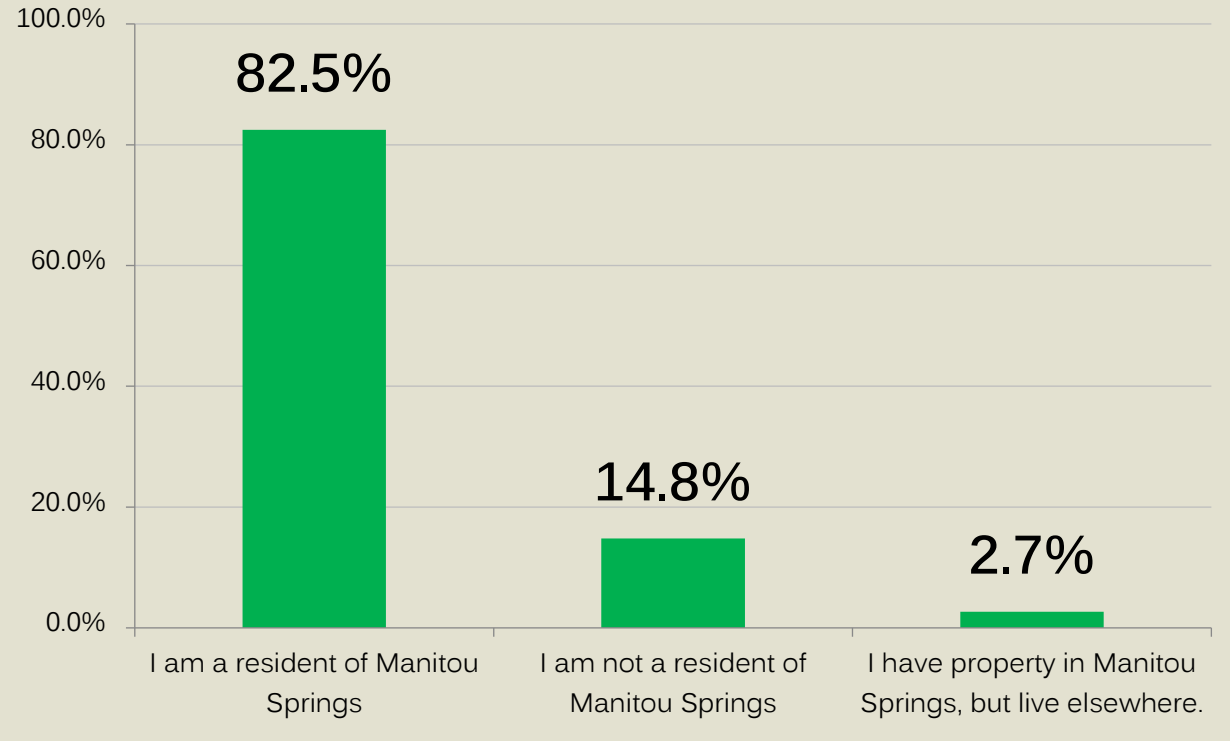
Conservation and Development

Residents prefer **balanced approaches** combining conservation with thoughtful development.

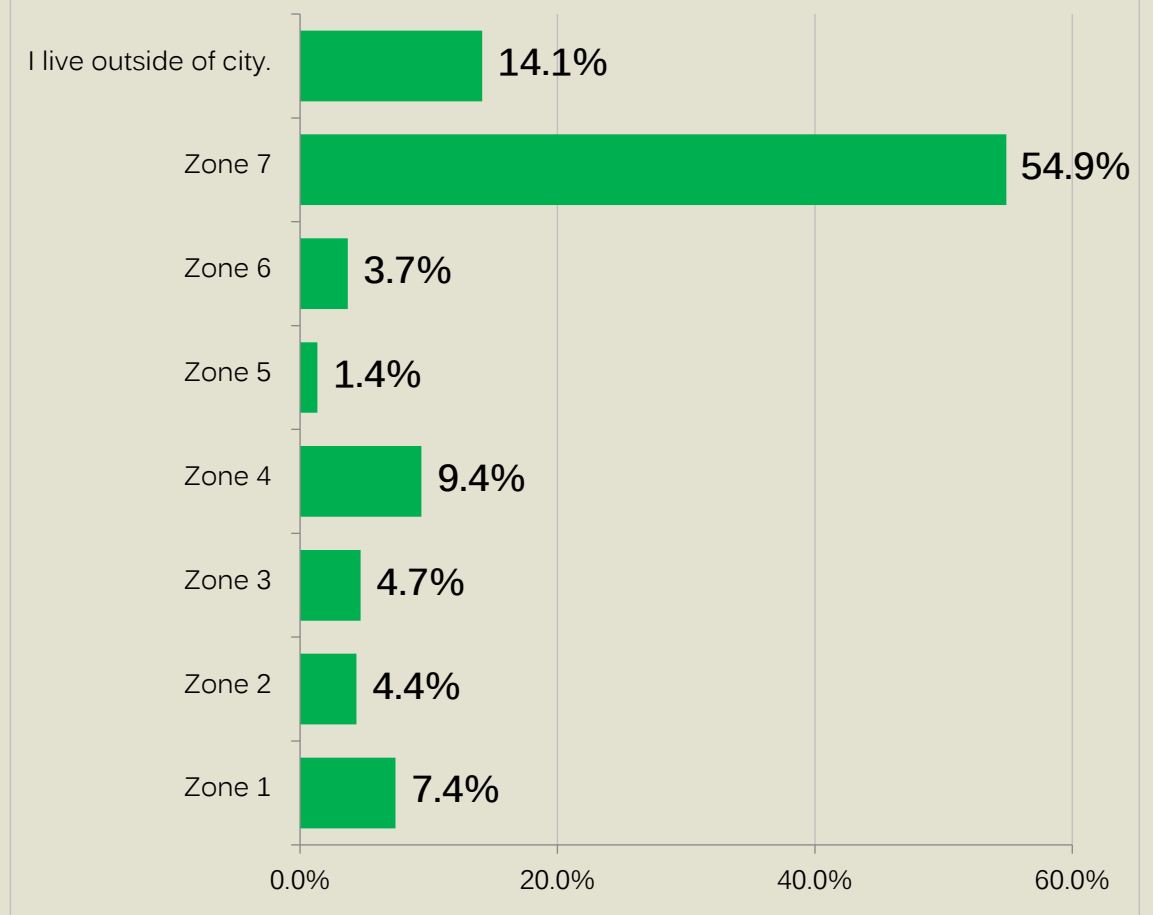
Key Planning Considerations

Future efforts must address safety, neighborhood impact, and ecological health for effective planning.

Select the option that best describes you.



What City zone do you live in?

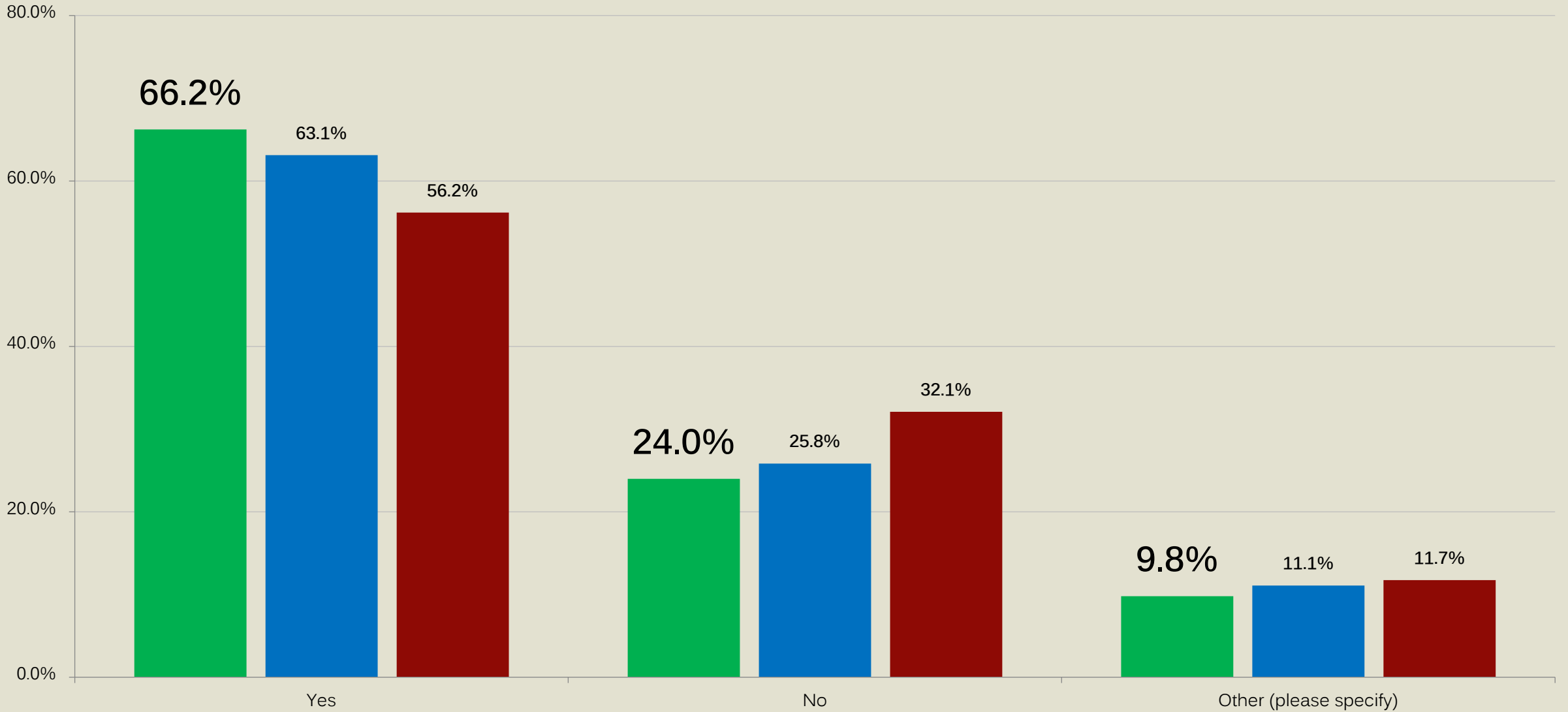


Data

Survey Graphs /Tables

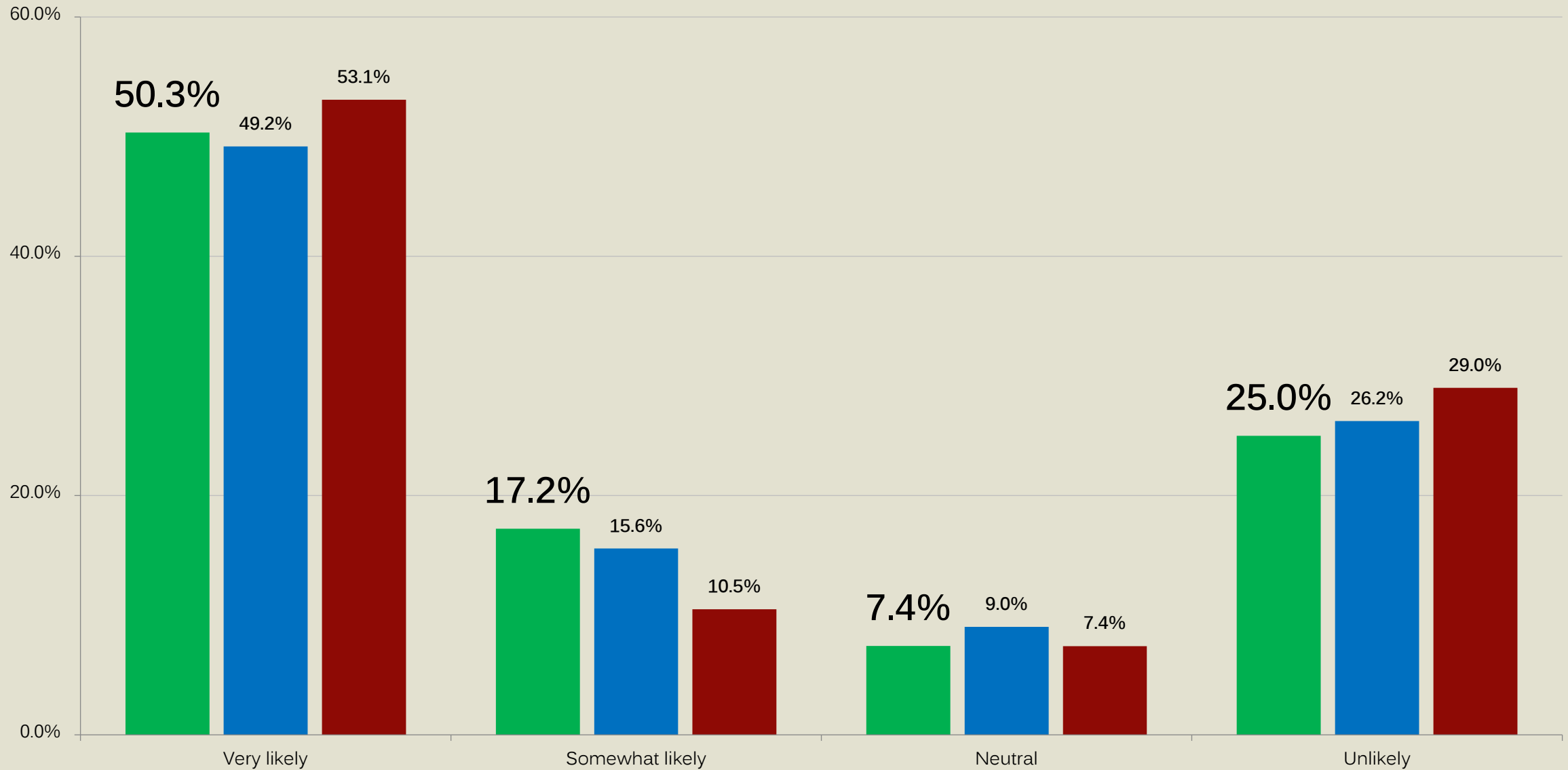
Would you support the development of a trail through Bill Bauers Open Space?

■ All Responses ■ City Only ■ City Zone 7



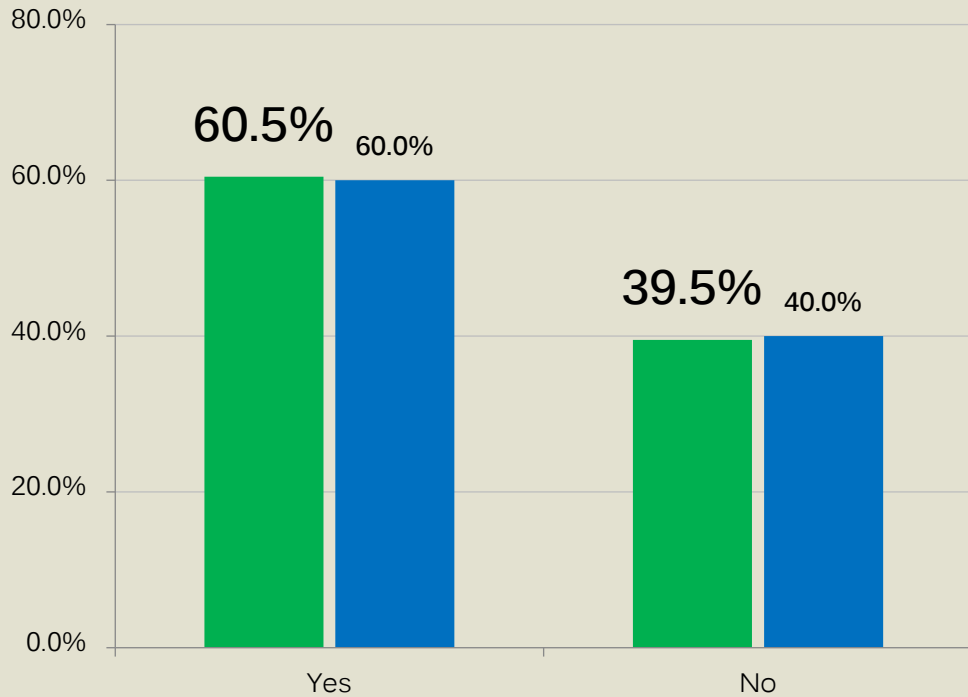
If a trail through the open space is developed, how likely are you to use it?

■ All Responses ■ City Only ■ City Zone 7



Do you support the additional use of OSAC funding for additional environmental impact studies beyond the Baseline Environmental Impact Assessment before moving forward with trail and site development of the property?

All Responses		City Only	
60.5%	176	60.0%	144



What **concerns**, if any, do you have about potential trail development

Rank	Theme	Description	Approx. Mentions	%
1	Homeless / Encampments / Transient Access	Concerns about unhoused individuals using the trail as a corridor, establishing camps, fire risk, trash, crime, and impacts to nearby homes and parks	146	18.67%
2	Wildlife Impacts & Habitat Disruption	Displacement of bears, mountain lions, deer, birds; loss of wildlife corridors; increased human-wildlife conflict	121	15.47%
3	Fire Risk	Fire danger from camps, cigarettes, trash, limited emergency access in ravines/corridors	103	13.17%
4	Traffic, Parking & Access Impacts	Increased vehicle traffic, illegal U-turns, parking shortages, congestion on Crystal Hills Blvd and neighborhood streets	88	11.25%
5	Neighborhood Safety & Crime	Trespassing, vandalism, theft, robbery concerns, unsafe pedestrian conditions, children's safety	79	10.10%
6	Privacy & Neighborhood Intrusion	Loss of privacy, increased foot traffic near homes, trail backing up to residences	63	8.06%
7	Environmental Degradation (Erosion, Hydrology, Vegetation)	Erosion in steep terrain, drainage/flood zone issues, loss of natural vegetation, overbuilding	57	7.29%
8	Cost, Funding & Budget Constraints	Use of taxpayer funds, city budget shortfall, construction and long-term maintenance costs	49	6.27%
9	Questioning Need / Utility of the Trail	Trail "goes nowhere," redundancy with nearby trails, limited benefit to residents, not a destination	44	5.63%
10	Trail Design & Use Conflicts	Bikes vs. pedestrians, dogs, trail width/surface, singletrack vs. multi-use, maintenance burden	32	4.09%

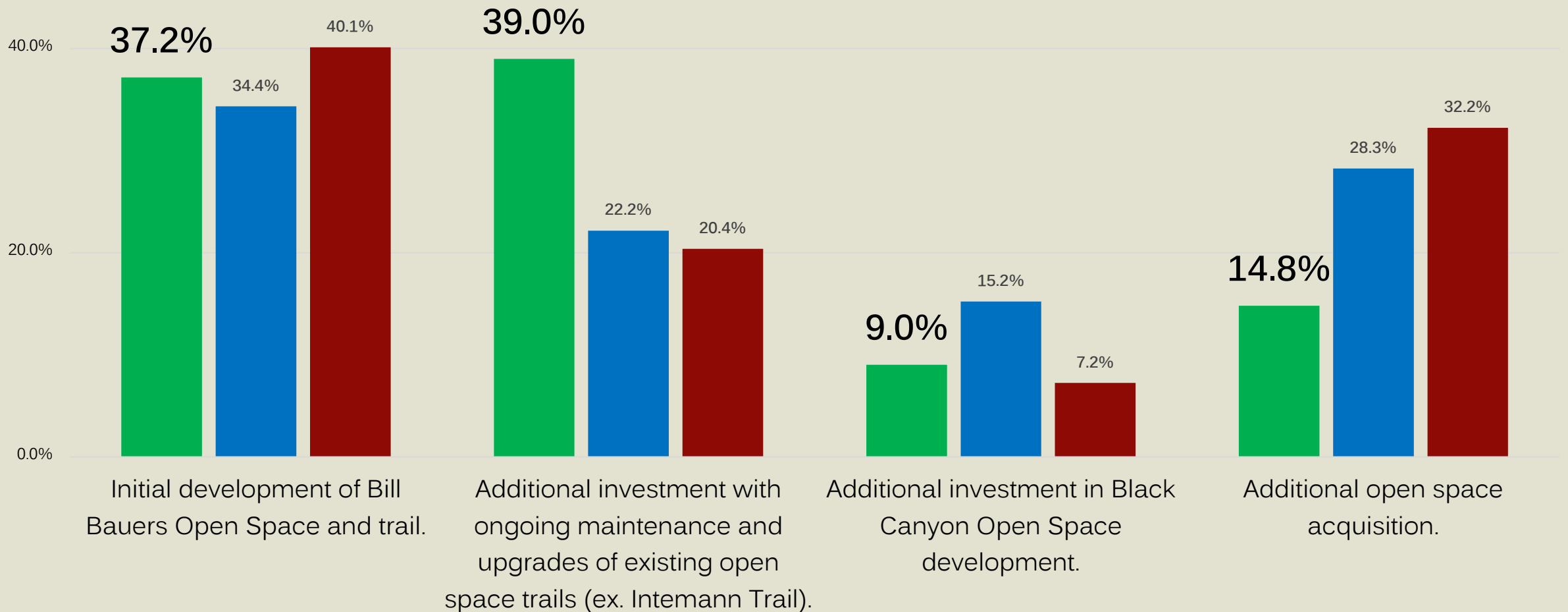
What **benefits** do you see from trail development

Rank	Theme	Description	Approx. Mentions	%
1	Safe Pedestrian Access / Off-Street Safety	Safer walking route, avoiding Crystal Hills Blvd & Crystal Park Rd, no sidewalks today, safer for kids, families, seniors	172	17.44%
2	Connectivity to Manitou Ave & Trail System	Neighborhood–town connection, access to Manitou Ave, Intemann, Creek Walk, Fountain Creek, Red Rock Canyon	141	14.30%
3	Outdoor Recreation & Exercise	Walking, running, hiking, biking, dog walking, general recreation close to home	128	12.98%
4	Active Transportation / Reduced Car Dependence	Walking/biking instead of driving, fewer cars, pedestrian commuting, bike access	112	11.36%
5	Community Health & Quality of Life	Physical health, mental health, “nature therapy,” family use, livability, happiness	96	9.74%
6	Access to Nature / Open Space Enjoyment	Nature exposure, scenic valley, forested trail, preservation through managed access	91	9.23%
7	Fire Mitigation & Reduced Illegal Camping	“Eyes on the space,” activation deterring encampments, managed use vs. unmanaged use	78	7.91%
8	Equity & Accessibility (Non-Drivers, Kids)	Access for children, non-drivers, seniors, families without cars, equitable access	69	7.00%
9	Economic Benefits & Property Value	Increased property values, tourism spillover, local spending, community asset	52	5.27%
10	Efficient Use of Underutilized Land	Formalizing existing social trails, managing erosion, stewardship, avoiding rogue trails	47	4.77%

What OSAC open space development and project priority do you support most?

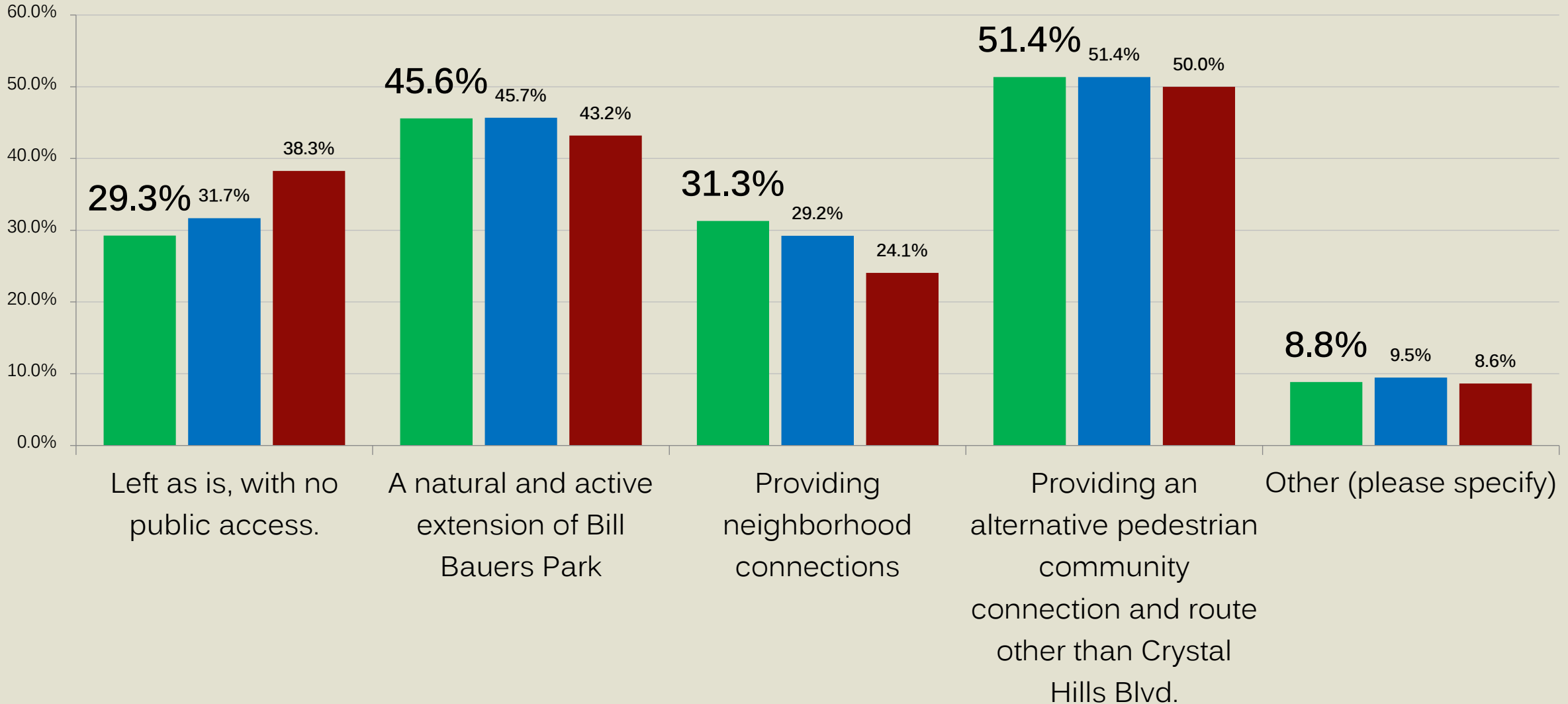
#1 Ranking

■ All Responses ■ City Only ■ City Zone 7



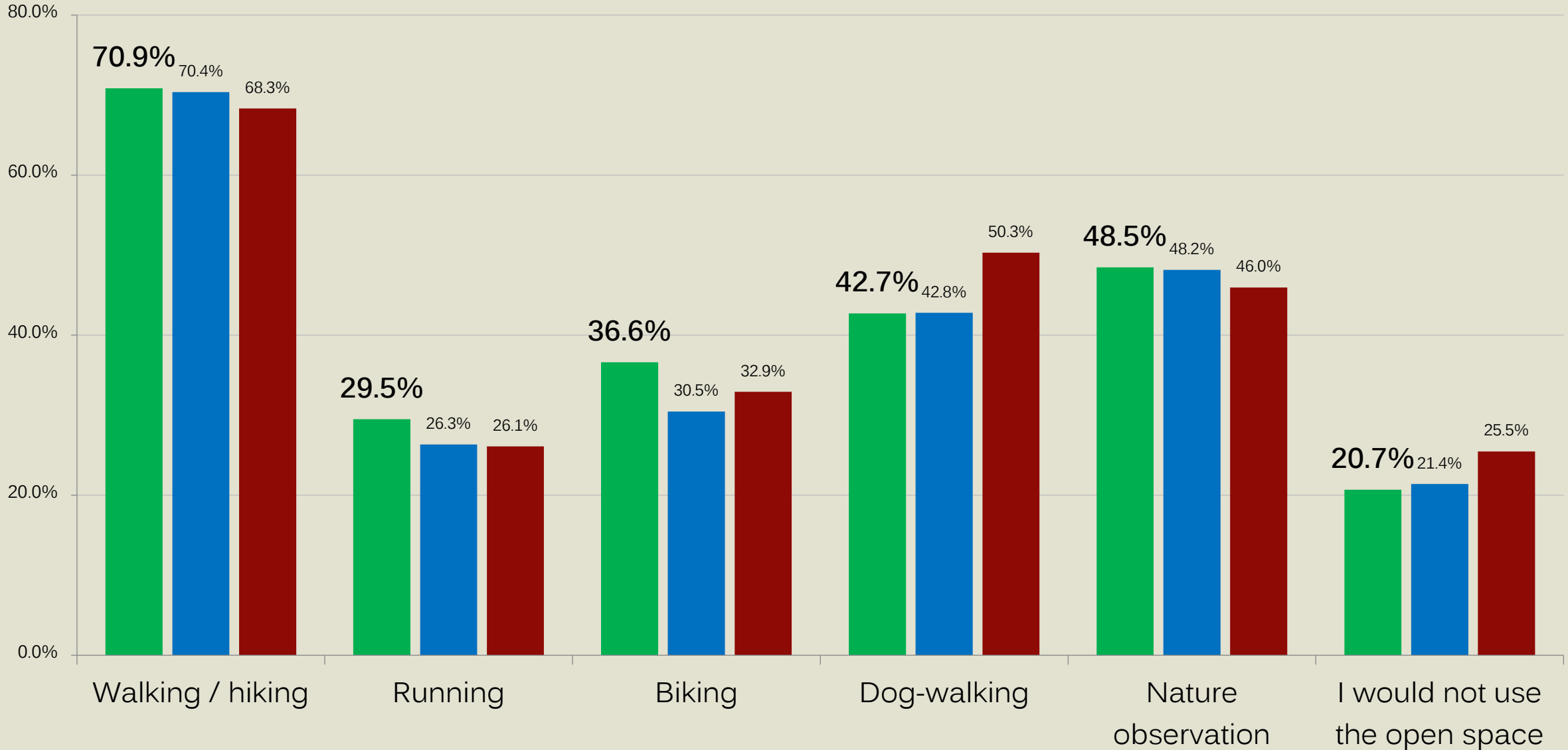
From a public investment and community development perspective, how would you propose using Bill Bauers Open Space?

■ All Responses ■ City Only ■ City Zone 7



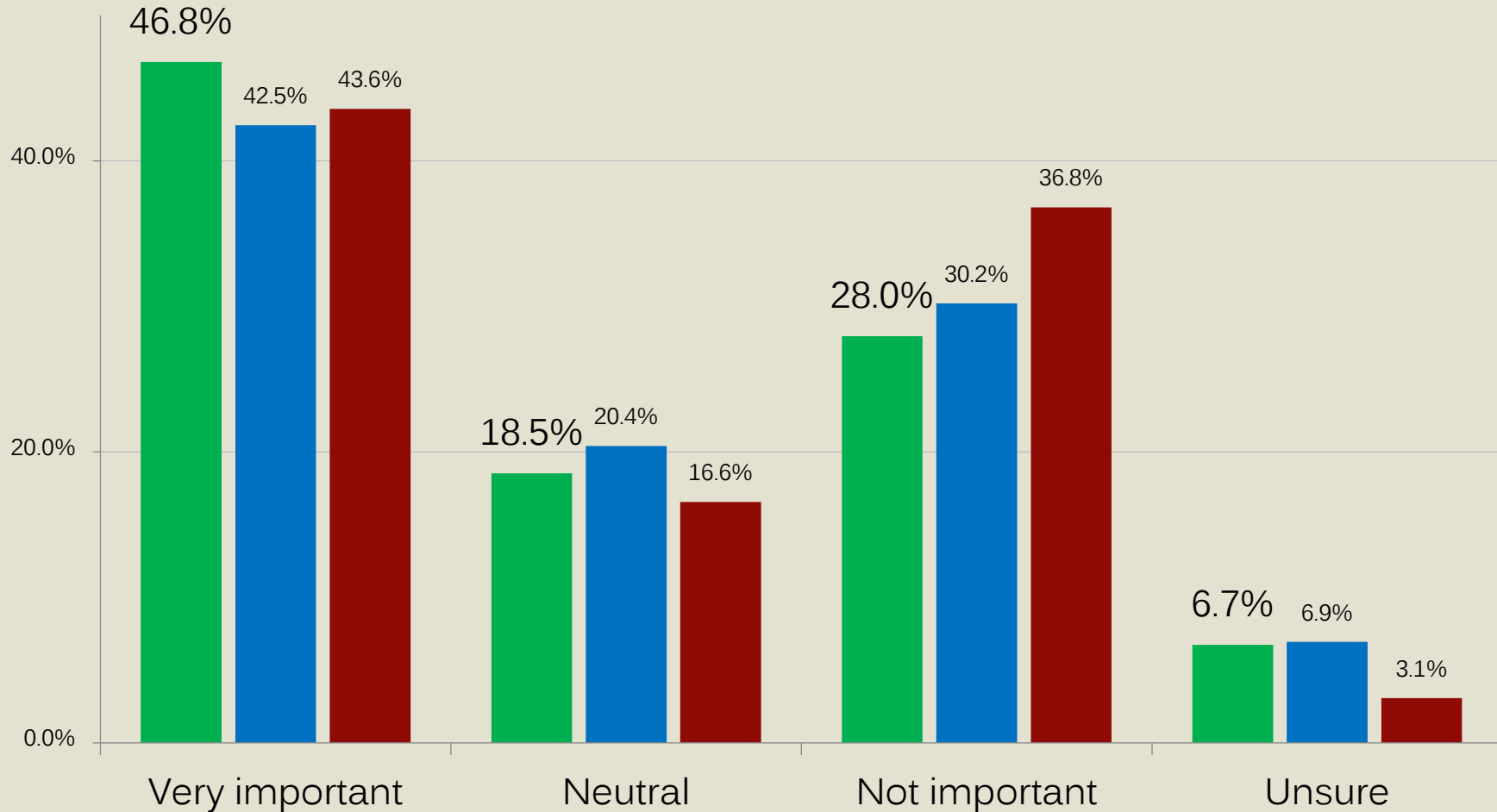
If Bill Bauers Open Space is developed, what activities would you participate in?

■ All Responses ■ City Only ■ City Zone 7



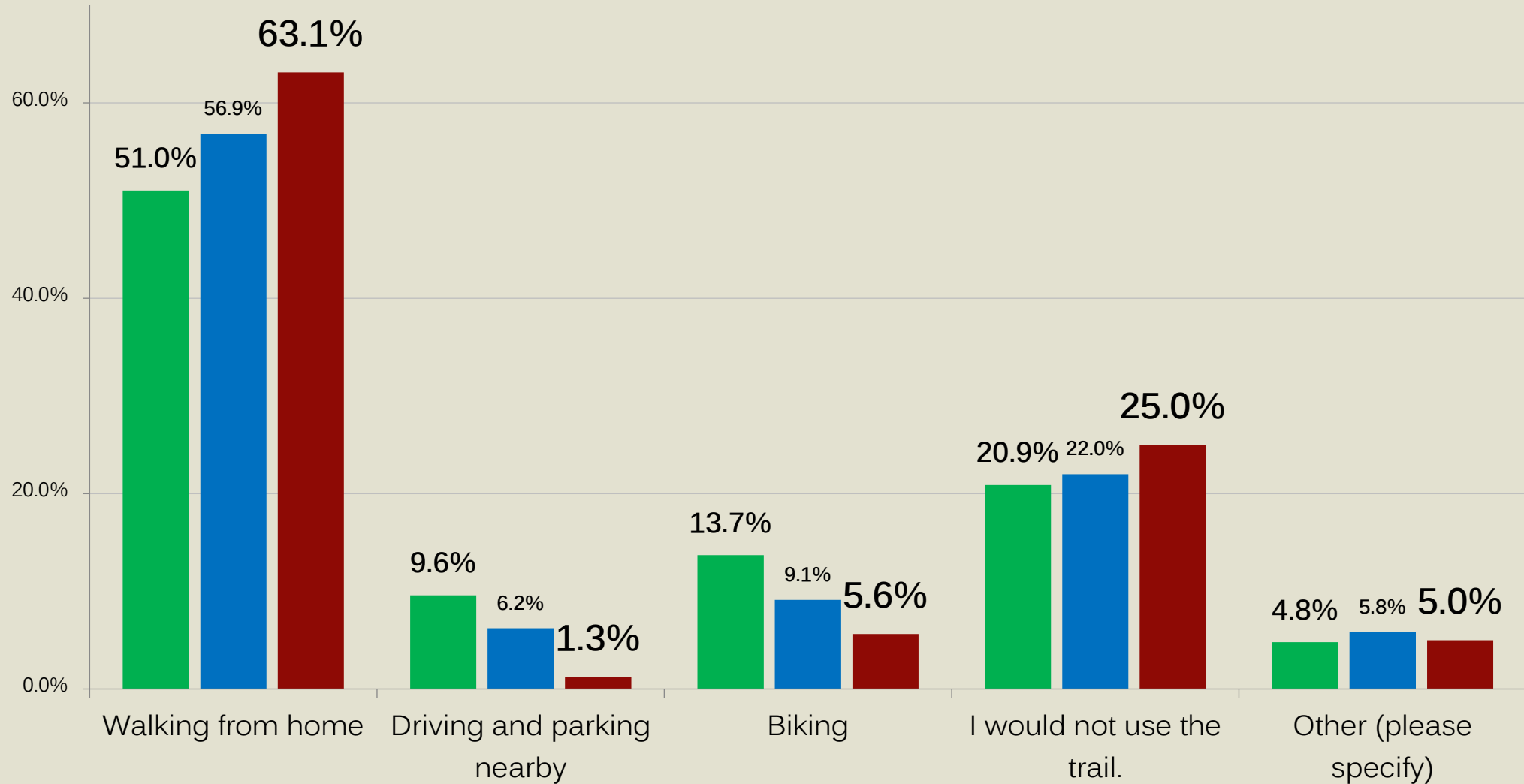
How important or desirable is a trail and trail connection through Bill Bauers Open Space for the neighborhood and surrounding area?

■ All Responses ■ City Only ■ City Zone 7



If developed, how would you access a trail within the open space?

■ All Responses ■ City Only ■ City Zone 7

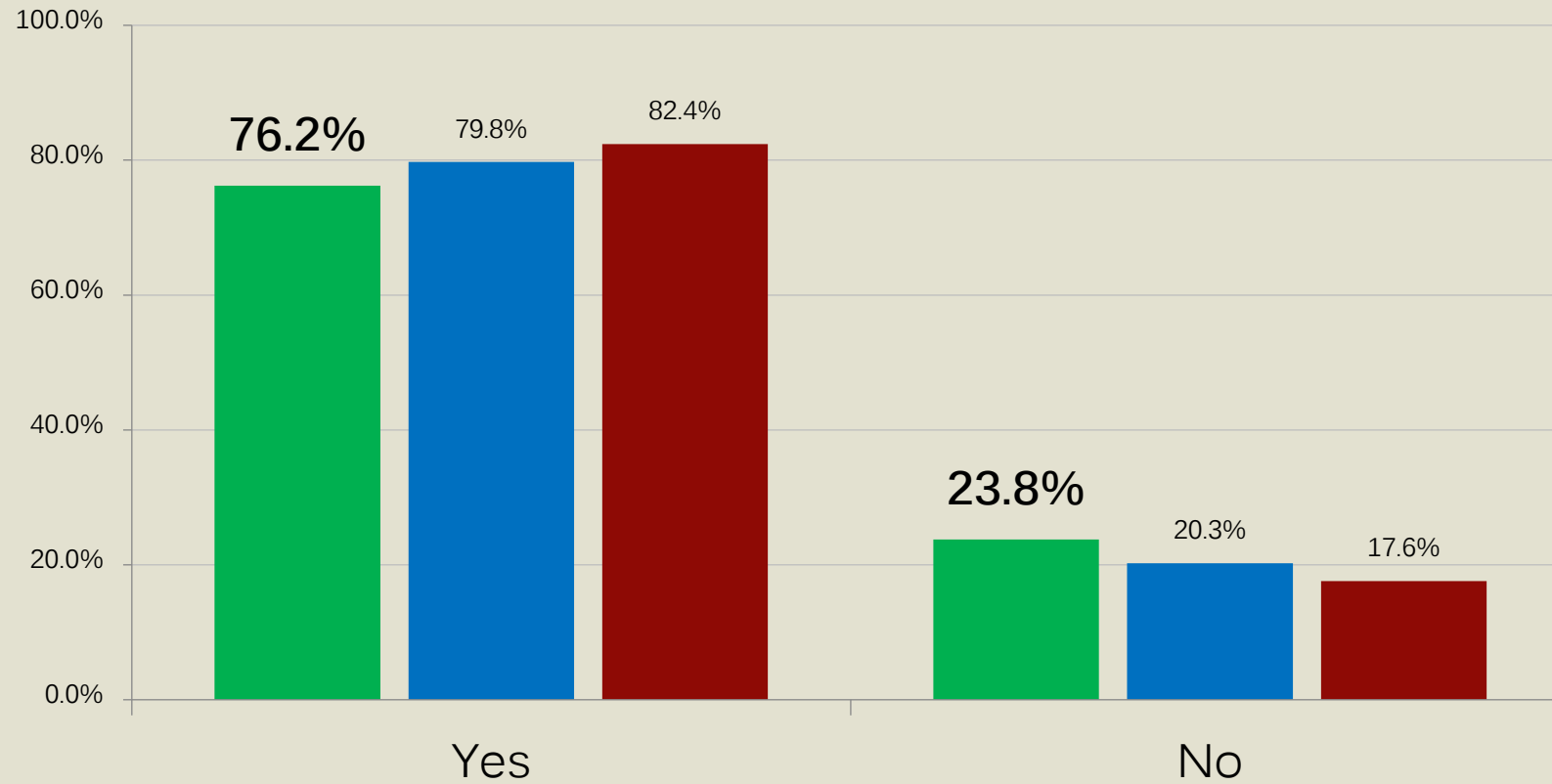


Please share any additional thoughts or suggestions regarding the proposed trail or open space development

Rank	Theme	Description	Approx. Mentions	%
1	Wildlife Impacts & Habitat / Corridor Loss	Bears, mountain lions, birds, bobcats, deer; protection of remaining wildlife corridors; "leave it wild"	61	15.76%
2	Fire Risk & Emergency Response	Campfires, wildfire spread, lack of hydrants/access, ravine fire danger	56	14.47%
3	Homeless / Encampments / Crime Risk	Encampments, trespassing, crime, security concerns	53	13.70%
4	Neighborhood Privacy, Character & Security	Loss of quiet, privacy, "close-knit" feel, intrusion by non-residents	41	10.59%
5	Cost, Budget & Funding Priorities	City finances, infrastructure first (sewer, roads), maintenance costs	39	10.08%
6	Opposition to Development / Leave Open Space Undeveloped	"Leave it alone," preserve raw/natural condition	37	9.56%
7	Traffic, Parking & Access Impacts	Parking spillover, access points, increased visitation	31	8.01%
8	Environmental Degradation (Erosion, Drainage, Vegetation)	Steep terrain, drainage ditch, erosion-prone slopes	29	7.49%
9	Trail Use Conflicts (Bikes, Width, Multi-Use)	Bike speed, shared-use safety, single-track preferences	22	5.68%
10	Process & Engagement Concerns	Insufficient outreach, unclear maps, need for studies	18	4.65%

Would you like to participate in future community discussions about Bill Bauers Open Space?

■ All Responses ■ City Only ■ City Zone 7





Memorandum

Title: Interagency Partnership, Ruxton Reconstruction, and Colorado Springs Utilities Raw Waterline Update

From: Ben Schmitt, Public Services Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 15 Minutes

April 7, 2026

Purpose:

Provide City Council with a status update on the Colorado Springs Utilities Waterline Project, and how it interfaces with the Ruxton Ave Reconstruction project. This includes progress on final design, coordination with Colorado Springs Utilities (CSU), project schedule, and anticipated impacts to residents.

Background:

Ruxton Avenue is a critical access corridor serving residents, emergency services, and major regional destinations. Existing roadway deterioration, limited ADA-compliant pedestrian infrastructure, aging utilities, and drainage deficiencies necessitated a comprehensive, corridor-wide approach rather than piecemeal improvements. The City maintains a long-standing partnership and collaborative working relationship with Colorado Springs Utilities, supported by formal agreements and ongoing coordination on capital planning, mutual aid, and infrastructure projects. This collaboration has been applied directly to the Ruxton Avenue project to align utility needs with roadway improvements and reduce construction conflicts.

As part of this coordination, CSU evaluated a previously planned raw water transmission line relining/replacement project within the Ruxton Avenue corridor and confirmed that this work will not occur in 2026. Instead, CSU will install a pressure regulating valve as a near-term improvement and defer major raw water pipeline replacement to a future capital project located outside of the Ruxton Avenue corridor. This decision avoids overlapping construction schedules and prevents multiple consecutive years of disruption to Ruxton Avenue residents.

On April 8, 2025, City Council approved Option F for the Ruxton Avenue Reconstruction Project. Option F provides a full corridor reconstruction of approximately 3,400 linear feet between Manitou Avenue and the Cog Railway and was selected as the alternative that delivers the greatest overall community benefit while remaining within available funding. Work is currently progressing, with the design at 30%, and continuing



engagement with Colorado Springs Utilities and CDOT will be ongoing to meet the design deadline of January 2027.

PROJECT DESCRIPTION (OPTION F)

Option F includes full corridor reconstruction with the following key elements:

- Newcurb, gutter, and ADA-compliant sidewalk on the north side
- Designated on-street parking maintained on the south side
- Fullmill and overlay of the roadway
- Replacement and expansion of the storm sewer system
- Sanitary sewer lining and manhole replacement
- Water system upgrades, including valves and additional fire hydrants
- Continued utility coordination with CSU, including overhead pole relocation and conflict avoidance
- Development of a traffic control plan to maintain access for pedestrians and vehicles during construction

To control costs, under grounding of overhead utilities was removed from the project scope; overhead utilities will remain with optimized pole placement coordinated with CSU.

Fiscal Impact:

The Ruxton Avenue Reconstruction Project is fully funded, with an estimated total project cost of approximately \$6.33 million. Funding sources include a combination of federal, regional, and local funds:

- STP Metro (Federal):\$3,562,676
- STP Metro Local Match (City):\$740,592
- TAP (Federal):\$800,000
- TAP Local Match (City):\$200,000
- Design & ROW (City / PPRTA):~\$760,000 (completed)
- Final Design (PPRTA):\$195,000 (available)

No additional funding action is requested at this time.

Workload Impact:

Final design activities will continue through 2026, including permitting and coordination with utility providers. Construction is anticipated to begin in Fall 2027 and conclude by



December 2027.

Through coordination with CSU and other utilities, overlapping infrastructure projects have been avoided. As a result, residents will experience only one major construction project impacting Ruxton Avenue in 2027, rather than multiple utility and roadway projects spread over several years. This coordinated approach significantly reduces cumulative impacts on residents, businesses, and corridor users.

Recommended Action:

No formal action is requested at this time. This item is provided for information only. Staff will continue final design and coordination efforts and will return to City Council as needed during future project milestones, including construction award.



Colorado Springs Utilities
It's how we're all connected

A Long History of Partnership & Collaboration

Tuesday, April 7, 2026

Partnership

- * **Franchise Agreement**
- * **WasteWater Service Agreement**
- * **Fry-Ark Water Exchange Agreement**
- * **Ruxton Creek MOU**

Collaboration

- * **Mutual Aid**
- * **Manitou Avenue Project**
- * **Creek Walk Project**
- * **Ruxton Avenue Project**



Colorado Springs Utilities[®]

It's how we're all connected



Ruxton Ave Update

Option F includes full corridor reconstruction with the following key elements:

New curb, gutter, and ADA-compliant sidewalk on the north side

Designated on-street parking maintained on the south side

Full mill and overlay of the roadway

Replacement and expansion of the storm sewer system

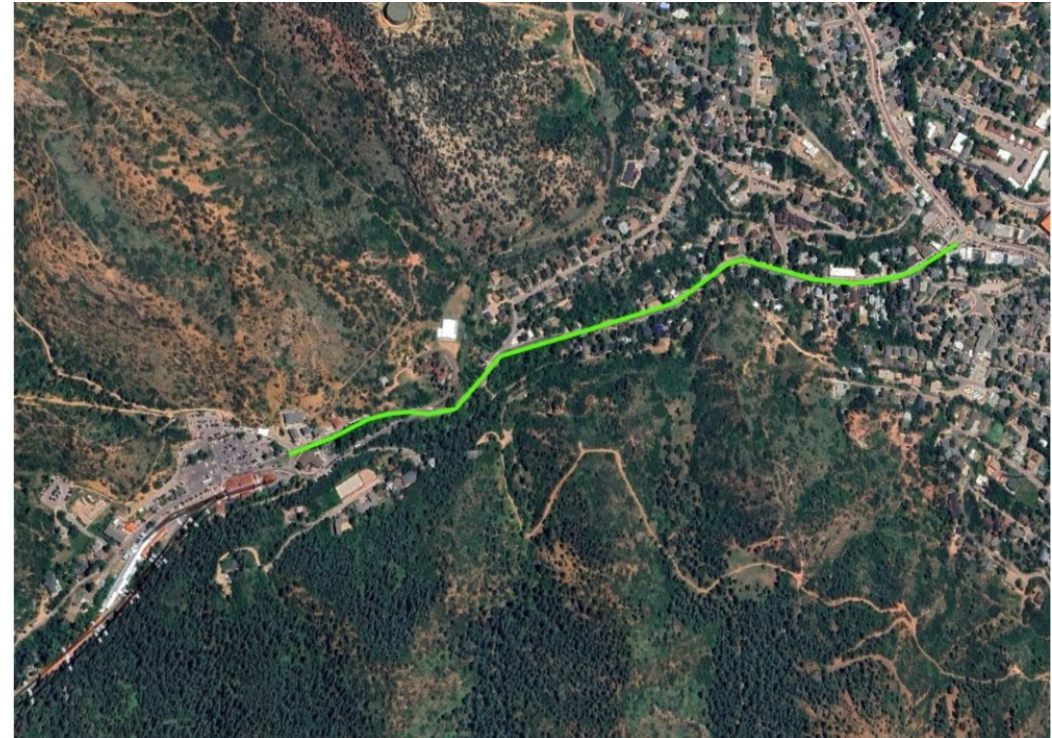
Sanitary sewer lining and manhole replacement

Water system upgrades, including valves and additional fire hydrants

Continued utility coordination with CSU, including overhead pole relocation and conflict avoidance

Development of a traffic control plan to maintain access during construction

To control costs, undergrounding of overhead utilities was removed from the project scope; overhead utilities will remain with optimized pole placement coordinated with CSU.





Ruxton Ave Funding

The Ruxton Avenue Reconstruction Project is fully funded, with an estimated total project cost of approximately \$6.33 million. Funding sources include a combination of federal, regional, and local funds:

STP Metro (Federal): \$3,562,676

STP Metro Local Match (City): \$740,592

TAP (Federal): \$800,000

TAP Local Match (City): \$200,000

Design & ROW (City / PPRTA): ~\$760,000 (completed)

Final Design (PPRTA): \$195,000 (available)

No additional funding action is requested at this time.





Memorandum

Title: Community Survey Discussion
From: Denise Howell, City Administrator
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 30 Minutes

April 7, 2026

Purpose:

Receive feedback from the City Council regarding the community budget survey.

Background:

City Council previously directed the City Administrator to contract with Magellan Strategies to develop and launch a community survey to gather feedback from residents and businesses on the City's budget.

Magellan developed a draft survey, which was shared with the City Council for review and comment. Based on Council feedback, Council requested that the survey be brought to a work session to allow for discussion directly with Magellan and to ensure alignment with Council's goals and expectations.

During the work session, Magellan will be seeking feedback from the City Council on the survey content and approach. Additionally, Berrick from Confluence Policy and Strategy Group will be participating remotely to discuss how the survey complements the broader community engagement process that will be occurring during the first two weeks of June.

City Council intentionally directed the use of both an online community survey and in-person community engagement opportunities. While online surveys are an effective way to reach broad audience efficiently and gather measurable input, Council recognized that relying solely on an online survey has limitations. Online surveys can exclude residents without reliable internet access, and do not allow for dialogue, clarification, or deeper discussion of complex budget tradeoffs. For these reasons, Council emphasized the importance of pairing the survey with facilitated community engagement meetings to ensure broader participation, provide context, and allow for meaningful conversation about community priorities and budget constraints.

Next steps include launching the survey by the third week of April, with a postcard mailed shortly after launch to encourage participation. The goal is to present survey



findings to City Council by the end of May. Two community engagement meetings are scheduled for June 11 and June 13, and City Council will receive a report-out on the community engagement meetings in late June or early July.

Fiscal Impact:

\$12,000

Workload Impact:

20 hours

Recommended Action:

Seeking feedback - want to launch survey no later than the third week of April.



Memorandum

Title: Discussion of Proposed Ordinance Adding a New Chapter 12.40 to the Manitou Springs Municipal Code Prohibiting Unpermitted Construction or Grading Work

From: Ben Schmitt, Public Services Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 15 Minutes

April 7, 2026

Purpose:

To present two proposed actions regarding unpermitted work in the City of Manitou Springs:

1. Adoption of an ordinance prohibiting and penalizing unpermitted work by adding Chapter 12.40 to the Municipal Code.
2. Establishment of a \$1,000 fee for unpermitted work via Resolution.

Background:

The City seeks to discourage unpermitted construction, demolition, repair, maintenance, and landscaping work which does not follow City standards that protect the health and welfare of the community. Current municipal code provisions prohibit unpermitted work, but do not sufficiently deter such activities. These legislative measures (one ordinance and one resolution) aim to formalize prohibitions and penalties.

Unpermitted work requires substantial staff time and resources. Staff must often investigate and identify the responsible party, coordinate repairs or corrective measures at the City's expense if the work is left unaddressed, and initiate back-billing of the property owner. Even if back payment can be obtained, these tasks consume significant City legal and public works resources, diverting staff away from other important duties such as deferred maintenance, capital projects, and proactive community improvements.

The following solutions are presented to address these issues:

- Resolution: Creates a flat \$1,000 Unpermitted Work Fee **for contractors** who do not obtain proper permits before starting work. The resolution will be brought to Council after the ordinance is formally adopted on second reading, if adopted.
- Ordinance: Adds Chapter 12.40 to Title 12 of the Code, making unpermitted work



unlawful and establishing penalties such as fees (set by resolution), denial of future permits, or prohibition of permits until outstanding charges are paid.

Fiscal Impact:

Adoption will generate new revenue from unpermitted work penalties. Amount will vary depending on violations cited; fee is set at \$1,000 per incident.

Workload Impact:

Staff (planning, permitting, inspections, and legal) will administer enforcement, fee collection, and potential referrals to collections for unpaid charges.

Recommended Action:

Staff is seeking Council feedback and direction prior to scheduling the first reading of the ordinance.

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO, ADDING A NEW CHAPTER 12.40 OF THE MANITOU SPRINGS MUNICIPAL CODE TO PROHIBIT UNPERMITTED CONSTRUCTION OR GRADING WORK

WHEREAS, the City Council desires to prohibit and penalize unpermitted construction work in the City, provided that the City Council desires to provide an initial opportunity for violators to resolve the issue without being penalized.

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

Section 1: Title 12 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Chapter 12.40 as follows:

Chapter 12.40 – Unpermitted Work.

12.40.010 – Unpermitted Work Prohibited.

A. It shall be unlawful for any person to perform construction, demolition, maintenance, repair, or landscaping work in a City right-of-way or on City-owned or controlled property, without first obtaining a permit to perform such work when a permit is required by this Code.

B. It shall be unlawful for any person to perform any grading work in the City on any property, public or private, without first obtaining a grading permit to perform such work when a grading permit is required by this Code.

12.40.020 – Violation– Penalty.

A. Prior to subjecting a person in violation of this chapter to any of the penalties set forth in Subsection B, written notice of the violation and the measures required to remedy the violation shall be provided to the violator if the violator can be located by the City. Such notice may be served personally on the violator or any representative or employee of the violator or delivered by first class mail return receipt requested to the last known address of the violator. The City shall provide a minimum of ten (10) calendar days from personal delivery or the date of mailing for the violation to be resolved to the City’s sole satisfaction prior to imposing any penalty set forth in Subsection B.

B. After compliance with Subsection A and if the violation is not remedied to the City’s sole satisfaction, violations shall be subject to the following penalties in addition to the general penalty provisions in Chapter 1.16 of this Code:

1. A fee in an amount set by resolution of the city council.
2. Denial of future permits for a period of up to three hundred sixty-four days.
3. Prohibition on the issuance of future permits until past due permit fees and fees due under this chapter are paid.

C. If any person fails or refuses to pay when due any fee or charge imposed under this chapter, the city may refer unpaid or overdue amounts to a collection agency for collection pursuant to Section 3.04.020.

D. The remedies provided herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law.

12.40.030 – Appeals.

Any person in receipt of a notice of violation, who is determined to not have resolved the violation to the City’s sole satisfaction under Section 12.40.020(A) or who is penalized under Section 12.40.020(B) may file an appeal with the City Administrator, which shall state the basis for the appeal. For an appeal of the notice, the appeal must be filed within ten (10) days of the date the notice is personally served or mailed. Upon receipt of an appeal, the City Administrator shall review the appeal and any other information deemed relevant and shall issue a written decision. No hearing or meeting with the City Administrator shall be provided unless so ordered by the City Administrator in the City Administrator’s sole discretion.

Section 2. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 4. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this ____ day of _____ 2026.

City Clerk, Elena Krebs

A Public Hearing on this ordinance will be held at the _____, 2026 City Council meeting. The City Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: _____, 2026. (in full)

City's Official Website and City Hall

Passed on second reading and adopted by Council this ___ day of _____ 2026.

Mayor, Natalie Johnson

Attest: _____
City Clerk, Elena Krebs

Published: _____, 2026 (in full)
City's Official Website and City Hall



Memorandum

Title: March 17, 2026 City Council Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

April 7, 2026

Purpose:

To review and approve the meeting minutes from the March 17, 2026 City Council meeting.

Background:

The City Council met in regular session on March 17, 2026.

Fiscal Impact:

None.

Workload Impact:

Approximately six hours to attend the meeting and to prepare and review the minutes.

Recommended Action:

Approve the March 17, 2026 City Council regular meeting minutes through the approval of the consent calendar.

CITY OF MANITOU SPRINGS
CITY COUNCIL
Regular Meeting Minutes
606 Manitou Avenue
March 17, 2026

The City Council of Manitou Springs met in Regular Session on Tuesday, March 17, 2026, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor Natalie Johnson
Mayor Pro Tem Judith Chandler
Councilor John Shada
Councilor Julie Wolfe
Councilor Nate Nassif
Councilor Carey Storm
Councilor Gloria Latimer

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

D. APPROVAL OF AGENDA

Councilor Shada moved to approve the agenda as amended to move item H3, Manitou, Arts, Culture, and Heritage Board Grant Recommendations, before item H2, Resolution 0826. The motion was seconded by Councilor Storm. The motion carried unanimously (7-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

Michael Clark, 166 El Paso Boulevard, requested increased police presence in his neighborhood due to safety concerns, including theft, overnight camping and other unlawful activities. He noted prior communication with the Police Chief and urged additional enforcement.

Andrew Nicholas, 121 Ruxton Avenue, expressed concerns about challenges charging his electric vehicle and recent changes that no longer allow residential charging setups

in the public right-of-way. He explained that previous free charging options at the Recreation Center are no longer available. He requested that the City consider reinstating a no-cost or reduced resident rate for public electric vehicle charging to support residents without home charging access.

F. CONSENT CALENDAR

1. March 3, 2026 City Council Minutes
2. Presentation of Warrants
3. Soda Springs Park Phase III Design Documents
4. Approval of Change Order No. 3 with Filanc Construction for the 2024 Water Treatment Plant Improvements Project

Mayor Pro Tem Chandler moved to approve the consent calendar as presented. The motion was seconded by Councilor Storm. The motion carried unanimously (7-0).

G. PRESENTATION

1. Proclamation No. 0226, Recognizing March as Women's History Month

Mayor Pro Tem Chandler read Proclamation No. 0226 into the record, recognizing March as Women's History Month.

2. First Quarter 2026 Visit Manitou Springs Update

Jenna Wells, Executive Director with Visit Manitou Springs, presented the First Quarter 2026 update, highlighting tourism as a key driver of sales tax revenue and emphasizing the use of data to guide funding decisions. She reported approximately \$19,000,000 in visitor spending, with the majority coming from out of state visitors, and noted trends in visitor behavior, key markets, and opportunities to increase overnight stays, as well as converting day visitors into downtown customers. She also shared updates on marketing efforts, partnerships, and upcoming events, reported increased Visitor Center traffic, and announced completion of Americans with Disabilities Act (ADA) improvements to the Visitor Center restroom.

Councilor Nassif expressed interest in volunteering at the Visitor Center.

There was a brief discussion about the ability to track visitor spending. Executive Director Wells explained that different size radius' can be set to generate spending reports, but that cash spending could not be tracked. Tracking visitors via mobile devices was considered to support data as well.

Mayor Pro Tem Chandler expressed appreciation for the extensive data and the ADA bathroom remodel. She noted a drop in July of 2025 on the spending report, compared to July of 2024.

Executive Director Wells stated that the drop was statewide and that Manitou Springs reported a less significant drop than other communities. She shared that she hopes that July spending will trend upward in 2026, but that based on partner collaborations the outlook isn't positive. Executive Director Wells added that she believes the free Route 3 Shuttle service will have a positive impact on tourism in the City.

Mayor Pro Tem Chandler noted that the free Route 3 Shuttle service starts on April 26, 2026.

H. BUSINESS

1. Consider Appointing Holley Murphy to the Parks and Recreation Advisory Board as a Regular Member

Applicant Holley Murphy introduced herself, sharing that she frequently visits City parks and playgrounds with her children. She expressed interest in serving the community to support continued growth and sustainability in City parks.

Councilor Storm moved to appoint Holley Murphy to PARAB as a Regular Member. The motion was seconded by Councilor Latimer. The motion carried unanimously (7-0).

3. Approval of the Manitou Arts, Culture, and Heritage Board 2026 Grant Recommendations

Note for the Record – Mayor Johnson recused herself from the discussion and approval of the Manitou Arts, Culture, and Heritage (MACH) Board grant recommendations.

Ralph Routon, MACH Board Chair, noted that all 40 grants recommended for funding by the Board were reviewed and discussed during the March 10, 2026 City Council Work Session. He added that there was further discussion with the applicant for the Manitou Springs Commons at the STACC grant during the Work Session. Chair Routon explained that the Manitou Springs Commons grant is recommended for approval with conditions, including postponement of funding until a lease is signed and ADA improvements are completed, with potential for additional funding depending on the availability of remaining funds.

Councilor Storm moved to approve the Tier 1 MACH Grant recommendations as presented. The motion was seconded by Councilor Nassif. The motion carried unanimously (6-0).

Mayor Pro Tem Chandler opened the floor for any Tier 2 grant applicants to speak to their grant application. Due to no comment, Mayor Pro Tem Chandler subsequently closed the floor.

Councilor Storm moved to approve all recommended Tier 2 grants, excluding the Manitou Springs Commons at the STACC grant application. The motion was seconded by Councilor Latimer. The motion carried unanimously (6-0).

Mayor Pro Tem Chandler expressed concerns about the Manitou Springs Commons grant application, including the language about late fees in the drafted lease agreement and that there is not a specified end date to meet the conditions. She suggested setting a deadline of August 31, 2026 for the applicant to meet the conditions, and that if conditions are not met in time the application be moved to the next grant cycle.

Councilor Wolfe inquired about whether a security deposit is required and who would be liable in the event of a missed rent payment.

Applicant Nancy Fortuin confirmed that no security deposit is required in the drafted lease agreement and explained that they requested a delay in the implementation to allow for the formation of the non-profit. She added that in discussions with the owner, St. Michael's Church, in the event they are unable to make the payment the lease would be broken, and the tenant would no longer have access to the property.

Councilor Wolfe requested the terms regarding failure to pay rent be included in the agreement.

Councilor Storm expressed concern about the proposed August 31, 2026 deadline, noting that the building is old and may have hidden issues, especially when dealing with plumbing for the bathrooms. She suggested rather than setting the deadline, the City Council could request that the applicant provide an update on progress.

Councilor Wolfe expressed concern about the conditions being open-ended. She supported an August 31, 2026 deadline.

Applicant Susan Watkins agreed with Councilor Storm, stating that she would hate to lose the funds over a contracting issue that the applicants would have no control over.

There was a brief discussion about whether the MACH Board has ever approved an open-ended grant application before. Chair Routon stated that the Board generally gives grant awardees until the end of the calendar year to complete their projects and file a project completion report, with the exception of events that take place in the first quarter of the following year.

Mayor Pro Tem Chandler stated that she would support changing the deadline to meet conditions to the end of the calendar year to align with the standard practice of the Board.

Councilor Wolfe stated that she prefers the August 31, 2026 deadline, because if the funds are expected to be utilized by the end of the year, then \$14,000 would be a close match to covering the Community Center's rent for September through December.

There was a brief discussion about the timing of the next grant cycle. Chair Routon shared that applications for 2027 would typically open later in 2026 with a deadline in January of 2027.

Councilor Storm suggested a deadline of December 1, 2026 to allow for rent in the first quarter of 2027. She expressed support for the project, stating that she would like to see the applicants succeed.

Councilor Wolfe moved to approve \$14,000 to be held in abeyance, up to \$20,000 depending on additional funds that may become available, conditioned on the City Council reviewing and approving the lease, the completion of renovations for ADA compliant bathrooms, and that all conditions be met by December 1, 2026. The motion was seconded by Councilor Nassif. The motion carried unanimously (6-0).

There was a discussion about the MACH Board grant process. Councilor Latimer stated that she would find it helpful to have the criterion that the Board uses in reviewing applications. Mayor Pro Tem Chandler noted that the MACH Board has a standard practice of reviewing the process for improvements after the completion of each cycle. Chair Routon stated that the application system has a new capability for the Board to be able to grant read-only access to the City Council and that the Board is considering ways of being more proactive.

Note for the Record – The City Council took a break at 7:02 PM and reconvened at 7:16 PM.

2. Consideration of Resolution No. 0826, A Resolution of the City of Manitou Springs City Council Transferring Amounts from Budgeted Medical Insurance Expenditures to Budgeted Salaries to Provide a Cost of Living Increase of Two Percent to Non-Leadership Full-Time City Employees

Bob Longmire, with Public Sector Personnel Consultants (PSPC), presented an overview of strategies to remain competitive in employee compensation, emphasizing the need to both move employees through pay ranges via merit or similar methods and regularly adjust salary ranges to keep pace with the market for recruitment and retention. He noted that current market trends show average Cost of Living Adjustments (COLA) of approximately 3.5% for general employees and slightly higher for public safety, with employee movement around 3%. Representative Longmire outlined two options for consideration, including a 2% COLA, which could be fully absorbed by health insurance savings with no impact to the general fund, and a 3% COLA, more closely aligned with market trends, which would result in a general fund increase after applying the insurance savings.

Councilor Wolfe expressed concern about ensuring that all employees are making a living wage, noting that an equal increase for all employees would result in less impactful increases for those with smaller incomes.

Representative Longmire suggested that the Council could focus on employees who are on the low end of their salary range, based on how low they are in the range and their time in the job. He also described a cost-of-living wage strategy in which lower-paid employees receive faster increases than higher-paid employees, while cautioning that this approach should not be used repeatedly to avoid an outcome where supervisory and non-supervisory roles are earning the same wage. He added that increases focused on lower-end salaries are typically done in small increments.

Councilor Storm suggested reviewing employee wages in greater detail at a future meeting.

Councilor Wolfe suggested discussing the proposed COLA increase at a budget retreat, to allow the Council to review the matter with the rest of the budget in April.

Mayor Johnson expressed interest in exploring merit increases and addressing lower salary ranges in the process as well. She added that a bonus could be considered if the Council is unsure of what funding will look like later.

Representative Longmire explained that one-time payments are sometimes used, particularly in place of retroactive pay, as they are easier to administer and do not impact pension calculations. However, he emphasized the importance of maintaining competitive wages over time, cautioning that relying too heavily on one-time solutions instead of ongoing adjustments could cause the City to fall behind the market. He added that merit increases should remain tied to performance, while efforts to support employees at the lower end of the pay scale should be framed separately as a livable wage strategy.

There was a brief discussion about increased wages in other cities, during which Representative Longmire explained that cities who approved merit increases without COLA, may have been on a step plan that is set up for annual merit increases and unable to afford a COLA increase at the same time.

There was a brief discussion about when the last COLA increase was. Human Resources Director Kelly Padilla confirmed that there was a 4% COLA increase in 2025.

Councilor Storm stated that she believes the COLA increase and livable wage issue could be treated separately. She suggested that the more in-depth analysis of livable wage could be considered later. She added that she would like to recognize employees who have been working in challenging conditions and to consider increases for directors as well.

Mayor Pro Tem Chandler expressed support for providing employees with wage increases, and shared frustration over inconsistent and unclear budget information. She suggested a budget retreat to better understand the City's fiscal position. While supportive of a COLA increase, she noted uncertainty about the sustainability of current funding.

Councilor Shada expressed concern about the City's projected budget shortfall, noting that expenditures are exceeding revenues by approximately \$1,700,000. While acknowledging the importance of employee compensation, he questioned whether current spending is sustainable and suggested that difficult decisions, including potential reductions, may be necessary. He also noted that funding requests continue without corresponding reductions and questioned prioritizing the COLA increase given broader financial challenges.

Councilor Latimer stated that she is in support of postponing the matter, sharing concerns about a potential economic downturn.

City Administrator Denise Howell clarified that \$1,500,000 from the General Fund reserves, along with \$1,500,000 from Mobility and Parking, was planned to balance the 2026 budget. She noted that 2025 reserves are projected to be higher than anticipated due to departments coming in under budget, largely as a result of staff taking on additional responsibilities, which she emphasized is not sustainable. She also explained that funding for a 2% COLA is already included in the budget due to lower than expected insurance costs.

Mayor Johnson clarified that a COLA increase would be an ongoing expense, noting that while funds have been found to cover the expense for 2026, the City's underlying structural deficit has not yet been addressed.

Councilor Wolfe moved to postpone the discussion and consideration of Resolution 0826 for a COLA increase to the Budget Retreat. The motion was seconded by Mayor Pro Tem Chandler. The motion carried (6-1) with Councilor Storm opposed.

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

There was a discussion about a date for the Budget Retreat, which was tentatively scheduled for April 9, 2026 at 8:00 AM.

Mayor Johnson announced that the Manni Awards will be at City Hall on March 18, 2026, at 5:30 PM. She shared that she took the test budget survey and suggested adding discussion about survey questions to the April 7, 2026, Council meeting. She added that parking fees are scheduled for discussion during the April 14, 2026 meeting.

Mayor Pro Tem Chandler shared that Manitou Springs Food Pantry invited the Council to lunch at St. Andrews Church at 12:00 PM on March 18, 2026. She also announced that she signed up for the Colorado Municipal League legislative update on March 26,

2026. Mayor Pro Tem Chandler shared that she received some correspondence regarding the Nixon Power Plant in Colorado Springs, as well as a request for the City to make a statement on the issue.

Councilor Wolfe requested information on several matters, including the status of 18 Delaware Road and 19 Fox Path Road, whether the City received Pikes Peak Rural Transportation Authority (PPRTA) funds for the Lover's Lane retaining wall project, an explanation about the recent change in available funds, how jobs were combined to save City funds and specifically where other savings were achieved in 2025.

City Administrator Howell confirmed that she had declared 18 Delaware Road a nuisance and that the property has since been cleaned up. She stated that she does not know anything about 19 Fox Path Road and will have to investigate the matter.

There was a discussion about streets that City Council approved paving for in 2025. Public Services Director Ben Schmitt explained that the streets approved in 2025 were originally planned for a mill and overlay, but staff determined a more comprehensive approach was needed, including repairs to curb and gutter, sidewalks, and drainage, to ensure long-term durability. He noted that this increased costs, but updated pricing was negotiated and approved through PPRTA to deliver improvements with an expected 25-year lifespan. As a result, the City will complete fewer streets but with higher-quality treatments, prioritizing long-term value and responsible use of funds. He added that approximately \$400,000 has been spent so far.

Public Services Director Ben Schmitt reported that the Lover's Lane retaining wall project received approval for an advance allocation of capital funds through PPRTA, allowing the City to access projected future funding. He stated the project is approximately 30% through the design phase and clarified that project costs will be reimbursed on a monthly basis through pay applications, reducing the need to hold the full project budget upfront.

There was a discussion about funding for the Lover's Lane Retaining Wall Project and the availability of PPRTA funds for future needs, during which Public Services Director Ben Schmitt clarified that the approximately \$2,400,000 Lover's Lane project is fully funded through a PPRTA capital fund allocation and is not a City cost-share project. He explained that this funding is separate from other PPRTA sources, such as the PPRTA Maintenance Fund that is being utilized for all road repairs, and does not preclude future assistance. He noted that multiple funding mechanisms remain available for emergencies and infrastructure repairs, including City maintained reserves, bridge specific funds, and potential local aid. He also emphasized ongoing efforts to proactively secure funding for other at risk infrastructure, such as the Serpentine Wall, to address issues before they become emergencies.

There was a brief discussion about funding that gets set aside for future emergency projects, such as bridge repairs, during which City Administrator Howell confirmed that

the funds are allocated. She explained that the City's reserves hold funds that have not been allocated for any special use and added that there is the potential to pull more funds for emergency use from PPRTA with approval.

Councilor Latimer announced that there will be an informal community meeting on Tuesday, April 28, 2026 at 6:00 PM at the Manitou Winery for the public to attend and discuss City issues. She also shared that she had a few residents express concern about residential parking permits and parking availability on Waltham. Councilor Latimer also shared that there was an accessibility issue with the Newsletter which was promptly addressed by City staff. Regarding the public comment from resident Michael Clark, she noted that there has been an increase in criminal activity and more police presence in Fields Park during the last few weeks. She also noted a rise in concern about fire danger and requests for information about fire mitigation. Additionally, Councilor Latimer suggested that the City consider redrawing the lines of the Wards and expressed interest in developing four wards, noting that the change would require voter approval.

Councilor Storm shared that she has been working with the Fire Department and Tall Timbers Tree and Shrub Service to mitigate her property. She stated that the City is matching \$500 of the \$1,200 project and that she plans to document the project.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell reported on the following:

- There is a Budget 101 Meeting on March 19, 2026 at 5:30 PM in City Hall.
- Coffee with the City Administrator is on Thursday, March 19, 2026 from 7:00 AM to 9:00 AM in City Hall. Evening dates for Coffee with the City Administrator will be scheduled in the near future.
- Citizens Academy is currently in session and going well.
- City Parks are available for adoption, to help with park clean up. Apply online or reach out to the Parks and Recreation Director for more information.

K. EXECUTIVE SESSION

1. An Executive Session to hold a conference with the City Attorney for legal advice pursuant to Section 5.1(c) of the City of Manitou Springs Home Rule Charter concerning *Manitou and Pikes Peak Railway Company v. City of Manitou Springs, Colorado*, El Paso County District Court Case No. 2025CV30766

Mayor Johnson read the purpose of the Executive Session into the record at 8:29 PM.

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

The City Council moved back to Regular Session at 9:30 PM. Mayor Johnson confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

ADJOURN

With no other items to discuss, Mayor Pro Tem Chandler moved to adjourn the meeting. The motion was seconded by Councilor Latimer. The motion carried unanimously (7-0). The meeting adjourned at 9:30 PM.

Attest:

Natalie Johnson, Mayor

Elena Krebs, City Clerk

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.



Memorandum

Title: Action on Reappointment of Robin Kovats to the Open Space Advisory Committee
From: City Clerk's Office
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

April 7, 2026

Purpose:

For the City Council to review and consider approving the request for the reappointment of Robin Kovats to the Open Space Advisory Committee as a regular member.

Background:

Robin Kovats has been serving as a member of OSAC since 2021, and her term recently expired on March 31, 2026. OSAC Chair David Conley has provided a letter endorsing her request for reappointment.

Fiscal Impact:

None.

Workload Impact:

Minimal.

Recommended Action:

Approve reappointing Robin Kovats as a regular member of the Open Space Advisory Committee.

Robin Kovats

[REDACTED]

Manitou Springs, CO 80829

February 10, 2026

City of Manitou Springs
City Clerk Office
606 Manitou Ave
Manitou Springs, CO 80829

To: City Clerk

This letter is to request an extension for one more term for committee member of the Manitou Springs Open Space Advisory Committee.

Best Regard,

Robin Kovats

[REDACTED]

March 25, 2026

Kristen Dukoi
Deputy City Clerk
City of Manitou Springs

Kristen:

The Open Space Advisory Committee would like the City Council to approve some changes in the membership of the Committee.

1. Robin Kovats is a regular member whose term expires March 31, 2026. She has applied to extend her membership for another term and the Committee asks that the Council approve her request.

2. Sheryl Cline is a regular member whose term expires March 31, 2026. She has asked to step down to serve as an alternate member. We have two alternates with equal seniority (Bresnahan and Ceruzzi). Cassandra Bresnahan would like to step into Sheryl's regular member position. The Committee has approved this "switch" and asks that the Council approve this adjustment in membership.



David C. Conley
OSAC Chair



Memorandum

Title: Action on Reappointment and Status Change for Open Space Advisory Committee Member Sheryl Cline

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

April 7, 2026

Purpose:

For the City Council to review and consider approving the request for reappointing Sheryl Cline to the Open Space Advisory Committee as an Alternate.

Background:

Sheryl Cline has been serving as a regular member of OSAC since 2016 and her term recently expired on March 31, 2026. She has requested reappointment and a status change from regular member to alternate. The Committee currently has no vacancies, therefore the approval of this status change request is contingent on the approval of Cassandra Bresnahan's status change request. OSAC Chair David Conley has provided a letter endorsing Sheryl Cline's request for reappointment and change in status.

Fiscal Impact:

None.

Workload Impact:

Minimal

Recommended Action:

Approve reappointing Sheryl Cline as an alternate member of the Open Space Advisory Committee.

Dear OSAC and City of Manitou Springs,

I am writing to request that the status of my membership in Open Space Advisory Committee as a full member be exchanged to alternate member.

I have appreciated the privilege of contributing to OSAC's vision and purpose over the last decade. Among the committee's goals and activities achieved over that period of time are: acquisitions such as Black Canyon Open Space, trail improvements on Red Mountain, Iron Mountain, and Intemann Trail, support of the development of Creek Walk, and alignment of OSAC goals with the POST plan.

I've appreciated being on these trails with other members and working toward these goals.

Please let me know of your ability to make this change in my membership status.

Keep hiking!

Sheryl Cline Matthews, M.A., M.Ed., L.P.C.

March 25, 2026

Kristen Dukoi
Deputy City Clerk
City of Manitou Springs

Kristen:

The Open Space Advisory Committee would like the City Council to approve some changes in the membership of the Committee.

1. Robin Kovats is a regular member whose term expires March 31, 2026. She has applied to extend her membership for another term and the Committee asks that the Council approve her request.

2. Sheryl Cline is a regular member whose term expires March 31, 2026. She has asked to step down to serve as an alternate member. We have two alternates with equal seniority (Bresnahan and Ceruzzi). Cassandra Bresnahan would like to step into Sheryl's regular member position. The Committee has approved this "switch" and asks that the Council approve this adjustment in membership.



David C. Conley
OSAC Chair



Memorandum

Title: Action on Status Change for Open Space Advisory Committee Member
Cassandra Bresnahan

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

April 7, 2026

Purpose:

For the City Council to review and consider Cassandra Bresnahan's request to switch from alternate member to regular member on the Open Space Advisory Committee.

Background:

Cassandra Bresnahan has been serving as an alternate member of OSAC since October of 2025. She has requested a status change from alternate member to regular member. The Committee currently has no vacancies, therefore the approval of this status change request is contingent on the approval of Sheryl Cline's status change request. OSAC Chair David Conley has provided a letter endorsing Cassandra Bresnahan's request for change in status.

Fiscal Impact:

None.

Workload Impact:

Minimal.

Recommended Action:

Approve appointing Cassandra Bresnahan as a regular member of the Open Space Advisory Committee.

Good afternoon Kristen,

I would like to become a regular member of OSAC.

Thank you!

Cassandra

March 25, 2026

Kristen Dukoi
Deputy City Clerk
City of Manitou Springs

Kristen:

The Open Space Advisory Committee would like the City Council to approve some changes in the membership of the Committee.

1. Robin Kovats is a regular member whose term expires March 31, 2026. She has applied to extend her membership for another term and the Committee asks that the Council approve her request.

2. Sheryl Cline is a regular member whose term expires March 31, 2026. She has asked to step down to serve as an alternate member. We have two alternates with equal seniority (Bresnahan and Ceruzzi). Cassandra Bresnahan would like to step into Sheryl's regular member position. The Committee has approved this "switch" and asks that the Council approve this adjustment in membership.



David C. Conley
OSAC Chair



Memorandum

Title: Proclamation No. 0326, a Proclamation to Recognize April as Child Abuse Prevention Month

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

April 7, 2026

Purpose:

To recognize April as child abuse prevention month through a proclamation.

Background:

The El Paso County Department of Human Services has requested this proclamation and a few minutes to speak on this issue. Youth and Family Services Director, Catania Jones will attend the proclamation reading.

Fiscal Impact:

None.

Workload Impact:

None.

Recommended Action:

Read Proclamation No. 0326 to recognize April as Child Abuse Prevention Month and proclaim it so.



City of Manitou Springs
Proclamation No. 0326

Proclamation

Child Abuse Prevention Month

WHEREAS, all children in our community deserve to feel safe, valued, and protected so they can grow into healthy and thriving individuals; and

WHEREAS, child abuse and neglect are serious issues affecting every segment of our community, with long-term psychological, emotional, and physical effects that can shape a child's future and, in turn, the future of our county and state; and

WHEREAS, although childhood trauma can have lasting effects, we recognize the incredible resilience of children and the capacity for survivors to heal, overcome adversity, and thrive when provided with support, stability, and care; and

WHEREAS, strong families are the foundation of a strong community, and all parents and caregivers need support at times, as providing early help to families is far less costly – both financially and emotionally – than healing from trauma after it occurs; and

WHEREAS, parents, caregivers, family, friends, neighbors, employers, and others can work together to grow the five critical protective factors in families' lives – parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, such as that provided by the El Paso County Center on Fathering, and social and emotional competence of children; and

WHEREAS, child abuse prevention is not the responsibility of a single agency but of an entire community, including human service agencies, public health organizations, schools, faith groups, law enforcement, the medical community, businesses, nonprofits, and, most importantly, caring individuals who take the time to support children and families; and

WHEREAS, each member of our community has a role to play in preventing child abuse and neglect and helping families and children to thrive.

WHEREAS, each member of our community has a role to play in preventing child abuse and neglect and helping families and children thrive.

NOW, THEREFORE, BE IT RESOLVED, that the city of Manitou Springs, Colorado, hereby proclaims April as Child Abuse Prevention Month. No matter where we live, we each have a role to

play in protecting children, strengthening families, and ensuring our community is a place where all children can thrive.

DONE THIS 7th day of April 2026 at Manitou Springs, Colorado.

The City Council of Manitou Springs

Mayor Natalie Johnson

Attest: City Clerk, Elena Krebs



Memorandum

Title: Proclamation No. 0426, a Proclamation Recognizing April 24, 2026 as National Arbor Day

From: Gillian Rossi, Parks & Recreation Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

April 7, 2026

Purpose:

To formally recognize Arbor Day and encourage residents to celebrate the City's trees and take part in planting opportunities.

Background:

The City of Manitou Springs has formally recognized Arbor Day since 2020.

Fiscal Impact:

None.

Workload Impact:

Minimal.

Recommended Action:

Read Proclamation No. 0426, a proclamation recognizing April 24, 2026 as National Arbor Day and proclaim it so.



City of Manitou Springs
Proclamation No. 0426

Proclamation

**National Arbor Day
April 24th, 2026**

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees - wherever they are planted - are a source of joy and spiritual renewal.

NOW, THEREFORE, BE IT RESOLVED, that the City of Manitou Springs City Council, does hereby proclaim April 24, 2026, as ARBOR DAY In the City of Manitou Springs, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and FURTHER, urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this 7th day of April 2026 in the City of Manitou Springs, El Paso County, Colorado.

Mayor Natalie Johnson

City Clerk Elena Krebs



Memorandum

Title: Consideration of Resolution No. 0926, A Resolution of the City of Manitou Springs City Council Adopting Updated Non-Reservoir Triggers for Water Restriction Levels 1-4

From: Benjamin Schmitt, Public Services Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 20 Minutes

April 7, 2026

Purpose:

To adopt a comprehensive update to the City's Water Restriction activation system that:

- Retains all public-facing rules and requirements already defined in Municipal Code §13.28.030.
- Replaces reservoir elevation as the primary trigger with a broader engineering-based set of operational and environmental indicators.
- Integrates historic water-loss trends, Colorado Springs Utilities (CSU) regional posture, treatment-plant performance, and distribution-system conditions.
- Establishes internal activation triggers for Levels 1–4 to support consistent administrative decision-making.

Background:

Regulatory Framework

City Code §13.28.030 defines all allowable and prohibited public behaviors at each restriction level, including watering schedules, exemptions, pool and vehicle-washing rules, tap moratoriums, and penalties. These are not changed by this action; only the *internal activation triggers* are being updated.

Need for Update

Historically, restriction levels were tied solely to reservoir conditions. Operational realities now require a more comprehensive approach due to:

- High seasonal variability in demand
- Significant weather-loss periods (e.g., 12-25% 2011-2018; 29.7% in 2020)
- Regional movement toward perpetual Water-Wise conditioning
- Fire-risk and drought indicators
- Treatment plant and distribution system performance factors



- Construction and emergency events temporarily affecting system capacity

Development of Trigger Criteria

The Public Works Department compiled system data, water-loss trends, CSU regional advisories, fire danger indices, state drought indicators, and treatment/distribution operational performance to develop a multi-criteria trigger structure for Levels 1-4.

Each level's public restrictions remain unchanged; this action only formalizes *when* those levels are recommended to the City Administrator for implementation.

Recommended Water Restriction Activation Triggers

Level 1 — "Heightened Conservation Required"

Trigger Basis: Demand pressure and efficiency concerns

Activated when ANY occur:

- Daily potable demand exceeds treatment capability for one day or treatment plant output is reduced (turbidity/equipment/supply issues).
- Rolling 90-day water loss exceeds 20%.
- CSU issues regional Water-Wise advisories.
- Anticipated system stress (weather, early heat, low snowpack).
- System pressure falls below safe minimums.
- Planned or emergency treatment/distribution work requiring buffer capacity.
- State mandates.

Operational restrictions follow §13.28.030(A)(1).

Level 2 — "Significant Curtailment Necessary"

Trigger Basis: Sustained high demand + drought indicators

Activated when ANY occur:

- Daily demand exceeds plant capacity for 2 to 3 consecutive days.
- State Drought Monitor reaches Severe Drought (D2) or higher.
- System pressure falls below safe minimums.
- Rolling 60-day water loss exceeds 25%.
- Fire Danger Index at Very High for 4 plus consecutive days.
- CSU regional conservation posture becomes more restrictive.



- Planned/emergency system work requiring capacity buffer.
- Finished storage falls to 80% or less.
- State mandates.

Operational restrictions follow §13.28.030(A)(2).

Level 3 — "Critical Conservation/System Stability Protection"

Trigger Basis: Significant treatment or major distribution challenges

Activated when ANY occur:

- Daily demand exceeds plant capacity for 4 plus consecutive days.
- Major system event (transmission main leak, tank instability, pressure-zone deficiency).
- System pressure falls below minimum.
- Short-term water loss exceeds 30%.
- CSU activates most restrictive posture short of an emergency.
- Imminent supply, fire, or heat risk identified by the City Administrator.
- Planned/emergency upgrades requiring significant capacity buffer.
- Finished storage falls to 60% or less.
- State mandates.

Operational restrictions follow §13.28.030(A)(3).

Level 4 — "Emergency Water Use Only"

Trigger Basis: System failure or severe public safety threat

Activated when ANY occur:

- Treatment plant output severely impaired (chemical, electrical, contamination issues).
- Storage tanks fall below fire-flow thresholds.
- System pressure falls below safe minimums.
- State/regional emergency declarations.
- Catastrophic infrastructure failure (main collapse, pump-station outage).
- City-declared wildfire emergency.
- Planned-emergency system work requiring maximum conservation buffer.
- Finished storage falls to 40% or less.
- State mandates.



Operational restrictions follow §13.28.030(A)(4).

Fiscal Impact:

When water restrictions go into effect, the water revenue is impacted.

Indirect effects include:

- Improved system efficiency and decreased water loss over time
- Protection of infrastructure longevity through reduced stress on the treatment and distributions systems
- Reduced risk of emergency capital expenditures through early intervention based on system performance indicators

These impacts are inherent to the trigger framework described in the Water Restrictions memo.

Workload Impact:

Public Works Staff: Will apply the standardized trigger checklist and provide periodic reporting to the City Administrator.

Communications Team: Will issue public notifications upon activation of any restriction level.

Administration: Will monitor CSU advisories, drought indices, and system performance as part of routine operations.

Recommended Action:

Move to adopt Resolution No. 0926, a resolution of the City of Manitou Springs City Council adopting updated non-reservoir triggers for water restriction levels 1 through 4.

RESOLUTION

**A RESOLUTION OF THE CITY OF MANITOU SPRINGS CITY COUNCIL ADOPTING
UPDATED NON-RESERVOIR TRIGGERS FOR WATER RESTRICTION LEVELS 1–4**

WHEREAS, the City of Manitou Springs (“City”) maintains water restriction levels (Levels 1–4) and associated public-facing rules as codified in Manitou Springs Municipal Code §13.28.030, including watering schedules, permissible and prohibited uses, enforcement provisions, and penalties;

WHEREAS, historical water-restriction policy has relied primarily on reservoir elevation as the activation trigger, including the original 2020 directive initiating Level One restrictions when the reservoir ceased spilling;

WHEREAS, updated operational analysis demonstrates that reservoir elevation alone does not adequately reflect system vulnerability, demand variability, treatment-plant performance, emergency conditions, or regional partner agency advisories;

WHEREAS, engineering review identifies additional stressors including: high seasonal demand spikes, excessive documented water-loss periods (notably 2014–2016 and 2020), drought indicators, fire-risk conditions, treatment or distribution system instability, and storage-tank capacity thresholds, that warrant a modernized multi-criteria trigger system;

WHEREAS, a regional partner, Colorado Springs Utilities (“CSU”), operates under a continuous “Water-Wise” regional conservation framework, and coordination with CSU advisories is essential for consistency and preparedness; and

WHEREAS, the City seeks to adopt an updated, non-reservoir-based framework to guide administration of Levels 1–4 while preserving all public-facing requirements already established in the Municipal Code.

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

SECTION 1: Adoption of Updated Water-Restriction Activation Framework. The City Council hereby adopts the Trigger Framework for Water Restriction Levels 1–4 set forth in Section 2, below. These triggers do not alter the provisions set forth in Section 13.28.030 of the Manitou Springs Municipal Code, including without limitation all fines, penalties, and enforcement procedures, which shall remain in full force and effect.

SECTION 2: Water Restriction Activation Criteria. Water restrictions set forth in Section 13.28.030 of the Manitou Springs Municipal Code shall be triggered as follows:

A. Level One – Heightened Conservation Required

Activated upon any of the following conditions:

- Daily potable demand exceeds treatment capability for one day or treatment output is reduced due to turbidity, equipment failure, or contamination.
- Rolling 90-day water loss exceeds 20%.
- Regional partner (e.g., CSU) issues heightened Water-Wise advisory.
- Anticipated system stress due to weather outlook (early heat-up, low snowpack).
- System pressure drops below safe minimum levels.
- Planned or unplanned system work requiring temporary demand reduction buffer.
- State-mandated requirement.

B. Level Two – Significant Curtailment Necessary

Activated upon any of the following:

- Daily potable demand exceeds treatment capability for 2–3 consecutive days.
- State Drought Monitor shows D2 – Severe Drought or worse.
- System pressure drops below safe minimum levels.
- Rolling 60-day water loss exceeds 25%.
- Fire Danger Index at Very High or above for four consecutive days.
- CSU increases regional conservation posture.
- Storage capacity falls to 80% or below across finished water storage tanks.
- Required buffer for system upgrades or emergency work.
- State-mandated requirement.

C. Level Three – Critical Conservation / System Stability Protection

Activated upon any of the following:

- Daily potable demand exceeds treatment capability for 4 or more consecutive days.
- Major distribution-system event (transmission main failure, tank instability, pressure-zone deficiency).
- System pressure drops below minimum safe levels.
- Short-term water loss exceeds 30%.
- CSU issues its most restrictive non-emergency conservation level.
- Administrator identifies imminent supply, fire-risk, or heat-related threat.
- Storage capacity falls to 60% or below across finished water storage tanks.
- Required buffer for system upgrades or emergency work.
- State-mandated requirement.

D. Level Four – Emergency Water Use Only

Activated upon any of the following:

- Treatment plant output severely impaired by chemical, contamination, electrical, or mechanical failure.
- Potable storage falls below minimum fire-flow thresholds.
- System pressure drops below minimum safe levels.
- State or regional emergency declared by CSU or the State of Colorado.
- Catastrophic infrastructure failure (transmission main collapse, pump-station outage).
- Wildfire emergency requiring protection of water supply.
- Storage capacity falls to 40% or below across finished water storage tanks.
- Required buffer for system upgrades or emergency work.
- State-mandated requirement.

SECTION 3: Administration and Communication. The City Administrator or the City Administrator’s designee is authorized to evaluate trigger conditions, declare restriction levels, and ensure timely notification to the City Council. Public communication shall follow established practices led by the City’s Communications Team, including website updates, press releases, social media, and billing inserts.

Adopted at the meeting of the Manitou Springs City Council, Colorado, on this 7th day of April 2026, effective immediately.

Mayor and Council:

By: _____
Natalie Johnson, Mayor

Attest:

Elena Krebs, City Clerk