



MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING AGENDA

This meeting is in-person at 515 Manitou Avenue, Manitou Springs, CO,
80829

July 6, 2026

6:00 PM

A. CALL TO ORDER and INTRODUCTIONS

B. APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

1. Draft Minutes from PARAB 06-01-2026 Regular Meeting

D. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

E. REPORTS

1. Parks and Recreation Advisory Board (PARAB)
2. Director's Report and Forestry Update

F. NEW BUSINESS

1. HCM 30% Schematic Design Proposal Review - Overlook Park/Higginbotham Flats
2. Shuffleboard Court Resurfacing

G. OLD BUSINESS

1. Pickleball/Tennis Court Resurfacing Update and Discussion

H. 2026 and 2027 BUDGET REVIEW & PLANNING

1. Review 2026 Budget
2. Identify 2027 Priorities
3. Draft 2027 Budget

I. ADJOURNMENT

Board Members:

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

Staff and Liaisons:

Carey Storm, City Council Liaison
Gillian Rossi, Parks & Recreation Director

1 regular position and 3 alternate positions available

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

Regular Meeting Minutes
Remote Meeting via Zoom
June 1, 2026

A. CALL TO ORDER AND INTRODUCTIONS

Chair Fatt called the Parks and Recreations Advisory Board (PARAB) meeting to order at 6:02 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Danu Fatt
Secretary Jehan-Ara Khan
Board Member Christina Grow
Board Member Holley Murphy

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Colin McAllister (Arrived at 6:07 PM)
Vice Chair Tim Bresnahan (Excused)

B. APPROVAL OF AGENDA

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

C. APPROVAL OF MINUTES

1. Draft Minutes from PARAB 05-04-2026 Regular Meeting

Board Member Grow moved to approve the minutes. The motion was seconded by Secretary Khan. The motion was carried (4-0).

D. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

E. REPORTS

1. Parks and Recreation Advisory Board (PARAB)

There was no discussion.

2. Open Space Advisory Committee (OSAC)

OSAC minutes were included in the packet for informational purposes.

3. Parks and Recreation Department

a. Director's Report

Director Rossi reported on the upcoming Art Walk event at the pool, a stump removal quote of approximately \$800 for Library Park, ongoing seasonal staffing for parks maintenance and the downtown beautification crew, and an update on the Dillon Bridge project, including pursuit of a bridge currently located in Garden of the Gods Park for that purpose. Director Rossi stated she would follow up by email regarding wood treatment of the play structure at Soda Springs Park.

Note for the Record – Board Member Collin McAllister arrived at 6:07 PM.

b. Forestry Updates for Tree Advisory Committee

Director Rossi reported that chipping will begin next week in the Becker's Lane area, that spring tree planting is nearly complete, and that street tree pruning is expected to begin in early July.

F. NEW BUSINESS

1. Shuffleboard Court Resurfacing

The Board discussed potential resurfacing of the shuffleboard court to improve playability. Director Rossi was asked to inquire with the pickleball/tennis court contractor regarding shuffleboard surfacing options and cost.

2. Letter of Support for the *Women's Freedom Museum Project* / Karin Verlo Rose

The Board expressed support for the project. Chair Fatt stated she would draft an original letter of support for board review prior to submission, rather than the template provided by the project organizer.

Chair Fatt moved that PARAB approve a letter of support for the Women's Freedom Museum Project. The motion was seconded by Board Member Grow. The motion was carried (5-0).

G. OLD BUSINESS

1. Schedule July Budget Meeting

Board members discussed holding the July meeting in person in lieu of the regular remote meeting, given the proximity to the July 4th holiday. The Board tentatively agreed on July 6, 2026, as the date, pending confirmation of Vice Chair Bresnahan's availability. Council Liaison Carey Storm indicated she would likely be unable to attend.

H. ADJOURNMENT

Chair Fatt moved to adjourn the meeting. The motion was seconded by Board Member McAllister. The motion was carried (5-0).
The meeting adjourned at 6:28 PM.

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June 16, 2026

Ms. Gillian Rossi
City of Manitou Springs
606 Manitou Avenue
Manitou Springs, CO 80829

Subject: Overlook Park/ Higginbotham Flats – Design Development Partial Design Services

Dear Gillian:

On behalf of Hord Coplan Macht (HCM), we are pleased to provide this proposal of design development (SD/30% DD) design documentation for Overlook Park/ Higginbotham Flats. The extent of improvements, as indicated on the Master Plan Concept (dated 12/17/2024) provided, includes an overall plan and enlargements (Attachments A, B, C, and D).

We are honored to continue our partnership with the City of Manitou and progress the master plan to 30% Design Development for Overlook Park/ Higginbotham Flats.

Basic Scope of Services

Based on our project understanding, HCM proposes to provide Basic Scope of Services for the following:

Site Improvements:

- Modified vehicular access and parking with vehicular swing gate and lock
- Integral colored concrete plaza
- Composting toilet with potential solar panels
- Crusher fines walkways
- Landscape and irrigation
- Vegetated earth berms
- Landscape boulders and rock formations
- Gathering/ event space with terraced boulder seating
- Overhead shade structures
- Seating/ site furnishings
- Way-finding and educational signage
- On-site detention/ water quality
- Viewing deck with view scope
- Bicycle racks
- Rain barrels

Hord Coplan Macht Inc.
1800 Wazee St.
Suite 450
Denver, CO 80202
P 303.607.0977

HCMDESIGN.COM

- Preservation of Native American plaza and cairn art sculpture

Project Start-Up

- **Project Kick-off:** Meet with the City, Parks and Recreation Advisory Board and stakeholders to introduce the Design Team, establish project goals, confirm the scope of improvements, and review the schedule and deliverables.
- **Site Visit:** Site observation and photographic inventory of existing conditions and review of potential programming
- **Soils testing:** Take approximately four (4) soils samples to analyze soils and determine viability of soil for the success of turf and planting and if additional soil amendments or soil replacement will be needed. HCM to collect samples, submit to CSU lab for report.
- **Site Survey:** Site survey will be completed by Drexel, Barrell & Co. for only the areas identified on the master plan.
- **Project Schedule:** Finalize project schedule.
- **Geotechnical Report:** Geotechnical investigation to include recommendations for the restroom structure, shade structures, parking and percolation testing for detention needs. (Assumes 4 borings and 2 percolation test holes).

City of Manitou Springs Responsibilities:

- *Attendance of project kick-off meeting and site visit.*

Design Development (SD/30% DD Design) Partial Design

Develop Schematic Design/30% Design Development documentation of improvements, based on the Master Plan Concept dated 12/17/2024. Confirm program for improvements.

- **Presentation:** Review site plan, features, furnishings, and amenities options with City and stakeholders. Determine preferred style, types, and themes of site features and furnishings. (Assumes virtual PARAB Meeting)
- **30% Design Development Package:** Anticipated drawings include Demolition Plan, Site Plan, Grading & Utility Plan, Landscape Plan, Conceptual Signage Design, Irrigation Plan, water budget and tap/meter sizing, and Preliminary Site Details.
- **Topsoil Management and Analysis:** ERO Resources will evaluate the existing soils tests and make recommendations for existing soil amendments or replacement to ensure viability for new vegetation. Assumes four soils tests to be collected and sent to laboratory for testing.
- **Cost Estimate:** Provide per 30% DD package.
- **Review:** Page-flip review of 30% DD Package with City and stakeholders. Review cost estimate. (Virtual)
- **30% Design Development Package:** Final plans, details, incorporating City review comments. Submit to City.
- Assumes three meetings with City staff/PARAB/stakeholders.

City of Manitou Springs Responsibilities:

- *Circulation drawing package to appropriate agencies and parties for review.*
- *Collect and distribute internal feedback.*

Schedule

This preliminary timeline, based on our understanding of the scope of work, below is an anticipated draft schedule. A final schedule will be coordinated with the City and PARAB schedules.

- **Schematic Design/ 30% Design Development: 8-week duration. (Approx. Mid July- October 2026)**

Assumptions

The following are assumptions and exclusions related to the proposed scope of services.

1. Includes land survey services.
2. Excludes meetings beyond those indicated in proposal.
3. Assumes that formal review submission(s) by the Design Team to Planning, other City agencies, or other jurisdiction agencies is not anticipated or included.
4. Assumes Planning Commission or City Council meetings are not required.
5. Excludes Drainage Report and analysis for the project.
6. Excludes Erosion Control Report or Plans.
7. Excludes services in connection with change in government requirements instituted after the date of this Agreement.
8. Excludes investigating existing conditions or facilities, or making measured drawings thereof, or verifying the accuracy of information furnished by others, or providing field surveys.
9. Geotechnical investigations and report include four borings and two percolations tests.
10. Excludes revising drawings, or other documents when such revisions are inconsistent with prior approvals or instructions.
11. Excludes updating plat, preliminary or final plat.
12. Excludes printing of drawings. Assumes digital submission of drawings for review.
13. Excludes 3D renderings and visualization. Renderings can be provided for an additional service.
14. LEED or other sustainability review process.

Project Team

Landscape Architecture – HCM
Civil Engineering – Collins Engineers
Irrigation Design – Avocet Irrigation
Natural Resources Management – ERO Resources
Survey – Drexel, Barrell & Co.
Geotechnical Engineering – Kumar & Associates, Inc.

Additional Services

If additions to the basic scope of services are required. Additional Services with appropriate fee arrangements will be agreed upon prior to additional work.

Basic Scope of Services Fee

Project Start-Up and Schematic Design (SD)/30% Design Development	\$ 55,620
<u>Reimbursable Expenses</u>	<u>\$ 1,200</u>
TOTAL BASIC SERVICES FEE	\$ 56,820

Hord Coplan Macht will provide the tasks outlined in the Basic Scope of Services for a lump sum fee of Fifty-Six Thousand Eight Hundred Twenty Dollars (\$56,820).

Reimbursable Expenses:

Expenses associated with procuring and/or producing needed item(s) or service(s) will be billed at cost plus ten percent (10%). Such expenses will include, but are not limited to soils testing fees, printing, visual documentation of project graphics, courier and overnight delivery, mileage at the prevailing IRS rate, community meeting supplies and meal and travel expenses if required.

We hope to do as much work as possible paperless during design.

We look forward to working with the City of Manitou Springs to realize this next phase of design for Overlook Park/ Higginbotham Flats. Please let me know if you have any questions.

Sincerely,

Hord Coplan Macht, Inc.



Robyn Bartling
Principal

cc: File

Attachments:

Attachment A : Overlook Park/ Higginbotham Flats Master Plan

Attachment B: Overlook Park/ Higginbotham Flats Master Plan – North Enlargement

Attachment C: Overlook Park/ Higginbotham Flats Master Plan – Central Enlargement
Attachment D: Overlook Park/ Higginbotham Flats Master Plan – South Enlargement

Master Plan

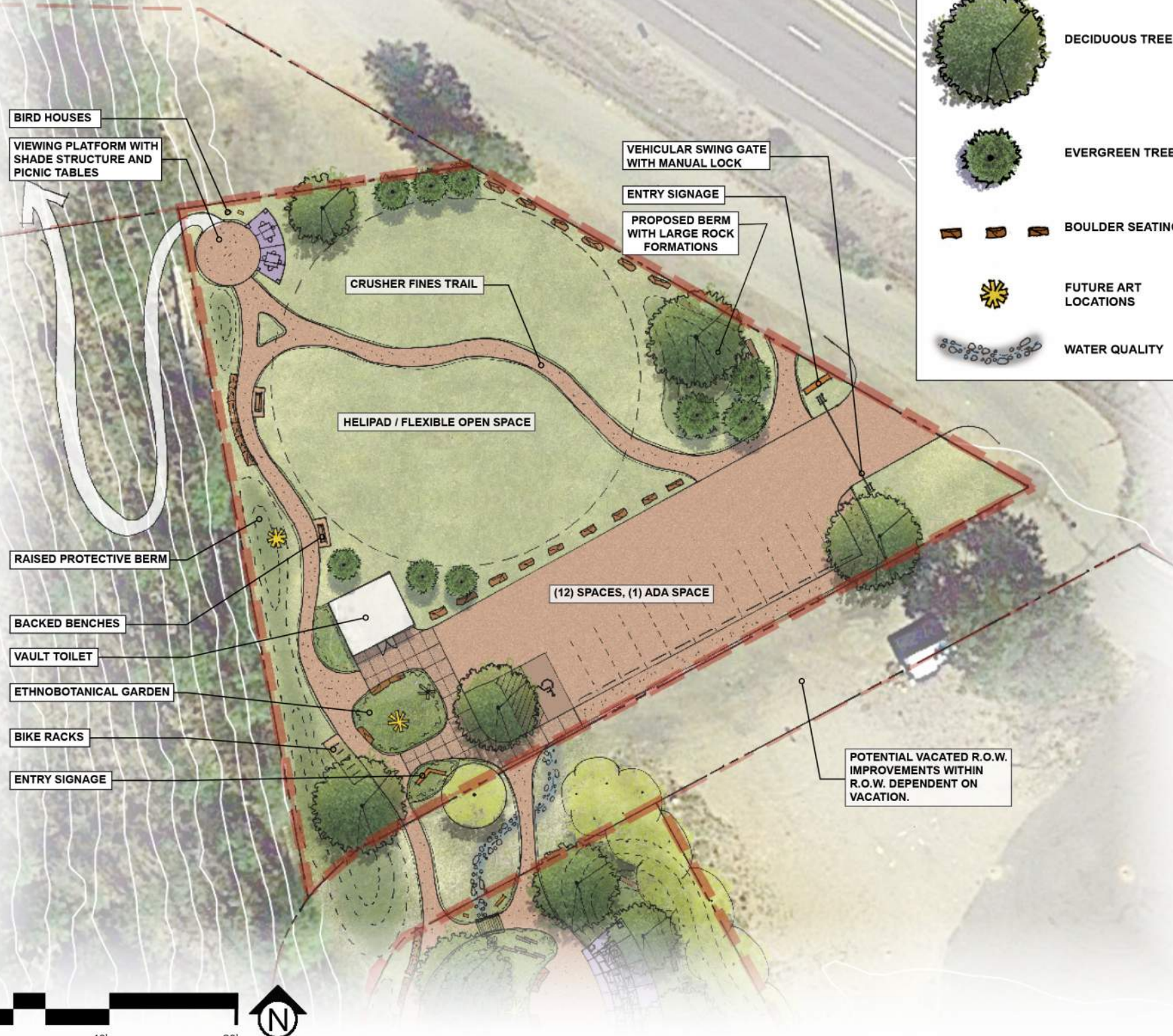


LEGEND

- 1 COMPOSTING TOILET WITH POTENTIAL SOLAR PANELS
- 2 ENTRY SIGNAGE
- 3 VIEWING PLATFORM WITH SHADE STRUCTURE AND PICNIC TABLES
- 4 WAY-FINDING SIGNAGE
- 5 BIKE RACKS
- 6 RAISED PROTECTIVE BERM
- 7 GEOLOGICAL FORMATIONS
- 8 ETHNOBOTANICAL GARDENS
- 9 GATHERING / EVENT SPACE WITH TERRACED BOULDER SEATING AND AN OVERHEAD SHADE STRUCTURE
- 10 PEDESTRIAN BRIDGE
- 11 CARIN ART SCULPTURE BY MANUEL PULIDO
- 12 PLAZA WITH SYMBOLIC, NATIVE AMERICAN REFERENCES TO N, S, E, W DESIGNED BY MANUEL PULIDO
- 13 RAIN WATER COLLECTION BARREL
- 14 VIEWING DECK WITH EDUCATIONAL SIGNAGE, VIEW SCOPE, AND SEATING.
- 15 DETENTION / WATER QUALITY
- 16 HAWK NESTING PLATFORM
- 17 BIRD HOUSES
- 18 EDUCATIONAL SIGNAGE, TYPICAL
- 19 VEHICULAR SWING GATE WITH MANUAL LOCK
- 20 INSECT HABITAT
- 21 SHADE STRUCTURE WITH SWING BENCHES AND COMMUNITY TABLE
- 22 BACKED BENCH, TYPICAL
- 23 RELOCATED EXISTING BENCHES
- 24 INTEGRAL COLORED CONCRETE PLAZA WITH SANDBLASTED GRAPHICS
- 25 GUARDRAIL



North Enlargement

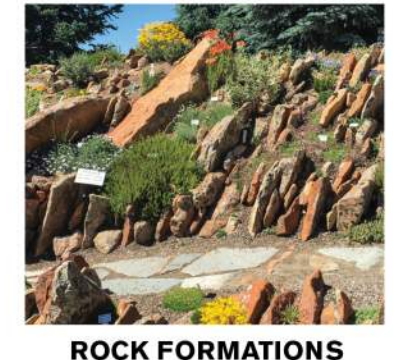


GRAPHIC LEGEND

- EXISTING TREE
- DECIDUOUS TREE
- EVERGREEN TREE
- BOULDER SEATING
- FUTURE ART LOCATIONS
- WATER QUALITY



COMPOSTING TOILET



ROCK FORMATIONS



OVERHEAD SHADE STRUCTURE



EDUCATIONAL SIGNAGE



SOFT SURFACE CRUSHER FINES TRAIL



BACKED BENCHES



BIRD HOUSES



NATIVE ETHNOBOTANICAL GARDENS



BOULDER SEATING



BIKE RACKS



WATER QUALITY



ENTRY SIGNAGE

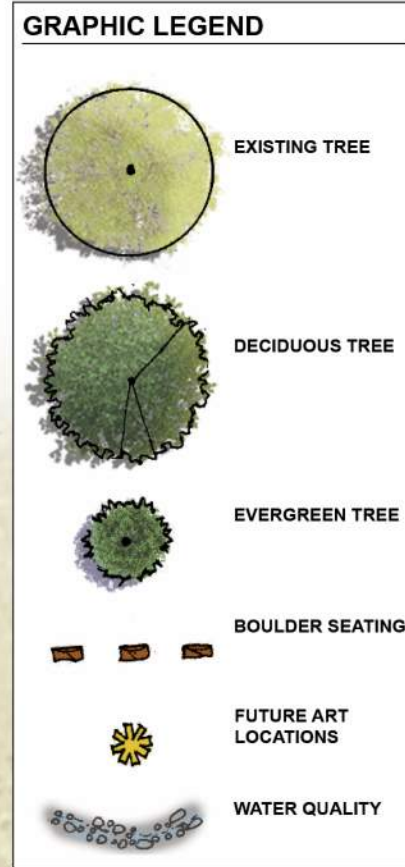


VEHICULAR GATE

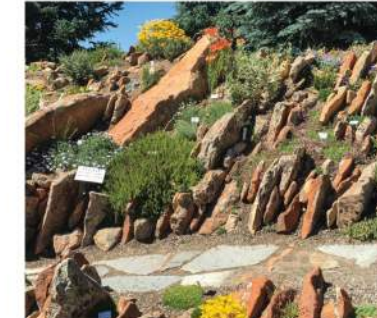


PERMEABLE PARKING LOT

Central Enlargement



LARGE GATHERING SPACE



ROCK FORMATIONS



OVERHEAD SHADE STRUCTURE



EDUCATIONAL SIGNAGE



SOFT SURFACE CRUSHER FINES TRAIL



BACKED BENCHES



BEE/INSECT HABITATS



NATIVE ETHNOBOTANICAL GARDENS



BOULDER SEATING



WATER QUALITY



RAIN WATER COLLECTION BARREL

GATHERING SPACE WITH TERRACED BOULDER SEATING AND AN OVERHEAD SHADE STRUCTURE

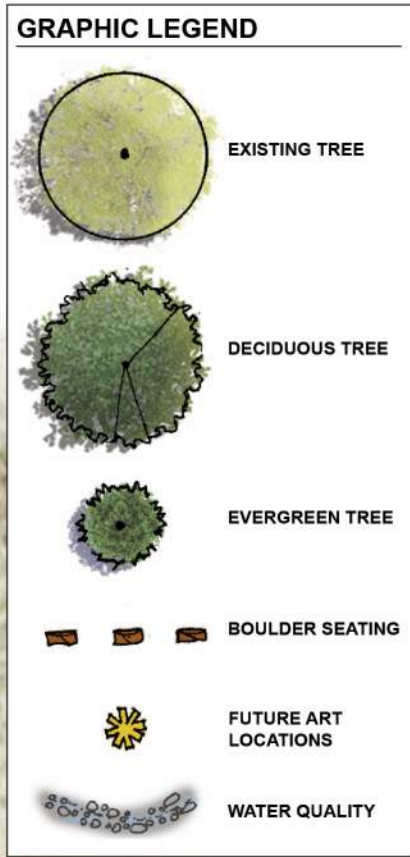
RAIN WATER COLLECTION BARREL

GEOLOGICAL FORMATIONS

ETHNOBOTANICAL GARDEN



South Enlargement



SWING BENCHES



ROCK FORMATIONS



OVERHEAD SHADE STRUCTURE



EDUCATIONAL SIGNAGE



SOFT SURFACE CRUSHER FINES TRAIL



HAWK NESTING PLATFORM



LOOKOUT POINT



NATIVE ETHNOBOTANICAL GARDENS



BOULDER SEATING



WATER QUALITY



CARIN SCULPTURE



PLAZA AREA SURROUNDING THE CARIN SCULPTURE



RAIN WATER COLLECTION BARREL



GUARDRAIL



EXISTING BENCHES



Mansions Park Shuffleboard Courts Resurfacing Quotes

Contractor: Versacourt

Quote: \$6,429.00

This company would send a shuffleboard court kit, including outdoor tiles to cover the courts to obtain the proper shuffleboard surfacing. We would pick the color. City staff would assemble the tiles.



Contractor: Colorado Springs Garage Floors

Quote: \$2,160.00

This company would grind down the existing concrete, apply a layer of coating, and repaint the courts. They have resurfaced other shuffleboard courts in the Pikes Peak Region.

Account Number	Account Title	2023 Actual #s Thru Dec	2024 Actual #s Thru Dec	2025 Actual #s Thru Dec	2025 Final Budget	2026 Actual thru current Print Date	2026 Original Budget	2026 Percentage spent thru Printed Date
CONSERVATION TRUST FUND								
GOVERNMENT SHARED REVENUES								
25-335-740	LOTTERY SHARE-CTF	67,289	58,770	57,325	65,000	17,665	65,000	27.18%
Total GOVERNMENT SHARED REVENUES:		67,289	58,770	57,325	65,000	17,665	65,000	27.18%
INTEREST EARNINGS								
25-361-190	INVESTMENT INTEREST	14,302	12,285	16,717	17,000	4,864	12,000	40.53%
Total INTEREST EARNINGS:		14,302	12,285	16,717	17,000	4,864	12,000	40.53%
OTHER FUNDS PROGRAMS & CAPITAL								
25-499-320	PROFESSIONAL SERVICES (P	.00	42,337	.00	50,000	.00	65,000	.00
Budget notes:								
2025: Construction docs for Higgenbotham flats								
2024: Higginbotham Flats Park \$50K								
2023: Design (\$30K) & master plan(\$40K) for Higginbotham Flats Park								
2022: Design drawings for Higginbothams Flats								
2021: Design drawings for Wheeler, Higginbotham Flats								
2019: \$10,000 Ute Chief, \$2,000 Wheeler								
2018: Reallocating the \$50,000 from 2017 to 2018 to hire a consultant for urban forestry management plan and adding \$12,500 to complete a Master Plan on an additional park (Wheeler Spring)								
2017: \$50,000 For contracting a land management consultant								
25-499-802	MISCELLANEOUS (PARAB)	.00	.00	.00	5,000	.00	5,000	.00
Account notes:								
Capital improvements as arise								
Budget notes:								
2021: \$10,000 to bring Soda Springs meter pit and backflow preventer to be code compliant, remaining funds for capital improvements to parks as needed								
2018: Capital Repairs: \$12,000 Rock wall repair in Memorial Park								
25-499-810	MEMORIAL TREE/BENCH MAI	.00	.00	2,738	3,000	.00	3,000	.00
Account notes:								
As per the Memorial Bench and Tree policy, under General Requirements 2, Section B, under Fees: A line item will be provided for general maintenance for trees and non-art benches. This account line is for replacement of a Memorial tree if it dies or a Memorial bench if it is damaged.								
25-499-811	POOL & RECREATION (PARAB)	.00	.00	.00	20,000	.00	25,000	.00
Budget notes:								
senior & ADA fitness equipment								
25-499-812	MANITOU ART IN THE PARKS	.00	3,000	2,424	5,000	.00	5,000	.00
Budget notes:								
Peeps repair, Little Free Libraries								
Manizoo repairs* artistic installations								
25-499-813	URBAN FORESTRY (PARAB)	.00	.00	.00	10,000	.00	10,000	.00
Budget notes:								
tree maintenance, urban forestry tree survey in trees, new trees								
25-499-820	PARKS (PARAB)	9,499	21,847	6,310	40,000	10,000	40,000	25%
Account notes:								
For use of organic product for fertilization and weed mitigation, park path repairs through out the park system, playground equipment to be replaced when broken, bike racks and new park development. .								
Budget notes:								
2019: Cheyenne Roof for Cheyenne Springs well housing in Cheyenne Spring pocket park not done in 2018, budgeted for 2019								
2018: for Cheyenne Roof (special material had to be ordered) for Cheyenne Spring well housing in Cheyenne Spring pocket park; \$500 for Shuffleboard court								
2017: \$12,000 to reroof the Cheyenne Spring well Housing in the Cheyenne Spring Pocket Park								
Total OTHER FUNDS PROGRAMS & CAPITAL:		9,499	67,184	11,472	133,000	10,000	153,000	6.54%
CONSERVATION TRUST FUND Revenue Total:								
		81,591	71,055	74,042	82,000	22,529	77,000	29.26%

Account Number	Account Title	2023 Actual #s Thru Dec	2024 Actual #s Thru Dec	2025 Actual #s Thru Dec	2025 Final Budget	2026 Actual thru current Print Date	2026 Original Budget	2026 Percentage spent thru Printed Date
CONSERVATION TRUST FUND Expenditure Total:		9,499	67,184	11,472	133,000	10,000	153,000	6.54%
Net Total CONSERVATION TRUST FUND:		72,092	3,871	62,570	51,000-	12,529	76,000-	-16.49%

Account Number	Account Title	2023 Actual #s Thru Dec	2024 Actual #s Thru Dec	2025 Actual #s Thru Dec	2025 Final Budget	2026 Actual thru current Print Date	2026 Original Budget	2026 Percentage spent thru Printed Date
EL PASO BLVD/BECKERS PARK FUND								
TAX REVENUES								
28-311-111	REAL PROPERTY TAXES-MAIN	86,854	103,801	107,113	103,847	84,649	114,700	73.8%
Account notes: 1 mill of property is dedicated to maintenance into perpetuity								
Budget notes: 2019: Preliminary mill value is \$62,432. 2018: Preliminary mill value is \$66,541.								
Total TAX REVENUES:		86,854	103,801	107,113	103,847	84,649	114,700	73.8%
INTEREST EARNINGS								
28-361-190	INVESTMENT INTEREST	.00	.00	14,753	.00	4,292	.00	.00
Total INTEREST EARNINGS:		.00	.00	14,753	.00	4,292	.00	.00
OTHER FUNDS PROGRAMS & CAPITAL								
28-499-421	INSURANCE--(CASUALTY/LIAB	708	1,095	925	1,240	324	650	49.81%
28-499-898	ORGANIC LAWN MAINTENAN	.00	200	.00	12,000	1,593	12,000	13.27%
28-499-899	PARK MAINTENANCE (PARAB)	191	2,941	4,375	22,130	83	53,000	.16%
Budget notes: 2024: additional \$12,000 budgeted for organic land management at the Fields park Park maintenance will include mutt mitts, tree removal, bathroom repair and other projects determined as needed 2017: Tennis courts will be resurfaced in 2017 for a cost of \$12,284. The normal budgeted amount of \$20,000 will be increased by half the cost of the resurfacing to \$26,142 with the assumption that the other half will be aborbed in the \$20,000.								
28-499-910	MAINT/ADMIN SPPRT-GEN FD	52,124	46,090	56,224	56,224	20,083	48,200	41.67%
Total OTHER FUNDS PROGRAMS & CAPITAL:		53,023	50,326	61,524	91,594	22,083	113,850	19.4%
EL PASO BLVD/BECKERS PARK FUND Revenue Total:		86,854	103,801	121,866	103,847	88,941	114,700	77.54%
EL PASO BLVD/BECKERS PARK FUND Expenditure Total:		53,023	50,326	61,524	91,594	22,083	113,850	19.4%
Net Total EL PASO BLVD/BECKERS PARK FUND:		33,831	53,475	60,342	12,253	66,858	850	7865.66%