



MANITOU ARTS, CULTURE, AND HERITAGE BOARD REGULAR MEETING AGENDA

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

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

January 23, 2025

MINUTES

5:01 PM

I. CALL TO ORDER and ROLL CALL

PRESENT:

Ralph Routon

Marcus Medina

Wren Almitra

Peter Sommers

Kinsey Watts

Jason Wells; alternate voting member

ABSENT:

Neale Minch

Nancy Wilson; alternate member

Mark Lee

STAFF:

Becca Davis

Amanda Robinson, Minutes

CITY COUNCIL LIAISON:

Judith Chandler

II. APPROVAL OF AGENDA

- Motion to change agenda so that Tier 1 presentations are made first and then the rest of the agenda follows in order made by Kinsey, Second Peter. Motion passes with 6 in favor and 0 opposed

III. APPROVAL OF MINUTES

1. October 24, 2024 Minutes

- Motion to approve made by Jason, Second Marcus. Motion passes with 5 in favor and 0 opposed and one **abstention**

2. January 16, 2025 Minutes

- **Motion to approve made by Peter, Second Wren. Motion passes with 6 in favor and 0 opposed**

IV. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

- Nathan and Vanessa from 324 Plainview are enjoying observing the meeting.
- **Ralph reported that Audrey Gray** gave an invoice for her work **advising applicants**, and came in at \$425, well under the \$1,000 budgeted.
- Weekly meetings for the next 4 weeks.

V. REPORTS - CITY COUNCIL LIAISON & STAFF

1. Becca Davis, Staff Support

- Becca presented the financials as of the end of December, highlighting that the budgeted amount for the 5 entities was \$284,800, and the actual amount could be around \$294,000. She also noted that the sales tax, which is collected by the state and remitted to them, runs about 2 months behind the month it's generated. As of the end of October, they were just \$30,008.64 short of the budgeted amount. Becca also mentioned that they received about \$16,008.89 in November and an estimated \$23,000 in December. Ralph suggested that the tier 2 grants might be comparable to last year, and Becca agreed, noting that they spent a little bit over what they were actually received. The team agreed to keep expectations conservative until they receive the December numbers in February.

2. Judith Chandler, City Council Liaison

- Finishing up Plan Manitou. Suggesting go on website to put in input if haven't already. Closes tomorrow.

VI. BUSINESS

1. Recusals - Go over list of Submissions and Consider any in Doubt (refusal form attached).

- Ralph went over the list of recusals and opened the floor to questions. He reminded everyone how to recuse on the site by pressing the recusal button.
- Discussion surrounding conflict of interest and how close to a situation a board member would have to be for a recusal.

2. Tier 1 presentations. Carnegie Library, Hiawatha Gardens, Miramont Castle, Manitou Springs Heritage Center, Manitou Art Center.

- Denise Howell, the city administrator, presented on two topics: the Manitou Springs Library and the Hiawatha Gardens. She shared that the library is nearing completion and the Grand Opening will be celebrated on February 7th. She also mentioned that they are planning to add trees and flowers to the garden area. ADA requirements have been met. Asking for \$10,000 for maintenance fund. Additional yearly funds will be requested for building maintenance and upkeep. Working on parking negotiations.
- Denise also discussed the Hiawatha Gardens project, which

involves preserving the historical significance of the building and potentially using it for events. She mentioned that the project will take additional fundraising efforts and could take a year and a half to complete. After completion additional yearly funding will be requested for building upkeep and maintenance. She reminded the board no funding was received for Hiawatha last year. They are asking for \$150,000.

- Miramont discussed the extensive renovations and events held at the castle over the past year. The tea room and dining room were revamped, with new flooring, stainless steel shelving, and marble countertops. The castle also hosted a Bandolier Retrospective exhibit, 1st Friday art walks, and a murder mystery fundraiser. The castle was decorated for Christmas and hosted a Victorian Christmas event. Miramont plans to use Mach funds for the restoration of the solarium or conservatory. The board expressed appreciation for the castle's activities and renovations.
- Natalie presented the Manitou Springs Art Center's 2025 match presentation, highlighting their accomplishments and goals for the year. She mentioned the center's new signage, updated mission and vision, and the achievement of Enterprise Zone status for the makerspace, which generates about \$10,000 annually. Natalie also discussed the ongoing library transition, the implementation of a green assessment, and efforts to increase equity and access to the art center. She noted the art center's growth, with 2,500 members in 2024, and the addition of two new board members. Natalie also mentioned the art center's new status as the largest maker space in Colorado, and the ongoing financial sustainability efforts. The team also discussed the use of match funds to support operating expenses and the art center's budget overview. Ralph and Wren asked about changes to 1st Friday and the library space, while Peter inquired about the rent income. Ralph also raised concerns about the time-consuming nature of serving as a fiscal sponsor for outside individuals, but Natalie expressed confidence in the current process.
- Michelle Anthony was not in attendance, After a few attempts to reach her it was determined she would be contacted at a later time and allowed to make her presentation with the select Tier 2 applicants.

3. Determine Invitations for select Tier 2 applicants to Appear on January 30, 2025, Status Update (Ralph Routon)

- Ralph led a discussion about inviting potential grant recipients for the upcoming year to further discuss applications. The board considered inviting three applicants: the Bulletin, the Manitou Community Music, and **Carnivale**. However, some board members expressed concerns about the fairness of inviting some applicants but not others, and the potential for favoritism. They also discussed the need for more detailed applications from some applicants, such as the Bulletin, and the possibility of requiring a pass-through letter for certain organizations. The board agreed to invite the three

applicants for a brief presentation and follow-up questions. They also discussed the need for a more comprehensive evaluation process for future grant applications.

4. Discuss any Questions on Eligibility

- A handful needed a passthrough letter. 2 have responded. Manitou made still has not, and the one entity with 2 events that lives in Colorado Springs has not responded yet. Yoga in Manitou showed up in the applications late, but it is a legitimate application so needs to be rated.

VII. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING OR WORKSESSION

VIII. ADJOURNMENT

6:44pm

Board Members:

Ralph Routon (07/31/2025)
Kinsey Watts (07/31/2025)
Wren Almitra (7/31/2026)
Mark Lee (07/31/2028)
Marcus Medina (07/31/2026)

Staff and Liaisons:

Judith Chandler, Council Liaison
Rebecca Davis, Finance Director

Neale Minch (07/31/2028)
Peter Sommers (07/31/2028)

Alternates:

Jason Wells (7/31/2028)
Nancy Wilson (7/31/2027)

1 alternate position available

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