



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>

August 28, 2025

5:00 PM

-
- A. CALL TO ORDER and ROLL CALL**
 - B. APPROVAL OF AGENDA**
 - C. PUBLIC COMMENTS NOT ON THE AGENDA**
(Please limit your comments to 3 minutes)
 - D. REPORTS**
 - 1. City Staff Report
 - 2. City Council Liaison Report
 - 3. Board Member Reports on Attended Events
 - E. BUSINESS**
 - 1. Board Training on the Colorado Sunshine Law and Colorado Open Records Act (CORA) from the City Clerk's Office
 - 2. Discussion on First Review of Guidelines and FAQs by Kinsey Watts, Wren Almitra and Ralph Routon
 - 3. Pikes Peak Bulletin Presentation Request for September
 - 4. Consideration of Proposal for Mentorship of 2026 Applicants from Creative Alliance Manitou Springs (CRANE) Executive Director Audrey Gray
 - 5. Update on Natalia Pulido Mural Grant Including Communications with the Rockey Family
 - F. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING**
 - G. ADJOURNMENT**

Board Members:

Ralph Routon (07/31/2029)
Kinsey Watts (07/31/2029)
Wren Almitra (7/31/2026)
Mark Lee (07/31/2028)
Marcus Medina (07/31/2026)
Neale Minch (07/31/2028)

Staff and Liaisons:

Judith Chandler, Council Liaison
Rebecca Davis, Finance Director

Peter Sommers (07/31/2028)

Alternates:

Jason Wells (7/31/2028)

2 alternate position available

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. 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.

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.



Colorado Sunshine Law

Informs the methods by which public meetings are conducted.

C.R.S. §§ 24-6-101 — 24-6-502

Open Meetings Law

C.R.S. §§ 24-6-401 – 24-6-402



All meetings of 3 or more members of any local public body where any public business is discussed must be open to the public.

A Local Public Body



Board

Committee

Commission

Policy-making or rule-making
advisory

Formally Constituted Body of a
Political Subdivision

Any Public or Private Entity
That Has Been Delegated Any
“Governmental Decision-
making Function”.

What is a Meeting?

Defined broadly by the statute as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically or by other means of communication.”





Four Types of Meetings

- Open Meetings
- Meetings Requiring Notice
- Meetings Requiring Minutes
- Executive Sessions

Open Meetings

Meetings with 3 or more members of any local public body, or a quorum, whichever is less, at which any public business is discussed or at which any formal action is to be taken.

Meetings Requiring Notice



A minimum of 24 hours public notice,
with specific agenda information where
possible, is required for meetings...

- In which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs
- OR at which majority or quorum of the body is in attendance or expected to be in attendance.

Meetings Requiring Minutes

Minutes are required at meetings in which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur shall be taken.

Executive Sessions

- An executive session is a closed portion of a regular or special meeting held to discuss a limited number matters.
- No adoption of proposed policy, position, resolution, rule, regulation or formal action can occur at a session not open to the public.
- Prior to the session the specific provision authorizing the executive session as well as the topic to be discussed, in as much detail possible, must be announced to the public.

Topics for Executive Session

Property Transactions

Attorney Conferences

Negotiations

Personnel Matters

Confidential Matters Under State Or Federal Law
(Governing body must announce specific statute that requires confidentiality.)

Documents Protected Under C.O.R.A.
(For example, work product, personnel files, medical files, and more.)

Best Practices



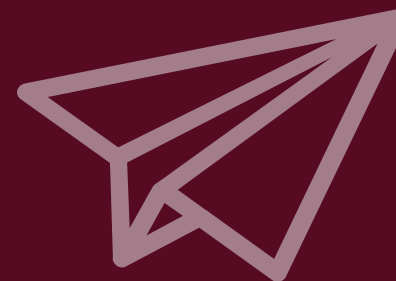
- Save questions, comments & discussions about public business for official meetings. Even discussions between two board members that do not equate to a quorum can be seen as not being transparent.
- When communicating about public business to city staff, applicants, City Council, Board Members or anyone else, consider that the public may hear or see what has been said, when and to whom.



A Note About C.O.R.A

C.R.S. §§ 24-72-201 — 24-72-206

Emails concerning public duties or funds are, for the most part, public records under The Colorado Open Records Act.



Emailing Best Practices



BCC – blind carbon copy allows a member to send information out to multiple members, so that recipients cannot see who received the email, limiting the possibility for discussion between three or more members.



Include labels in your email like “One-way Email” and/or “Do Not Reply” when sending out information, to prevent discussion that could trigger the Open Meetings Law.



Emails not included in the Open Meetings Law

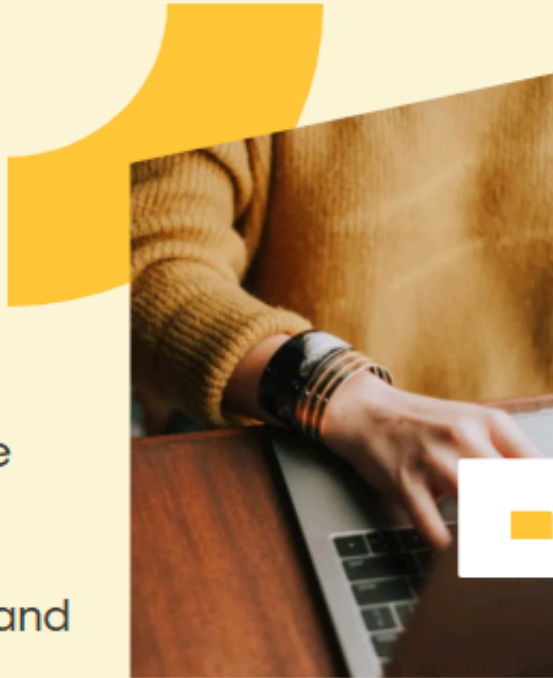


Email communications among elected officials or appointed members “that does not relate to the merits or substance of pending legislations or other public business” shall not be considered a meeting.

- Emails about scheduling and availability
- Emails for the purpose of forwarding information

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LET THE SUNSHINE IN!





OPEN RECORDS LAW & PROCESSES

COLORADO OPEN RECORDS ACT

C.O.R.A.

C.R.S. §24-72-201 ET. SEQ.



C.O.R.A.

All public records shall be open for inspection by any person at reasonable times.



Under the Colorado Open Records Act (CORA), all messages sent to or from this e-mail account may be subject to public disclosure. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829

Public Records

All writings made, maintained, or kept by the state, any agency, institution, a nonprofit corporation incorporated pursuant to section 23-5-121 (2), C.R.S., or political subdivision of the state, or that are described in section 29-1-902, C.R.S., and held by any local-government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.

Includes the correspondence of elected officials and appointed members...



Correspondence Not Included in Public Records:



Work product



Correspondence without demonstrable connection to the exercise of functions required or authorized by law or administrative rule, or that does not involve public funds.



Communication from a constituent that is clearly of a personal nature and that the constituent expects is confidential, or that is communicated for the purpose of requesting assistance or information relating to a private manner not publicly known.

Public Records does not include:

- ❑ Criminal justice records
- ❑ Personnel Files
- ❑ Medical, Psychological, Sociological, and Scholastic Achievement Data
- ❑ Materials received, made or kept by a crime victim compensation board or attorney that are confidential
- ❑ Certain information security documents
- ❑ Unsubstantiated complaints of harassment or discrimination

REDACTED INFORMATION:

- ❖ Personal identifiable information
- ❖ Correspondence not related to public business or public funds.

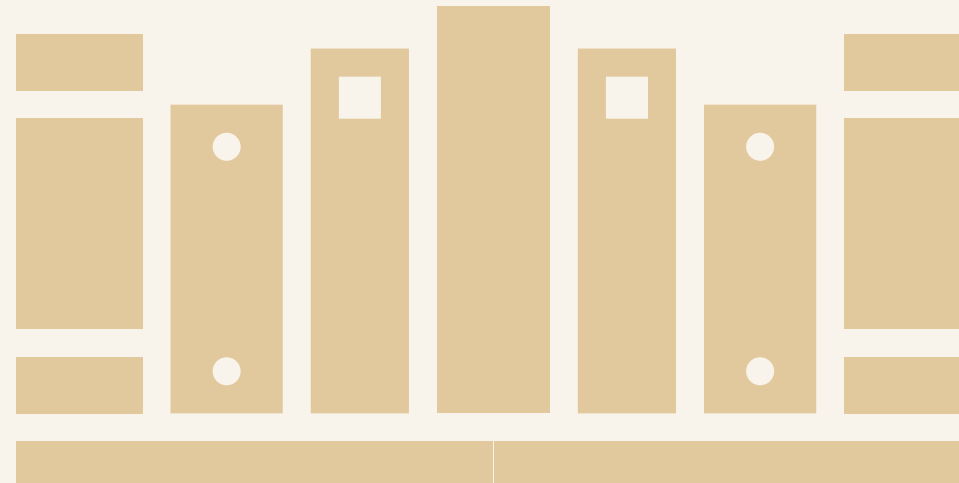


Who is the custodian?

City Clerk
(& Deputy City Clerk on
behalf of the City Clerk)

The official custodian of any public records may make such rules with reference to the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or the custodian's office.

C.R.S. §24-72-203 (1)(a)



CITY OF MANITOU SPRINGS PUBLIC RECORDS POLICY

Purpose:

To assure prompt and equitable service to citizens requesting access to public records, in accordance with the requirements of C.R.S 24-72-201 et. seq.

Policy:

To make all records available for public inspection unless such records are protected from disclosure by state or federal law, by court order, or unless disclosure of such records would be contrary to the public interest.



Making a records request

Must be submitted in writing on the form provided by the city, (via the city website, email, US mail, or hand delivery)..

Must be made with sufficient specificity.

REQUEST FOR RECORDS

This form is to be utilized to request copies or review documents in the possession of the City of Manitou Springs, subject to the provisions and restrictions of the Open Records Act (C.R.S. Article 72).

Return completed forms to the City Clerk's office at: 606 Manitou Avenue, Manitou Springs, CO 80829 or via email to cityclerk@manitouspringsco.gov

Requestor's Name: _____ Date of Request: _____

Address: _____

City, State, Zip: _____ Phone #: _____

Email: _____ Company (if applicable): _____

Case # (if applicable): _____

INSTRUCTIONS
Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow three (3) working days to search the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203) if the request is substantially large or is maintained off-site, an extension of seven (7) working days is permitted. You will be notified within three (3) days of any extension and all estimated costs.

Please select the format in which you would like to receive materials:

View Only-No copies requested (appropriate staff member will accompany you): ____

Hard Copies/Print outs: ____

Email: ____

USB Drive: ____

By signing this form, I acknowledge that I have read and understand the above Colorado Revised State Statutes. I am not requesting official actions or criminal justice records for the purpose of solicitation of business or for pecuniary gain.

Requestor's Signature: _____ Date: _____

Records Request Response

The City Clerk's Office will respond within 3 business days. If more time is required, the requester will be notified with an estimated time frame, not more than 7 additional working days.

If it is not feasible to provide copies and/or the copies are not requested, then the city may reach out to set up a time for the requester to come in and inspect the requested records.

Effective July, 2024 the hourly Research & Retrieval Fee is \$41.37. The first hour is free. If a deposit is required, the request is not considered received until the deposit is paid.

If the city attempts to contact the requester for clarification, and/or to provide a cost estimate, and there is no response from the requester within 10 business days then the request will be closed.

If the request is denied, reasons for denial would be provided to the requester in writing.



Boards & Commissions and C.O.R.A.

Your email and text message correspondence relating to public functions of your appointed position or involving public funds can be requested under the Colorado Open Records Act.

Transparency and openness of public business for the benefit of the community is important to keep in mind in your communications.

Also see the Colorado Sunshine Law. C.R.S. §24-6-101 et. seq.



Questions