



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>

October 23, 2025

5:00 PM

I. CALL TO ORDER and ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

V. REPORTS - CITY COUNCIL LIAISON & STAFF

1. City Staff Report (Rebecca Davis)
2. City Council Liaison Report (Judith Chandler)
3. Board Member Reported Attended Events

VI. BUSINESS

1. Board Training. Presentation by Kristen Dukoi, the Deputy City Clerk, on effective Meetings, including intro to the Civic Clerk Board Portal, with access provided to MACH Board members. (Note: this training will last at least an hour, thus minimizing the reset of the Agenda.)
2. KollaCode update. City is considering how to go forward with website maintenance work in 2026. Will require action at some point.
3. Natalia Pulido mural grant update. Ralph will report on any progress as needed.
4. Meeting Plans. Discuss a possible date in early December for the final 2025 meeting, as well as whether to be in person or not.

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

VIII. ADJOURNMENT

Board Members:
Ralph Routon (07/31/2029)
Kinsey Watts (07/31/2029)
Wren Almitra (7/31/2026)
Mark Lee (07/31/2028)

Staff and Liaisons:
Judith Chandler, Council Liaison
Rebecca Davis, Finance Director

Marcus Medina (07/31/2026)
Neale Minch (07/31/2028)
Peter Sommers (07/31/2028)

Alternates:

Lisette Casey (7/31/2029)
Gerald Mitchell (7/31/2029)
Jason Wells (7/31/2028)

No Board Vacancies

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.

Effective Meetings

MAKING EVERY MEETING MATTER



MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom



TODAY

RIGHT NOW, PM

-
- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. APPROVAL OF AGENDA**
 - D. MEETING STRUCTURE**
 - 1. Roles and Responsibilities
 - 2. Understanding Quorum and Voting Requirements
 - 3. Code Requirements
 - E. MEETING PROCEDURES AND BEST PRACTICES**
 - 1. Motion Commotion
 - 2. Turning Discussion into Action
 - 3. Do's and Don'ts
 - 4. Toolkit for Success
 - F. ETHICS**
 - 1. Ethical Expectations
 - 2. Recusals
 - G. ADJOURN**

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B. Roll Call

Taking roll is essential for the record and establishing quorum. The Clerk's Office recommends that the Chair, Secretary or Staff formally call on members to take roll.

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C. Approval of Agenda

The board may approve the agenda as amended or as presented and in doing so the board is agreeing to follow the agenda from top to bottom or in the approved amended order.



E1. Motion Commotion

HOW TO PLAY

1. Chair calls the item and opens discussion.
2. A member makes a motion.
3. Another seconds.
4. Members discuss, then vote.
5. Clerk announces the outcome.

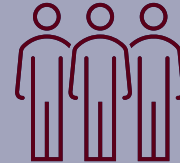




D1. Roles and Responsibilities



The **CHAIR** runs board meetings and oversees assigned tasks as needed.



ALTERNATE MEMBERS are not required to attend meetings but may participate in non quasi judicial discussions. Alternates may only vote when filling in for absent regular members and promoted through the appropriate process.



In the absence of the Chair for any reason, the **VICE CHAIR** will fulfill the duties the Chair is usually responsible for.



STAFF LIAISONS will assist with remote technologies, provide reports as noticed on the agenda, and answer questions regarding rules of order.



The **SECRETARY** who may be a board member or staff is responsible for the board's minutes.



COUNCIL LIAISONS provide procedural direction to the board and relay the City Council's position to the board. Council Liaisons are not required to attend meetings.



REGULAR MEMBERS are expected to attend all meetings, unless excused, participate in discussion, and vote on motions.



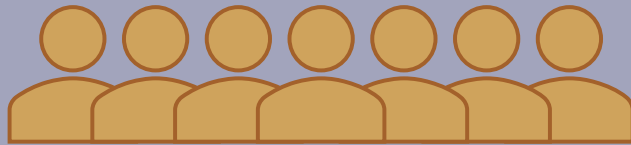
SHOULD THE BOARD ADOPT A MASCOT?

D2.

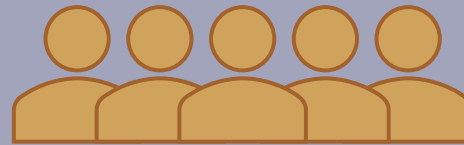
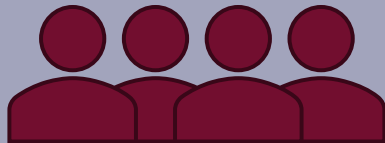
Understanding Quorum and Voting Requirements



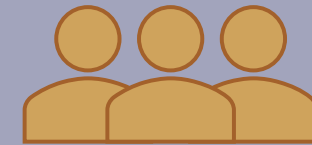
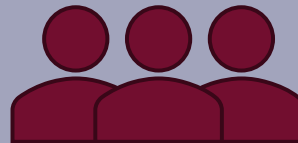
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



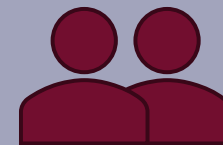
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

The Manitou Springs Municipal Code can be found on the [City's Website](#).

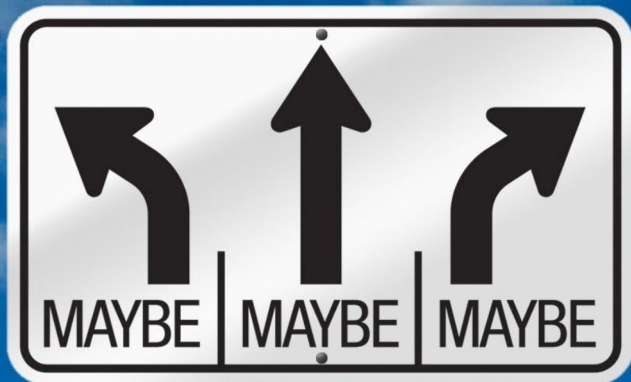
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall provide the opportunity for public comment (2.09.080(A)).
- Each board shall establish and maintain its own written standard operating procedures (2.09.080(B)).





E2. Turning Discussion into Action

The board should make a motion whenever taking formal action, such as adopting a position, making a recommendation to Council, authorizing expenditures, or initiating any activity on behalf of the board beyond information gathering or discussion.




Complete, Actionable & without ambiguity

- Consider **Who** is involved in the action.
- Include all specifics of **What** action is to be taken.
- Clearly define **When** the action should occur.
- Note **Where** the action shall take place.
- If applicable, indicate **Why**.






E3. Do's and Don'ts






CLEAR DISCUSSION

-  **Do:** Be efficient and concise, but always support transparency and public engagement.
-  **Don't:** Assume everyone has prior knowledge or skip important context.

SO MOVED

-  **Do:** Use “So Moved” for routine items like approving the agenda or minutes to keep meetings efficient.
-  **Do:** Ask for a “Point of Clarification” if unclear about a “So Moved” motion.
-  **Don't:** Use “So Moved” for complex or non-routine motions that require clear wording.

APPROVING MINUTES

-  **Do:** Ensure minutes are clear and detailed enough to be understood by anyone.
-  **Do:** Review minutes carefully before approving, even if you weren't present at the meeting.
-  **Do:** Report clerical errors (typos, misspellings, dates) directly to the secretary for correction.
-  **Do:** Save corrections about context, tone, or substantive content for the meeting.
-  **Don't:** Require attendance at the meeting to approve minutes.



E4. Toolkit for Success

CONSENT CALENDAR

a bundle of items that is voted on without discussion, as a package. This allows the board to differentiate between routine matters that do not need discussion and more complex issues on the agenda.

BOARD CORRESPONDENCE

a brief agenda section where members can raise issues or ideas for future meetings. It's meant for quick mentions only, not detailed discussion or decisions during the current meeting.

[CIVIC CLERK BOARD PORTAL](#)



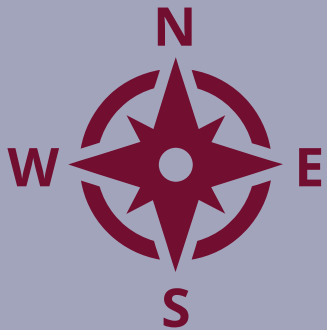


F1. Ethical Expectations

As an advisory board member, you are a steward of public trust. Your actions should reflect integrity, transparency, and accountability at all times.

KEY EXPECTATIONS:

- Act in the public interest. Decisions and recommendations must serve the community, not personal agendas.
- Be respectful and fair. Engage with fellow members, staff, and the public with professionalism and civility.
- Maintain transparency. Keep discussions and decisions in the open. Avoid side conversations, email chains, or private meetings that could violate public trust.
- Avoid using your position for personal gain. Your role is to advise, not to influence for personal or professional benefit.





F2. Recusals

You must recuse yourself from discussions or decisions when a conflict of interest exists.

What's a Conflict of Interest?

- Any situation where your personal, financial, or professional interests could influence your participation. If the outcome could benefit you, your family, your employer, or close associates.
- Even the appearance of a conflict can damage public trust.

How to Recuse:

1. State intention to recuse on the record — clearly and briefly.
2. Step away from the discussion table or leave the room during the agenda item.
3. Do not participate in the discussion, vote, or attempt to influence others in any way.



G.

Adjourn



ANY QUESTIONS?

THANK YOU, PRESENTATION ADJOURNED



MOTIONS CHEATSHEET

Title 2, Chapter 8, Section 140

Updated: 9/25/2025

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Adjourn	"I move to adjourn."	⊘	✓	⊘	⊘	Majority
Recess	"I move that we Recess until..."	⊘	✓	⊘	✓ Only Time & Duration	Majority
Postpone Temporarily	"I move to temporarily postpone the matter."	⊘	✓	⊘	⊘	Majority
Close Debate	"I move to close debate" or "I move the previous question"	⊘	✓	⊘	⊘	2/3
Limit or Extend Debate	"I move to limit the time to __ minutes." or "I move to extend the time by __ minutes."	⊘	✓	✓ Type & Time of Limitations	✓ Type & Time of Limitations	2/3
Postpone to a Definite Time	"I move to temporarily postpone the matter until..."	⊘	✓	Reasons for Postponement ✓ & Date of Reconsideration	✓ Date of Reconsideration	Majority
Refer	"I move to refer the matter to (board, commission, etc.) for..."	⊘	✓	✓ As to Referral	✓ As to Referral	Majority

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Amend	"I move to amend the motion by..."	⊘	✓	✓ If Applied to a Debatable Motion	✓	Majority
Postpone Indefinitely (not for quasi-judicial items)	"I move to postpone the matter indefinitely."	⊘	✓	✓	⊘	Majority
Resume Consideration	"I move to resume consideration of..."	⊘	✓	⊘	⊘	Majority
Reconsider	"I move to reconsider our action to..."	✓	✓	✓	⊘	Majority
Introduce Main Motion	"I move to... (business action)"	⊘	✓	✓	✓	Majority
Special Motions <i>Title 2, Chapter 8, Section 150</i>						
Objecting to Consideration	"I move to reconsider our action to..."	✓	⊘	⊘	⊘	2/3
Suspend Rules	"I move to... (business action)"	✓	✓	⊘	✓ Only Time & Duration	Majority



Board Portal Cheat Sheet

1. Log into the [Board Portal](#).

Agendas

06/11/2025 5:30 PM City Planning Commission Regular Meeting and Joint Work Session with the

06/10/2025 6:00 PM City Council Work Session

06/04/2025 5:30 PM Historic Preservation Commission Regular Meeting Agenda

06/03/2025 6:00 PM City Council Regular Meeting Agenda

2. Select the agenda you wish to review.

← AGENDAS Agendas

3. The packet can be viewed in a separate tab for reference.

Agenda Packet

4. In the portal, select an agenda item to add notes to.

... B. PLEDGE OF ALLEGI ...

... C. ROLL CALL

REVIEW ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

5. Notes will save automatically. Notes (Private) Auto Saved

6. View notes through the Notes tab in the bottom toolbar.

NOTES

May 13, 2025 City Council Special Meeting Minutes
07/31/2025 4:47 PM

Don't Forget!

Art on the Avenue 2025 Review and Authorization
07/31/2025 4:47 PM

Here are my notes!

7. Navigate to the item by clicking on the note. Here you can open individual item attachments.

Attachments

Memorandum

City Council Minutes 05-13-25 - DRAFT