



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>

December 4, 2025

5:00 PM

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- A. CALL TO ORDER and ROLL CALL (Also determine voting status of Alternates)**
 - B. APPROVAL OF AGENDA**
 - C. APPROVAL OF MINUTES**
 - 1. January 30, 2025 Minutes
 - 2. May 22, 2025 Minutes
 - 3. June 26, 2025 Minutes
 - 4. July 10, 2025 Minutes
 - 5. July 24, 2025 Minutes
 - D. PUBLIC COMMENTS NOT ON THE AGENDA**
(Please limit your comments to 3 minutes)
 - E. REPORTS - CITY COUNCIL LIAISON & STAFF**
 - 1. City Staff Report (Rebecca Davis)
 - 2. City Council Liaison Report (Judith Chandler)
 - 3. Board Member Reports on Attended Events
 - F. BUSINESS**
 - 1. MACH Standard Operating Procedures (SOP) revision. Consider and take action on the proposed new document (see attachment). The city is asking all boards and commissions to revise SOP details by the end of 2025.
 - 2. Website update (Kinsey Watts). Report on revisions to website and any issues.
 - 3. Natalia Pulido mural grant update (Ralph Routon). Rockey mural is completed and should be installed soon. Possible public event is being mentioned.

4. Project Completion Reports. Discuss the process for reviewing and approving reports from 2025, so that applicants will be eligible to apply again in 2026.
5. Review the calendar for meetings during the grant review process in January and February.

G. BOARD CORRESPONDENCE

H. 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)
Peter Sommers (07/31/2028)

Staff and Liaisons:

Judith Chandler, Council Liaison
Rebecca Davis, Finance Director

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.



**CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD**

Special Meeting Minutes
Meeting via Zoom
January 30, 2025

I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture, and Heritage Board (MACH) meeting to order at 5:01 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Vice Chair Kinsey Watts
Board Member Wren Almitra
Board Member Marcus Medina
Board Member Neale Minch
Alternate Board Member Jason Wells
Alternate Board Member Nancy Wilson

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Mark Lee
Board Member Peter Sommers

II. APPROVAL OF AGENDA

Board Member Minch moved to approve the agenda. Vice Chair Kinsey seconded the motion. The motion carried unanimously (5-0).

III. PUBLIC COMMENT NOT ON THE AGENDA – PLEASE LIMIT COMMENTS TO 3 MINUTES

There was no public comment.

IV. REPORTS – CITY COUNCIL LIAISON & STAFF

1. Judith Chandler, City Council

Council Liaison Judith Chandler reminded the board that February 7, 2025, is the grand opening of the library. She also stated that City Council had a special emergency meeting regarding the Paragon Development where it was discussed that Paragon will be trying to obtain a grant to provide 43 apartment units as affordable housing.

2. Becca Davis, City (Nicole Ortega, City, standing in for Becca Davis)

There was no discussion and nothing to report.

V. BUSINESS

1. Tier 1 Presentation, Manitou Springs Heritage Museum (Michelle Anthony)

Manitou Springs Heritage Museum (MSHM) Board Member Michelle Anthony presented an overview of the museum, outlining its mission to collect, preserve, research, and interpret the history and culture of Manitou Springs and the Pikes Peak region. She highlighted 2024 accomplishments, noting completion of the downstairs remodel and associated interior and exterior restoration, with a public reopening held on June 7, 2024. MSHM Board Member Anthony discussed ongoing goals, including continuation of the University of Colorado Colorado Springs (UCCS) intern program, debt elimination, development of a digital docent tour, and expansion of the board by two members. She explained that Tier 1 MACH funding would support repayment of approximately \$60,000 in outstanding debt, continuation of the UCCS program, and implementation of PastPerfect software. Long-term plans include installation of an ADA compliant elevator, stairway improvements, and redevelopment of the second floor and “The Manitou Railyard” exhibit.

2. Tier 2 Invitees: Manitou Springs Music Foundation (Eddy Lieberman),
Carnivale Parade (Jenna Gallas), Pikes Peak Bulletin (Lyn Harwell or Heila
Ershadi)

Manitou Springs Music Foundation President Eddy Lieberman reported that there were 40 events last year. He stated that he intends to include the local youth in the future. The overall goal is to continue to support live music in Manitou Springs.

Jenna Gallas, Board Chair of Manitou Carnivale, reported that for the first time in 32 years, Manitou Carnivale has been established as a nonprofit organization. She announced several upcoming events, including a Craft Day at the Manitou Art Center (MAC) on February 8, 2025, which will encourage community creativity and participation. A Masquerade Ball is scheduled for February 22, 2025, at the Iron Springs Chateau, and the annual Carnivale Parade will be on March 1, 2025, at 1:00 PM.

Lynn Harwell, Publisher of the Pikes Peak Bulletin (PPB), reported that it costs around \$5,000 a week to put the bulletin out. He stated that they have a non-profit newspaper consultant from New Hampshire to help analyze sustainability. One large point of interest for the Bulletin is digital presence. He stated that collaborations with social media platforms continue to grow. The Bulletin is starting a series of community meetings with specific topics to discuss.

Heila Ershadi, Managing Editor of the PPB, shared that she is trying to bring awareness to the role MACH plays in the community. She added that many people reached out to

partner with the Bulletin on an infectious generosity project. She announced that the Bulletin is re-incorporating as a Non-Profit organization.

3. Status Report on Grants with Eligibility Questions (Ralph Routon)

Chair Routon reported that the six grants discussed at the previous meeting require a pass-through letter and confirmed that there are no eligibility concerns.

Board Member Minch commented that the application titled “A Gift Bag for the Homeless” may not align with the MACH grant, noting that it appeared to be more social in nature.

Board Member Almitra stated she did not see an issue with the application’s eligibility.

The consensus was to keep the applicant under consideration.

4. Review Tier 2 Mini-Grant Applications – Discuss any with uncertain grades. Decide Up or Down on Approvals or Rejections

Chair Routon called for informal “up or down” votes on each Tier 2 Mini-Grant application. An “Up” vote indicated consensus to retain the application for further consideration, while a “Down” vote indicated consensus to remove it from consideration.

- **Art as Expression** – Up
- **Three Altitude Makers Market** – Up
- **Student pottery – 5th Grade** – Up
- **Community Costuming Creation** – Up
- **PaC-Man: Let’s Get Walking and Rolling, Manitou!” 2025** – Up
- **Paint Night** – Up
- **Manitou Made Market** – Up
- **Dyeing with Indigo**, in collaboration with District 14 art classes – Up, with the caveat that a letter from the School District be provided, as suggested by Board Member Wells.
- **“Unleash the Flow” Creative Art Therapy** – Up
- **Maori Garment Stitching “Whatu Aho Rua”** – 2 Pair Twining - Up
- **Creating a Ribbon Skirt** – Up
- **Pottery Wheel for Classes #1** – Up, with the caveat that ownership of the pottery wheel be defined.
- **Yoga Manitou** – Up, with partial funding of \$250 to support purchase of a limited number of mats.
- **Learn to Sew!** – Up, contingent upon the activity taking place in the City.
- **Pottery Wheel for Classes #2** – Down

5. Optional, if Time Permits, Start Review of Tier 2 Regular Grants, continuing Feb. 6, 2025

Chair Routon called for informal “up or down” votes on each Tier 2 Regular Grant application. An “Up” vote indicated consensus to retain the application for further consideration, while a “Down” vote indicated consensus to remove it from consideration.

- **Manitou Doors** – Down
- **Manitou Springs: Aliens Welcome!** – Down
- **The Wit** – Down
- **Expressions Sessions – Healing Art Groups** – Down
- **Clayfest** – Discussion never landed on a decision.
- **We Are A Circle Council Workshop...Using the Arts in Authentic Circle Practice** – Down
- **Flying Pig Album Release and Show** – Down
- **Destination Rest: A Community Nap** – Continued consideration for partial funding.
- **Jump Start Art – Mini Manitou** – Continued consideration for partial funding.

The consensus that the board would stop for the night and pick up with grant applications at the next scheduled meeting.

VI. ADJOURNMENT

Chair Routon adjourned the meeting at 7:39 PM.

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**CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD**

Regular Meeting Minutes
Meeting via Zoom
May 22, 2025

I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture and Heritage (MACH) Board meeting to order at 5:01 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Board Member Mark Lee
Board Member Marcus Medina
Board Member Neale Minch
Board Member Peter Sommers

BOARD MEMBERS ABSENT FOR ROLL CALL:

Vice Chair Kinsey Watts (Excused)
Board Member Wren Almitra (Excused)
Alternate Board Member Jason Wells

II. APPROVAL OF AGENDA

Board Member Minch moved to approve the agenda. The motion was seconded by Board Member Medina. The motion carried unanimously (5-0).

III. APPROVAL OF MINUTES

There were no minutes to approve.

Finance Director Rebecca Davis explained that the City Clerks Office is trying to ensure that all boards and commissions minutes follow a standard format. It was stated that the minutes were being clarified and formatted.

IV. PUBLIC COMMENTS NOT ON THE AGENDA

Lisette Casey was introduced as an observer.

Chair Routon reported that he attended the Colorado Creative Industries Convention in Grand Junction and that the MACH board's contributions are receiving positive recognition. Pueblo representatives requested a meeting with board members.

There was no public comment.

V. REPORTS – CITY COUNCIL LIAISON & STAFF

1. Rebecca Davis

Director Davis reported that six grant awardees have not turned in W-9's, which is delaying the issuance of checks. She added that there are a few grant checks that still need to be picked up.

Board Member Minch suggested that the board consider a deadline for W-9 submission.

Chair Routon agreed that a deadline needs to be worked into the process. He suggested a deadline of 30 days.

Board Member Minch recommend a deadline of June 20, 2025 for the missing W-9's.

Chair Routon stated he will work with Director Davis to define a deadline and verbiage.

Board Member Lee suggested an acceptance form be built into the online grant platform.

The consensus was for Vice Chair Watts to explore the possibility of an acceptance form on the platform.

Director Davis noted that the awardees that were pass-through grants were not identified as such, which delayed the funding. She asked that in the future, the board ensure the awardees that are pass-throughs, be clearly delineated.

Director Davis added that there was some disconnect in processes. She suggested that MACH Board Administrative Assistant Amanda Robinson send the notices, collect the W-9's and then submit check requests into the City's automated system and then the Finance Department would generate the check. Once the check is ready, a notification would be sent to Assistant Robinson to reach out to awardees with status updates.

2. Judith Chandler

There was no Council Liaison report.

VI. BUSINESS

1. Revisit grant feedback, delayed from original plan. Discuss plan to hopefully send feedback notes by the June meeting.

Chair Routon stated that the plan to send feedback to partial grant awardees and those who were rejected was delayed due to him having COVID. He stated that it can be completed by the next monthly meeting. He noted that a form letter had been drafted and approved for this purpose to provide feedback.

2. One more look back at the last grant proves. Any problems or lessons that still need to be identified?

Chair Routon reiterated the issue of W-9's not being submitted.

Board Member Lee suggested that the board spend a few minutes after each partial funding approval or rejection to capture the reasons for the decision, to provide better feedback to applicants.

Board Member Minch suggested that the eligibility requirements be re-visited. He stated that a proposal be presented at the next meeting, drafted by Board Member Minch and Vice Chair Watts, then presented to City Council.

Chair Routon stated he received an email from Grant Recipient Natalie Pulido regarding her grant given for the mural. The location of the mural, which she received funding for, will be changing. Chair Routon recommended transparency. He suggested there should be a requirement to have business owners provide a letter of support. He asked if the board should have to re-approve this grant, knowing the scope changed dramatically.

Board Member Minch suggested Grant Recipient Pulido re-propose to the board the changes to the scope for approval.

Board Member Sommers expressed concern about the possibility of the awardee to use grant funds received in a way that the board would not approve of.

Director Davis confirmed that Grant Recipient Pulido had picked up her check.

There was a discussion about including the issue of inappropriately spent funds in the guidelines for next year. Chair Routon confirmed it will be on the list of items to address.

Board Member Minch advised that it was noticed that a large number of first time applicants were being rejected and cautioned that the board keep that in mind next time. It was agreed that the matter would be discussed during the June meeting.

3. Options or ideas for adding new alternative member(s). Ralph received a letter of resignation on Tuesday from Nancy Wilson.

Chair Routon stated that Board Member Minch invited Lisette Casey to the meeting due to her interest in serving as an alternate. Chair Routon added that he had spoken to Barb Winter.

Board Member Minch indicated that he would like to see broader representation on the board, particularly younger participants.

4. Discuss how to implement the calendar of MACH-sponsored events

Chair Routon voiced his concern about how difficult implementing the calendar will be to accomplish. He stated he has a meeting with Angela Seals, Head of the Cultural Office of the Pikes Peak Region, who manages the website Peak Radar. He noted that he

would speak with her about increasing events in Manitou Springs. He expressed hope that a meeting would provide direction on a potential calendar solution.

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

Chair Routon mentioned getting a progress report from Audrey Grey regarding her help with past applicants. He stated he would request a written report.

Board Member Lee proposed that the letters sent to applicants with reasons for partial funding or rejection be shared with Audrey to provide direction when working with them. Consensus was to share the letters with her.

VIII. ADJOURNMENT

Chair Routon adjourned the meeting at 5:57 PM.

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**CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD**

Regular Meeting Minutes
Meeting via Zoom
June 26, 2025

I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture, and Heritage (MACH) Board meeting to order at 5:05 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Board Member Marcus Medina
Board Member Neale Minch
Board Member Peter Sommers
Alternate Board Member Jason Wells

BOARD MEMBERS ABSENT FOR ROLL CALL:

Vice Chair Kinsey Watts
Board Member Wren Almitra
Board Member Mark Lee (Excused)

II. APPROVAL OF AGENDA

Board Member Medina moved to approve the agenda. Board Member Minch seconded the motion. The motion carried unanimously (4-0).

III. APPROVAL OF MINUTES

1. March 27 Meeting Minutes

Board Member Sommers moved to approve the March 27, 2025 minutes. Board Member Medina seconded the motion. The motion carried unanimously (4-0).

IV. PUBLIC COMMENTS NOT ON THE AGENDA

Gerald Mitchell of Manitou Springs attended the meeting and shared that he had submitted an application for appointment to the MACH board as an Alternate.

V. REPORTS

1. Becca Davis, City Staff – Check distribution and Sales tax numbers

Finance Director Rebecca Davis reported on a list of awardees that have not submitted W-9's and are not pass-through recipients.

Board Member Minch moved to have an email sent to the individuals informing them that W-9s must be submitted by July 3, 2025, or the grant award would be withdrawn. Board Member Sommers seconded the motion. The motion carried unanimously (4-0).

Finance Director Davis reviewed the financial report briefly.

Board Member Minch requested reports that show comparisons of 2024 and 2025.

2. Judith Chandler, City Council Liaison

Council Liaison Chandler announced that the Colorado Municipal League (CML) Conference is coming up. This year Mayor Pro Tem Natalie Johnson will be attending the conference, and she will be leading a breakout session on MACH. Council Liaison Chandler shared that there is a ribbon cutting for the playground phase of Soda Springs Park on June 30, 2025. She added that she will be hosting a candidate forum with City Clerk Elena Krebs on July 21, 2025, at City Hall.

3. Board Members Reports on Attended Events

Board Member Medina reported observing pottery classes being taught at the Manitou Art Center (MAC). He shared that the next Altitude Makers Market will be at Soda Springs Park.

VI. BUSINESS

1. Natalie Pulido update. Check received, mural plans in flux, hoping for further communication. Board action?

Grant Recipient Natalie Pulido shared the challenges she has faced since receiving the grant. She reported that the original location for her mural changed due to partial funding and then was redesigned for another location, which was ultimately voted against by the Manitou Springs Metropolitan District. She then reached out to the Manitou Springs Chamber of Commerce. She met with Executive Director Jenna Wells and came to an agreement for a mural on an interior wall. Grant Recipient Pulido presented a letter of support from Director Wells.

Council Liaison Chandler encouraged the board to consider discussing future issues with project scopes changing after grant approval. She stated that since the City Council does approve grants, it would be worthwhile implementing a procedure for changes in the future.

Board Member Sommers agreed that the proposed changes are significant. He also voiced concerns that three of the board's regular members are absent and should be included in the discussion. He added that the initial plan for a mural downtown was to benefit the public and it has now become a project that will only benefit the Chamber of Commerce and its visitors.

Board Member Minch suggested the board vote on the change and present it to City Council for approval.

Board Member Lee stated that he would like to see the artwork downtown and benefit the public.

Board Member Medina recused himself from the voting due to the project possibly benefiting the Chamber of Commerce.

Chair Routon agreed with the suggestion for a vote for or against the changes to present to City Council for approval. He also suggested scheduling a Special Meeting to discuss the item further.

Note for the Record – Board Member Watts joined the meeting at 6:05 PM. Board Member Minch briefly explained the issue at hand regarding the project changes and process to her.

Chair Routon and Board Member Minch suggested the meeting be adjourned due to technical challenges.

2. Grant application feedback status.

There was no discussion.

3. Board Members – Ralph Routon and Kinsey Watts are trying to get on the Council agenda for reappointment in July. Lisette Casey is in the works for an alternate spot. Gerald Mitchell has also applied for an alternate spot.

There was no discussion.

4. Early look at the calendar for the 2026 grant process, grants covering April 1, 2026, to March 31, 2027.

There was no discussion.

5. Discussion – Reengage with Audry Gray of Creative Alliance Manitou Springs to mento/coach applicants? (Audrey was not available for this meeting but could attend the July meeting.)

There was no discussion.

6. Appoint subcommittee to review guidelines and FAQs.

There was no discussion.

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

There was no discussion.

VIII. ADJOURNMENT

Board Member Sommers moved to adjourn the meeting. Board Member Lee seconded the motion. The motion carried unanimously (5-0).

The meeting was adjourned at 6:15 PM.

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**CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD**

Special Meeting Minutes
Meeting via Zoom
July 10, 2025

I. CALL TO ORDER

Chair Routon called the Manitou Arts, Culture, and Heritage (MACH) Board meeting to order at 5:00 PM.

II. ROLL CALL

All board members were present for roll call.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Vice Chair Kinsey Watts
Board Member Wren Almitra
Board Member Mark Lee
Board Member Marcus Medina
Board Member Neale Minch
Board Member Peter Sommers
Alternate Board Member Jason Wells

III. APPROVAL OF AGENDA

Vice Chair Watts moved to approve the agenda. The motion was seconded by Board Member Sommers. The motion carried unanimously (7-0).

IV. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

V. REPORTS

1. Becca Davis, City Staff – Check distribution update

Finance Director Rebecca Davis reported that two awardees had submitted W-9's. She added that there has been no reply from two other awardees.

2. Judith Chandler, City Council Liaison

Council Liaison Chandler reminded the board of the upcoming candidate forum for the 2025 election.

3. Board Members Reports on Attended Events

Board Member Medina reported that he attended the Poetry and Pottery event and observed that it was going well.

Chair Routon shared that he participated in a few Art on the Avenue installations and stated that the final artwork is expected to be installed by July 15, 2025, which would be a record installation timeline.

VI. BUSINESS

1. Natalie Pulido grant update. Review any changes since the June 26 presentation. Discuss several options for moving forward. Consider the recommendation to send to City Council for the July 15 meeting. Board action is needed.

Grant Recipient Natalie Pulido presented her project ideas. She reported that she did touch base with the Rocky Museum again, and they are open to reconsidering an art piece on the museum wall. She briefly shared some of the discussion between Rocky Museum and herself with the board.

Chair Routon cautioned Grant Recipient Pulido regarding time constraints. He stated he is scheduled to appear before City Council on July 15, 2025.

Vice Chair Watts commented that if the mural is moving back to Rocky Museum, the need to approve the change is not as imperative since the scope is similar to the original plan.

Some members agreed that minimal changes from the original project held value.

Chair Routon explained that it would be prudent to err on the side of caution and present the new plan to City Council regardless of the changes, in order to maintain transparency.

Council Liaison Chandler agreed with Chair Routon and stated that she believes the City Council will receive the presentation positively.

Board Member Minch noted that the board does hold a policy that a grant can be carried over if the project has to be pushed out or delayed due to weather or negotiations.

There was a discussion about the certainty of the project at Rocky Museum. Grant Recipient Pulido stated that collaboration seems very promising though there is no solid commitment at the time, due to family members being estranged.

Chair Routon suggested trying to obtain a letter from the Rocky Museum stating that they are interested in pursuing the project. Chair Routon also suggested that a revised budget be prepared to present to the City Council.

Board Member Lee moved to approve the revised plan for the Pulido Project with no changes to the original funding amount. Board Member Minch seconded the motion. The motion carried unanimously (7-0).

2. Uncertain grant, "Jump Start Art-Mini Manitou" by Lissa Murphy. A review indicates her approval letter might not have been sent. No communication for her. Ralph has sent email and text hoping to clarify. Ralph will update.

Chair Routon stated that if Grant Recipient Lissa Murphy still wanted the grant, it is possible, but the project would have to be completed by the end of the year. Otherwise, she would have to re-apply. Chair Routon shared that he was able to get in touch with Grant Recipient Murphy but based on her lack of communication, the grant should be considered not accepted.

The consensus was that the grant was not accepted.

3. Board Members – Ralph Routon and Kinsey Watts were reappointed. Lisette Casey and Gerald Mitchell are in the work for alternate positions.

Chair Routon reported that he and Vice Chair Watts were re-appointed for another four years by City Council at the July 1, 2025 meeting. There was a brief overview of the applications in process for Applicants Lisette Casey and Gerald Mitchell.

4. Early look at the calendar for the 2026 grant process, grants covering April 1, 2026, to March 31, 2027.

Vice Chair Watts explained that the window grants typically opens at the end of October, though applicants can access the online platform to work on drafts throughout the year.

5. Discussion whether to engage with Audry Gray of Creative Alliance Manitou Springs to mentoring/coaching applicants? (Audrey is preparing a report on her work in the last cycle, with self-evaluation. Ralph will present.

Chair Routon shared that Audrey Gray, Executive Director of Creative Alliance Manitou Springs (CRANE), reported that she worked with approximately 10 people with MACH grant questions in late 2024 and early 2025. Four one-hour appointments with the three people were scheduled to assist with their grant applications. An additional 14 people were assisted by phone. Chair Routon explained that Executive Director Gray felt her assistance had not been particularly valuable for applicants and that she and the board had not yet identified the most effective use of her services. He added that she is open to future discussions about how she might assist moving forward.

Board Member Almitra stated she would like to speak with Executive Director Gray more to understand what would work moving forward.

Chair Routon stated the budget for her services was higher than she billed for. He suggested that the board invite her to the next meeting.

The consensus was to invite Executive Director Gray to the next board meeting.

6. Appoint a subcommittee to review guidelines and FAQs.

Board Member Lee volunteered for the subcommittee.

Council Liaison Chandler offered to attend if needed.

There was brief discussion about who is responsible for updating the website application for MACH. Director Davis confirmed that the website would be updated by the Public Information Officer (PIO).

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

There was no discussion.

VIII. ADJOURNMENT

Chair Routon adjourned the meeting at 5:56 PM.

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CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD
Special Meeting Minutes
Meeting via Zoom
July 24, 2025

I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture, and Heritage (MACH) Board meeting to order at 5:00 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Vice Chair Kinsey Watts
Board Member Mark Lee
Board Member Marcus Medina
Board Member Peter Sommers
Alternate Board Member Jason Wells

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Wren Almitra (Excused)
Board Member Neale Minch (Excused)

II. APPROVAL OF AGENDA

Vice Chair Watts moved to approve the agenda. Board Member Lee seconded the motion. The motion carried unanimously (5-0).

III. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

IV. REPORTS – CITY COUNCIL LIAISON & STAFF

1. City Staff – Updates

Finance Supervisor Nicole Ortega reported that the last three awardees are in the next check issuance list.

2. Judith Chandler, City Council Liaison

Council Liaison Chandler thanked Board Members Sommers and Lee for their attendance at the candidate forum.

3. Board Member Reports and Attended Events

Board Member Wells reported that he attended the Poetry and Pottery event and that he thought it appeared to be successful.

Chair Routon reported that the Creek Walk mural on the back side of the Aquatic Center is almost complete.

V. BUSINESS

1. Status Report on Pikes Peak Bulletin

Chair Routon reported that the Pikes Peak Bulletin (PPB) is going to announce on July 25, 2025 that they will be suspending operations while they try to figure out funding. He noted that the board previously granted PPB \$7,000 and inquired whether the board should consider requesting a return of some of the funds.

Board Member Lee stated he believes the board should discuss whether the money will still be utilized for online publication.

Board Member Sommers agreed and stated that it would be fair to ask for some amount of money to be returned.

Board Member Medina stated that he was surprised by the news and would consider what action may be appropriate.

Council Liaison Chandler stated that the board was approaching the issue appropriately. She added that her understanding was that the pause might be more substantial than presented and that the board should review the grant expectations.

Chair Routon stated the board can continue to observe the situation in the weeks to follow and possibly schedule a meeting with the Bulletin.

2. Website Review. Kinsey Watts will review work done over the past year, present development priorities for the upcoming cycle and respond to any ideas, requests or needs from the Board. Board Action as needed.

Vice Chair Watts shared that there were a few changes to the MACH App Plan for compliance with the Americans with Disabilities Act (ADA), which was reduced from 40 hours of anticipated work to 10 hours. Improvements to the photo carousel were completed except for the Portable Document Format (PDF) issue, which there is a plan to resolve. Additions to the project completion report were made and flags for pass-throughs were created. Form upgrades were made to enable users to style and format grant applications. The application was evaluated for potential Artificial Intelligence (AI) integration, but it was determined that doing so would not be cost-effective. Applications were improved to allow board members to click through without having to load

individually using next and back buttons. Updates to applications were made, due to saving money with ADA cost projections.

There was a brief discussion regarding future maintenance items.

Board Member Lee asked if the board should reach out to the city to ensure records are being retained according to the retention policies in place.

Board Member Wells asked whether there were alternative options to consider since the AI application was not cost-effective.

There was discussion about which AI applications might benefit users. Chair Routon noted the board had previously agreed that they would like to be notified when an applicant uses AI.

Vice Chair Watts stated that the consensus was to focus on three main areas for the coming year, which are automating tasks she currently performs manually, expanding reporting capabilities, and automating emails.

3. Natalia Pulido grant update. Ralph Will report on the July 15 Council meeting, newspaper story and subsequent developments. Board action as needed.

Chair Routon reported that City Council agreed with the recommendation to place the mural outside the Rocky Museum. He added that there was an article in PPB that apparently caused some major issues between Natalie Pulido and the Museum Board Members. Chair Routon stated that he thinks it will still work out, though it may take more time. He mentioned that guidelines for mural requests in the future should be discussed.

Board Member Sommers suggested that pass-through documentation should be a part of that guideline revision.

VI. DISCUSSION OF TOPIC FOR A FUTURE BOARD MEETING OR WORKSESSION

There was no discussion.

VII. ADJOURNMENT

Chair Routon adjourned the meeting at 6:05 PM.

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 (9) 685-2554.

Account Number	Account Title	2023 Actual #	2024 Actual #	2025 Actual #s Thru Nov	2025 Original Budget	2025 Final Amended Budget	% of Final Amended Budget Used	2026 Original Budget
MACH FUND								
TAX REVENUES								
29-311-300	SALES TAX-THE 5 (66%)	318,174	301,116	190,904	270,600	270,600	70.55%	240,900
29-311-310	SALES TAX - GRANTS (34%)	163,908	155,131	98,345	139,400	139,400	70.55%	124,100
29-311-320	USE TAX - THE 5 (66%)	3,941	4,721		3,900	3,900	0.00%	3,900
29-311-330	USE TAX-GRANTS (34%)	2,030	2,432		2,000	2,000	0.00%	2,000
Total TAX REVENUES:		488,053	463,399	289,249	415,900	415,900	69.55%	370,900
INTEREST EARNINGS								
29-361-190	INTEREST REV-GRANTS	23,184	4,675	1,367	8,000	2,000	68.35%	1,500
29-361-191	INTEREST REV-TIER 1 THE FIV		9,075	2,668		4,000	66.70%	3,000
Total INTEREST EARNINGS:		23,184	13,750	4,035	8,000	6,000	67.25%	4,500
OTHER FUNDS PROGRAMS & CAPITAL								
29-499-320	PROF SERV-THE 5						0.00%	
29-499-321	PROF SERV - GRANT	11,603	12,000	15,735	12,000	18,000	87.42%	18,000
29-499-705	GRANT AWARDS (34%)	147,489	166,350	173,551	309,800	173,551	100.00%	162,675
29-499-710	THE 5 - FACLTY IMPR&OPERATI	318,979	337,402	291,986	536,700	291,986	100.00%	294,300
29-499-910	The 5-ADMIN SUPPRT TO GEN	1,617	2,132	1,954	2,132	2,132	91.67%	2,175
29-499-911	GRANTS-ADMIN SUPPRT TO G	833	1,098	1,126	1,228	1,228	91.66%	1,255
Total OTHER FUNDS PROGRAMS & CAPITAL:		480,521	518,982	484,352	861,860	486,897	99.48%	478,405
MACH FUND Revenue Total:		511,237	477,149	293,284	423,900	421,900	69.52%	375,400
MACH FUND Expenditure Total:		480,521	518,982	484,352	861,860	486,897	99.48%	478,405
Total MACH FUND:		30,716	-41,833	-191,068	-437,960	-64,997	293.96%	-103,005

Please note, sales tax has been recorded only through August. The City receives sales tax from the state two months behind the month the sales tax is generated. The sales tax received in October was generated in the month of August. September sales tax received in November has not yet been recorded.

Also, interest revenue has only been recorded through August.

Finally, the grant expenditures budgeted for 2026 are based upon 2025 revenues and fund balance rollovers from previous years.

For ending 2026, the fund balances are fore-casted to be:

Tier 1 (the 5) - \$256,915

Tier 2 (grant awards) - \$95,224

They have been spent down from ending 2025, but will also leave balances for future distributions.



Manitou Arts, Culture and Heritage Board Board Name Here Standard Operating Procedures 2026

PURPOSE

This set of Standard Operating Procedures (SOP) is intended to guide the activities and procedures of the Manitou Springs **Arts, Culture and Heritage Board (MACH) Board Name Here (Board Acronym)**. These procedures do not supersede any City Ordinance and are in support of the city. The board shall act in accordance with Chapters 2.09 **and Any Additional Applicable Chapter Here** of the Manitou Springs Municipal Code.

IMPLEMENTATION AND REVIEW

MACH(Board) will implement this SOP with a majority vote. The SOP shall be reviewed annually, and any changes made with a majority vote. Votes will be recorded by the **ChairSecretary** and changes to the SOP will be made by the Chair **or Secretary**, who shall maintain the official version of the SOP.

NONDISCRIMINATION

No person or organization shall be excluded from participating in, be denied the benefits of, or be subject to discrimination by the board, on the grounds of race, age, national origin, religion, creed, gender, sexual orientation, or handicap.

OPEN MEETINGS LAW

The board shall comply with Open Meetings Law (C.R.S. §§ 24-6-101 — 24-6-502).

- **Any mMeetings** with three or more members of any local public body, or a quorum, whichever is **fewerless**, at which any public business is discussed or at which any formal action is to be taken, is an Open Meeting.
- Public Notice is required at least 24 hours in advance, with specific agenda information where possible, for any meeting where formal action occurs or at which a majority or quorum of the Board is in attendance or expected to be in attendance.
- Meeting Minutes are required for meetings where formal action occurs or could

occur.

- Executive Sessions are not open to the public and ~~take place~~ held under very limited circumstances. Staff Liaisons and the City Clerk's Office can provide additional assistance for the requirements of holding an Executive Session.

OFFICERS AND ALTERNATES

The board shall appoint a Chair, Vice Chair and Secretary at the first meeting of each calendar year, by a motion, second and majority vote. The City Clerk's Office shall be notified of appointments within one week of the meeting each year (2.09.070). The officers will assume their duties at the first board meeting after the conclusion of the annual grant application process in March, and they will serve through the next grant process to March of the following year.

Chair

- Collaborates with the Staff Liaison, and Vice Chair as needed, to create agendas for meetings.
- Conducts meetings, including ensuring the board stays on track with the approved agenda.
- Signs and executes any agreements approved by the board (if applicable).
- Maintains the official MACH(Board) SOP ~~(the Secretary may assume responsibility for this if the board so chooses).~~
- Tracks the rotation of Alternates for serving as voting member.

Vice Chair

- In the absence of the Chair, the Vice Chair shall perform all duties of the Chair.

Secretary

- Compiles an ongoing list of topics to be covered at future meetings. ~~May be a city employee.~~
- ~~City Staff r~~Records minutes of all regular and special meetings. sSubmits minutes to the board and ensures minutes are published once approved.
- ~~Tracks the rotation of Alternates for promotions to voting member.~~

Alternates (2.09.040(B))

- May attend every meeting but areis not required to do so.
- May participate in discussion but are not allowed to vote unless promoted to a voting member by the board.
- Will participate in reviewing, analyzing and grading all MACH grant applications. Will vote on grant recommendations as needed when regular members are absent or recused.

Commented [KD1]: Please review if your board is quasi judicial, as alternates may not participate in quasi judicial discussions unless promoted to a voting member.

MEETINGS

Regular Meetings

Meetings shall be held on the fourth Thursday of each month at 5 p.m., and on

additional Thursdays as needed in January and February during the grant review and recommendation process. Add the Day and Time of Regular Meetings Here. All regular ~~upcoming~~ board meetings are scheduled to ~~take place via~~ hybrid, Zoom, but executive sessions will be (remote) or in-person at Memorial Hall. In the event a regular meeting falls on a holiday, the board will agree to another day ~~(and location if need be)~~ or cancel the meeting.

Commented [KD2]: If your board's meetings are remote only, or at a different location change as needed.

Special Meetings

In accordance with Open Meetings Law, The Chair or City Administrator may call a Special Meeting for any business that may normally be transacted at a Regular Meeting.

Work Sessions

A Work Session may be called by the Chair, in compliance with Open Meetings Law public notice. Work Sessions are for the purpose of discussion only, and no action shall be taken at a Work Session. Minutes are not required for a Work Session.

Agendas

The Staff Liaison and Chair shall work together to create the agenda prior to meetings.

- Each Agenda shall include Call to Order, Roll Call, and Adjournment.
- Approval of the Agenda shall be included for Regular and Special Meetings to allow the Board to agree to follow the agenda from top to bottom.
- Public Comment shall be included for Regular Meetings as required by the City's Municipal Code (2.09.080(A)).

Rules of Order

- The Chair shall state the time when calling the meeting to order for the record.
- During Roll Call, the board shall determine if any members are absent or excused.
 - Board Members may be excused by a motion, second and majority vote. The motion shall include dates for excusal if the member is expected to take an extended leave of absence.
 - If any member arrives late or leaves early, the Chair shall announce the time that the member has arrived or left for the record. The Chair shall announce if a quorum is still present or not, as well.
 - If it is determined that a quorum is not present, the Chair, or Board shall immediately adjourn the meeting.
- An Alternate may be called upon for an entire meeting or a specific topic if the board does not have a complete, seven voting members present.
 - If more than one Alternate is present at a meeting, the Alternates shall be chosen by rotation ~~seniority or alphabetically by last name~~.
 - The Alternate rotation will be tracked by the Chair ~~Secretary~~.
 - The chosen Alternate(s) will be promoted to voting member during the meeting by a motion, second and majority vote.
- Executive Sessions shall be conducted in-person, in accordance with Open

Commented [EK3]: Decision method to be determined by the Board.

Meetings Law and by the following procedures.

- Prior to entering the Executive Session, the Chair shall read the purpose of the session into the record.
 - A Board Member shall make a motion to enter Executive Session for the stated purpose. The board may enter with a second and approval by majority vote.
 - Upon returning to the public portion of the meeting the Chair shall confirm that the session was held solely for the stated purpose and that no formal action was taken.
 - The time that the Executive Session was entered and the time the board returned shall be recorded.
- Meetings shall be adjourned by a motion, second and majority vote.

Attendance

A week prior to scheduled meetings the Staff Liaison shall remind the board of the upcoming meeting and request confirmation of attendance. Confirmation of attendance shall be provided by Board Members to the Chair and Staff Liaison no later than 24 hours before the scheduled meeting Day and Time, Prior To Meeting Date Here. The Staff Liaison shall send out a final reminder to Board Members in the email that includes the agenda packet to confirm attendance on Chosen Time Here.

Quorum

A majority (usually four) of the appointed non-vacant voting seats shall constitute a quorum (2.09.080(a)).

In the event a quorum is not present at the start of the meeting, the Chair shall call the meeting to order at the scheduled time and state that there is not a quorum present. The Chair shall announce if the board will wait for more members to present themselves, including the designated time that the present members shall wait. If the board is unable to establish a quorum after the designated waiting period, then the meeting shall be adjourned, and the Chair shall announce a designated time for the rescheduled meeting or that the rescheduled meeting date is to be determined. No public business shall be discussed during the process of establishing a quorum to ensure that a majority of the board is present for agenda item discussions. The meeting minutes shall include only the Call to Order and Adjournment sections.

Alternatively, upon seeing that no quorum is present prior to calling the meeting to order the Chair may announce that the meeting is cancelled. Anytime a meeting is cancelled after the agenda is published the agenda shall be published again with a "Cancelled" watermark.

MEMBERSHIP STATUS

Board Member Appointment

Any Manitou Springs Resident interested in serving on the Board should contact the City Clerk's Office or Visit the City's website at www.manitouspringsgov.com. Applicants should attend at least one board meeting and submit an official application to the City Clerk's Office prior to scheduling the application for the City Council's review and decision. Members are appointed to four-year terms.

Reappointment

If a Board Member's term is coming to an end and the Member wishes to be reappointed and continue to serve another four-year term on the board, the Member may write a letter of interest to the City Council and submit it to the City Clerk's Office. The letter of interest shall be submitted at least one month prior to the end of the Member's term.

Applicant Board Review

Upon notification of a first-time membership application, the Chair will reach out to contact and invite the applicant and invite them to a meeting, if the applicant is not already known to the board. The Chair may add the applicant to an upcoming agenda to discuss with the board and determine the board's recommendation.

Resignations

If any Board Member is planning to resign for any reason, a letter of resignation shall be submitted to the Chair, Staff Liaison, and City Clerk's Office.

Grounds for Removal (2.09.110)

Any conflict-of-interest violation, any other violation of applicable law, regulation, or policy, or non-attendance to duty, failure to attend three consecutive regularly scheduled meetings without a leave of absence approved by the board, or any other good cause is grounds for removal by the City Council. A request to remove a Board Member may be submitted to the City Clerk's Office by one or more members of the City Council and ultimately would be decided by the City Council.

TRAINING

- During onboarding, an orientation packet will be provided by the Chair, Vice Chair, Secretary or Staff Liaison to new members, which will include Chapter's 2.09 and Any Additional Applicable Chapter Here of the Manitou Springs Municipal Code, the MACH Board (Board) SOP, the Annual Plan and current MACH (Board) Budget. New members also will be given access to the MACH website and Google drive with training as needed on how to use them
- In the event that the city hosts a board training event, (Board) Members are expected to attend. Board training also may take place during a regular Board meeting.

ANNUAL PLAN & BUDGET

The MACH Board oversees a website that is used for grant applications, review and grading of all grant requests. Annually the Board will work with staff to prepare its budget, which includes funds for website maintenance and revisions each year. The Board also sets a calendar, usually during the summer, for the upcoming grant process. The calendar is then posted on the MACH Board webpage within the City's website. presentation, including the board's accomplishments and goals for the City Council. The Staff Liaison will advise the board of the timeline.

Each year, after reviewing all applications, the Board approves its recommendations in February and presents them to City Council at its first work session in March, then

| [again for official approval at Council's next regular meeting.](#)

DRAFT