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 Members 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.

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