



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 22, 2026

5:00 PM

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- A. CALL TO ORDER and ROLL CALL (also determine voting status of alternates)**
 - B. APPROVAL OF AGENDA (Chair will ask to move Item F.1. "Tier 1 Presentations", to after Item C. "Public Comments Not on the Agenda".)**
 - C. PUBLIC COMMENTS NOT ON THE AGENDA**
(Please limit your comments to 3 minutes)
 - D. REPORTS - CITY COUNCIL LIAISON & STAFF**
 1. City Staff Report
 2. City Council Liaison Report
 3. Board Member Reports on Attended Events
 - E. CONSENT CALENDAR**
 1. September 25, 2025 Minutes
 2. October 23, 2025 Minutes
 3. December 4, 2025 Minutes
 - F. BUSINESS**
 1. Tier 1 Presentations (Hiawatha Gardens-Manitou Library, Manitou Art Center, Manitou Springs Heritage Museum, Miramont Castle)
 2. Unresolved grant eligibility questions from early review
 3. Recusals for board members to self-report or ask for board input
 4. Pikes Peak Bulletin - Discussion on how to proceed with no completion report
 5. Decide whether to invite any Tier 2 applicants to appear before the board on January 29
 6. Vote on MACH Board officers for 2026-2027

G. Discussion of topics for a future board meeting

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**

Regular Meeting Minutes
Zoom Meeting
September 25, 2025

A. CALL TO ORDER AND ROLL CALL

Chair Routon called the meeting to order at 5:02 PM.

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 Gerald Mitchell
Alternate Board Member Jason Wells

BOARD MEMBERS ABSENT FOR ROLL CALL:

Alternate Board Member Lisette Casey (joined at 5:27 PM)

B. APPROVAL OF AGENDA

Board Member Lee moved to approve the agenda as amended, to bring the discussion regarding the Pikes Peak Bulletin to the top of the meeting. Board Member Minch seconded the motion. The motion was carried (7-0).

C. APPROVAL OF MINUTES

Board Member Watts moved to approve the minutes with clerical errors to be corrected. The motion was seconded by Board Member Sommers. The motion was carried (7-0).

F1. Pikes Peak Bulletin. Presentation and update by new publisher Juaquin Moblely and/or managing editor Heila Ershadi

Pikes Peak Bulletin Publisher Juaquin Moblely explained the premise of his role is to expand into new areas of Colorado Springs. He stated the Bulletin would cover topics and news that may not be reported by the Gazette. Some new approaches they intend to take include utilizing younger journalism students from high schools and colleges, as well as expanding the sports region they report on.

Chair Routon shared that the main concern of the MACH Board is to understand what the Arts and Culture coverage regarding Manitou Springs would be.

Publisher Mobley confirmed that nothing would change as far as coverage of Arts and Culture. The main change would be adding more journalists to cover more ground, with the intended expansion.

Chair Routon commented that, beyond articles, a calendar of events is something the Board and readers want to see published, and he asked how soon they planned to start publishing again.

Publisher Mobley stated that the Bulletin hadn't stopped publishing, pointing out that coverage is all online. He explained they plan to start publishing paper versions of the Bulletin quarterly, projected for October 10, 2025. He added the focus would be on digital publication.

There was a discussion about the role of a publisher and hard copy distribution of the Bulletin. Publisher Mobley explained that a publisher is like the Chief Executive Officer (CEO) and that his main focus is on business matters. He shared that the Bulletin just collaborated with another printer and is looking to publish between 6,000 and 10,000 copies. He added that the new version would resemble magazine style format. He stated that distribution would be opening in new areas where readers could sit to read, incorporating access to the digital version via Quick Response Code (QR) codes.

There was a brief discussion about a calendar of events for Manitou Springs, during which Publisher Mobley stated they are in the process of updating the web design and that the topic is still being discussed, with the idea that the Manitou Springs calendar would be searchable.

Council Liaison Judith Chandler asked if Publisher Mobley had reviewed the MACH grant application under which the Bulletin was awarded \$7,000. He stated he had not. She recommended he review the application and report back to the Board on whether the use of funds aligns with the awarded goals, noting the importance of this information for future grant cycles. She requested that Publisher Mobley email the Board a brief summary of his understanding of the grant requirements.

There was a brief discussion about the Project Completion Report, in which Publisher Mobley confirmed he had been in the non-profit realm for 13 years and is familiar with reporting requirements for grants.

There was a discussion about the future of the paper industry. Publisher Mobley confirmed that research suggests that paper news is in decline. He explained that the Bulletin is headed toward a media outlet model, including podcasts, social media, and other formats.

Board Member Almitra inquired if the Bulletin knew how much they would be relying on grant funding. Publisher Mobley stated that they would like to be no more than 30% reliant on grants in the future.

Chair Routon asked if it was too late to get anything into the October addition of the Bulletin. Publisher Mobley stated it would be possible and suggested that content be sent to Heila Ershadi.

Council Liaison Chandler asked whether current subscribers would receive the new version or have to resubscribe. Publisher Mobley confirmed subscribers would receive the new version automatically.

Note for the record – Board Member Casey joined the meeting at 5:27 PM.

Board Member Minch suggested that media grants should be discussed at a future meeting and proposed the idea of paying for an ad rather than grant funding for media projects.

Board Member Sommers expressed disappointment that the funding is being used for only 1 publication rather than 26.

Chair Routon shared that he plans to send a follow up email to recap the conversation and expectations.

D. THE CONSENSUS WAS TO CONSIDER HOW TO MOVE FORWARD WITH GRANTS FOR MEDIA. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

E. REPORTS – CITY COUNCIL LIAISON & STAFF

1. City Staff Report (Rebecca Davis)

Finance Director Rebecca Davis referred to the Financial Report noting that it only runs through September 22, 2025, and the sales tax is only through July due to delays in State reporting. The focus was on reminding the Board that tax revenue reported in the packet didn't accurately reflect the impact of lost recreational marijuana sales tax.

2. City Council Liaison Report (Judith Chandler)

Council Liaison Chandler stated that City Council did not meet on September 23, 2025 and is likely not expected to meet on Sept 30, 2025. She shared that Saturday, September 27, 2025 is the Creek Walk Clean-Up and it runs from 9:00 AM to 12:00 PM. Chipper Day is from 10:00 AM to 3:00 PM. There will be a Candidate Forum on Thursday, October 9, 2025, at The Cliff House.

3. Board Member Reports on Attended Events

Board Member Medina announced that Clay Fest is on Saturday, September 27, 2025.

Chair Routon shared that the Commonwheel event on Labor Day weekend was terrific. The music was funded by the MACH Board, and he noted that the band didn't advertise the support from MACH at the event.

There was a discussion about buying a banner for display at events, as well as the completion report possibly including examples of how support was displayed.

Board Member Minch announced that Brew Fest will be on October 4, 2025.

Board Member Wells shared that the Indigenous Peoples Day event is being held at Memorial Hall on October 12, 2025.

Board Member Lee recommended that when a grant is awarded, MACH could establish a list of events on a calendar.

Council Liaison Chandler suggested that there could be a Manitou Springs newsletter and podcast.

F. BUSINESS

1. Pikes Peak Bulletin. Presentation and update by new publisher Juaquin Mobley and/or managing editor Heila Ershadi

Note for the Record – This item was moved after the Approval of Minutes section during the Approval of Agenda section of the meeting.

2. New members. Welcome to Gerald Mitchell and Lisette Casey, appointed by City Council on September 16 as alternate members.

Chair Routon announced that the new alternate board members were recently appointed and shared that he made comment to City Council regarding MACH's unique approach to alternate members, who are more involved. He thanked the new members for joining.

Board Member Wells requested that it be clarified how the alternate board members would be utilized in the event of an absence.

3. Final discussion and approval of revised guidelines and FAQs (See attachments)

There was a consensus that a sample budget worksheet would be helpful on the website. Board Member Watts stated she would develop an acceptable version for publishing.

Board Member Minch moved to approve the revised guidelines and Frequently Asked Questions (FAQs). Board Member Lee seconded the motion. The motion carried (7-0).

4. Status change, KollaCode closing, options for site maintenance work in 2026 and beyond.

Board Member Watts reported that KollaCode is closing.

Chair Routon stated he had a meeting with Finance Director Davis and City Administrator Denise Howell to discuss other possibilities. He added that there will be more to come on the topic.

5. Natalia Pulido mural grant update. Ralph will report on any recent progress.

Chair Routon stated Natalia Pulido reported she is nearing the completion of the project. He mentioned that there was discussion regarding a possible public event for unveiling of her artwork when finished.

G. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING OR WORK SESSION

Chair Routon mentioned that the City Clerk's Office wants to conduct another training. He stated that he shared the date for October's meeting for their attendance.

Board Member Minch suggested that the future of accepting grant applications from newspapers or other media outlets should be brought before City Council, as well as possible advertising material, specifically a banner, for events sponsored by the Board.

H. ADJOURNMENT

The meeting was adjourned at 6:29 PM.

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CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD
Regular Meeting Minutes
Zoom Meeting
October 23, 2025

I. CALL TO ORDER AND ROLL CALL

Chair Routon called the Manitou Arts, Culture, and Heritage (MACH) Board meeting to order at 5:03 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Vice Chair Kinsey Watts
Board Member Mark Lee
Board Member Peter Sommers
Alternate Board Member Gerald Mitchell

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Wren Almitra (Joined at 5:25 PM)
Board Member Marcus Medina (Unexcused)
Board Member Neale Minch (Excused)
Alternate Board Member Jason Wells
Alternate Board Member Lisette Casey

II. APPROVAL OF AGENDA

Board Member Lee moved to approve the agenda as amended. Vice Chair Watts seconded the motion. The motion carried (4-0).

III. APPROVAL OF MINUTES

There were no minutes ready to approve.

IV. PUBLIC COMMENTS NOT ON THE AGENDA

There were no public comments.

V. REPORTS – CITY COUNCIL LIAISON & STAFF

1. City Staff Report (Rebecca Davis)

There was no update to report.

2. City Council Liaison Report (Judith Chandler)

Council Liaison Chandler discussed the upcoming 2A measure and that she is in support. She reported that City Council passed an Ordinance that states public notices will be posted exclusively on the website except where law dictates otherwise. Second reading of the Accessory Dwelling Units (ADUs) was sent back to the Planning Commission and will be brought back to Council later in the year. The Emma Crawford Coffin Races will be on October 25, 2025. The second annual Greeni Awards potluck will be on Saturday, November 15, 2025.

3. Board Member Reports on Attended Events

Board Member Sommers reported he attended the League of Women Voters Conference and highly recommended others attend. Board Member Lee agreed, stating he watched online.

Chair Routon shared that Board Member Minch attended the Epic Concert at the Manitou Arts Center (MAC) and said it was outstanding and did a better job of recognizing the MACH Board support than any other event so far. He also reported that it seems Creative Alliance Manitou Springs (CRANE) is using some of the excess MACH grant money for the Creek Walk project to display Art Pieces, between Fields Park and The Chamber of Commerce, along the trail.

Note for the Record – Board Member Almitra joined the meeting at 5:25 PM.

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.)

Deputy City Clerk Kristen Dukoi presented training on Effective Meetings, covering such topics as agenda etiquette, roles and responsibilities, understanding quorum, voting requirements, code requirements, discussion that would require a vote, do's and don'ts, ethical expectations and recusals. She also briefly discussed the Civic Plus Board Portal and its use. Deputy Clerk Dukoi reminded the Board that it is important to state whether absences are excused or not.

There were some practice motions made to better understand the process.

Deputy Clerk Dukoi stated that the City Clerk's Office is asking that an adopted Standard Operating Procedure (SOP) be filed by the end of 2025. She shared how to access the City Code on the City's website, highlighting the section regarding SOPs.

Chair Routon questioned the compliance of the Board's current voting process, in which MACH usually elects officers to take effect after the grant cycle is complete. Deputy

Clerk Dukoi confirmed that this process falls within compliance of City Code. She also stated that it would be beneficial to include this process, though not if too specific, in the MACH Board's SOP.

2. KollaCode update. City is considering how to go forward with website maintenance work in 2026. Will require action at some point.

Note for the Record – This item was removed from the agenda during the Approval of the Agenda section of the meeting.

3. Natalia Pulido mural grant update. Ralph will report on any recent progress as needed.

Chair Routon reported that he spoke with Manny Pulido, who stated that Natalia is coming close to completion.

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.

Chair Routon discussed a possible in person meeting in December. The consensus was to have the meeting via Zoom on December 4, 2025, at 5:00 PM.

VII. DISCUSSION OF TOPICS FOR A FUTURE BOARD MEETING OR WORK SESSION

Board Member Sommers requested a discussion regarding the MACH grant for the Pikes Peak Bulletin at the December 4, 2025, meeting. Chair Routon stated he could make sure the grant discussion is on the agenda.

VIII. ADJOURNMENT

Chair Routon adjourned the meeting at 6:42 PM.

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**CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD**
Regular Meeting Minutes
Remote Meeting via Zoom
December 4, 2025

A. 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
Vice Chair Kinsey Watts
Board Member Wren Almitra
Board Member Mark Lee
Board Member Marcus Medina
Board Member Neale Minch
Board Member Peter Sommers

BOARD MEMBERS ABSENT FOR ROLL CALL:

Alternate Board Member Lisette Casey
Alternate Board Member Gerald Mitchell
Alternate Board Member Jason Wells

B. APPROVAL OF AGENDA

Board Member Minch moved to approve the agenda as presented. The motion was seconded by Board Member Medina. The motion was carried (7-0).

C. APPROVAL OF MINUTES

1. January 30, 2025 Minutes

Board member Lee moved to approve the minutes with clerical errors corrected. The motion was seconded by Board Member Minch. The motion carried (7-0).

2. May 22, 2025 Minutes

Vice Chair Watts moved to approve the minutes as presented. Board Member Sommers seconded the motion. The motion carried (7-0).

3. June 26, 2025 Minutes

Board Member Minch moved to approve the minutes with a correction to the third page of the minutes, because Board Member Lee was not present. Board Member Almitra seconded the motion. The motion carried (7-0).

4. July 10, 2025 Minutes

Board Member Lee moved to approve the minutes with spelling errors corrected. Vice Chair Watts moved to second the motion. The motion carried (7-0).

5. July 24, 2045 Minutes

Board Member Sommers moved to approve the minutes as presented. Board Member Lee moved to second the motion. The motion carried (7-0).

D. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

E. REPORTS – CITY COUNCIL LIAISON & STAFF

1. City Staff Report (Rebecca Davis)

Finance Director Rebecca Davis stated she thinks the Board will meet what she budgeted. She mentioned it was still too early to tell but she remains hopeful.

2. City Council Liaison (Judith Chandler)

There was no Council Liaison report.

3. Board Member Reports on Attended Events

There was no discussion.

F. BUSINESS

1. MACH Standard Operating Procedures (SOP) revision. Consider and take action on the purposed new document (see attachment). The City is asking all Boards and Commissions to revise SOP details by the end of 2025.

Chair Routon referred to the working copy of the SOP, included in the packet, and mentioned that this could be adapted to the Boards needs in the future.

Board Member Almitra moved to approve the SOP as presented. Board Member Minch seconded the motion. The motion carried (7-0).

2. Website update (Kinsey Watts). Report on revisions to website and any issues.

Vice Chair Watts reported that there was a small bug with the website application, but it was easily fixed. She also mentioned that there has still not been a decision on website management following the KollaCode closure. Chair Routon stated the City Administrator has asked for a meeting within the week, and he assured the Board website management would be at the top of the list.

3. Natalia Pulido mural grant update (Ralph Routon). Rockey mural is complete and should be installed soon. Possible public event is being mentioned.

Chair Routon reported that Natalia informed him she had finished the art piece and is still waiting to solidify the installation on the building. She will report to the Board when that will be once it has been decided.

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.

Chair Routon suggested that maybe three of the Board Members can agree to sit down and review these. Board Member Medina and Board Member Lee volunteered to help review the completion reports. Chair Routon mentioned he had not heard from the Pikes Peak Bulletin since the last meeting they attended. Finance Director Davis confirmed the Bulletin did publish a paper and it had an article about MACH in it. Chair Routon stated he wrote that article.

5. Review the calendar for meetings during the grant review process in January and February.

Board Member Minch asked that the February 5, 2025, meeting be rescheduled to February 7, 2025, so that he can join and participate. Consensus was to move the meeting to February 7, 2025, at 9:00 AM.

G. BOARD CORRESPONDENCE

There was discussion about what social media outlets are being used to advertise the MACH grants as well as whether emails had been sent to past participants. Chair Routon stated he would send that email.

H. ADJOURNMENT

Board Member Minch moved to adjourn the meeting. The motion was seconded by Vice Chair Watts. The motion was carried (7-0).
The meeting adjourned at 5:53 PM.

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