



**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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