



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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