



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>

March 26, 2026

5:00 PM

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- A. CALL TO ORDER and ROLL CALL**
 - B. APPROVAL OF AGENDA**
 - C. APPROVAL OF MINUTES**
 - 1. February 26, 2026 Meeting Minutes
 - 2. March 3, 2026 Meeting Minutes
 - D. PUBLIC COMMENTS NOT ON THE AGENDA**
(Please limit your comments to 3 minutes)
 - E. REPORTS - CITY COUNCIL LIAISON & STAFF**
 - 1. City Staff Liaison (Nate Moore)
 - 2. City Council Liaison (Judith Chandler)
 - F. BUSINESS**
 - 1. Recap of the March 10 & 17 City Council meetings. (Ralph Routon)
 - 2. Discuss and review the recent grant process, identify pros and cons and develop a list of priorities for guidelines, rubric, etc. (Ralph Routon)
 - 3. Confirm change in officers, Peter Sommers to Vice Chair, Kinsey Watts to Secretary.
 - 4. Update on website changeover separating from KollaCode and considering approval for using Kinsey Watts to do contract work on an hourly basis. (Kinsey Watts)
 - 5. Discuss expectations for next regular meeting, scheduled April 23. Alex Riegelmann, the City's new Communications Manager, has agreed to join us for discussion on ways we can work together.
 - 6. Proposal to use \$100-\$125 of MACH operations budget to order and purchase a top-grade, multi-colored banner for use at MACH-sponsored events. (Ralph Routon)

G. 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
Remote Meeting via Zoom
February 26, 2026

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 Neale Minch
Board Member Wren Almitra
Board Member Mark Lee
Board Member Marcus Medina
Board Member Peter Sommers
Alternate Board Member Lisette Casey

BOARD MEMBERS ABSENT FOR ROLL CALL:

Alternate Board Member Jason Wells
Alternate Board Member Gerald Mitchell

Vice Chair Watts moved to designate Alternate Board Member Casey to vote for any recusals. Board Member Lee seconded the motion. The motion carried (7-0).

B. APPROVAL OF AGENDA

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

C. APPROVAL OF MINUTES

1. February 19, 2026

Board Member Lee moved to approve the minutes with changes to the vote count for Manitou Commons at the STACC, reflecting a 4 to3 vote count. Vice Chair Watts seconded the motion. The motion carried (6-0) with Board Member Minch abstaining.

D. PUBLIC COMMENTS NOT ON THE AGENDA (Please Limit Comments to Three Minutes)

There was no public comment.

E. REPORTS – CITY COUNCIL LIAISON & STAFF

1. City Staff Report (Rebecca Davis)

Finance Director Davis reported on the fund balance. There was a general discussion regarding how the fund balance has been spent down and the impact on next year's grant money balance. The fund balance is comprised of grant money that came back from applicants that didn't accept the grant as well as funds that were not dispersed. Some of that balance has been added into each budget year, to reduce it. The discussion continued with considering what the Board is left with if they stick to the original budget of \$162,675.

2. City Council Liaison Report (Judith Chandler)

Council Liaison Chandler stated there was no report from City Council, as they did not meet the previous Tuesday. She reminded the Board that City Council will be having their Budget Retreat at the Shared Integrated Learning Center (SILC) building at Manitou Springs High School and it is open to the public. She also reminded the Board that March 3, 2026, is election day for the Metropolitan District.

F. BUSINESS

1. Revisit status of Upstairs at the STACC, possibly also adding conditions for funding recommendation (Ralph Routon)

Chair Routon stated that the name has officially been changed to Manitou Springs Commons at the STACC. He addressed the new issue of revisiting the budget for grants during the current cycle. Chair Routon discussed the outcome of the meeting with the applicants regarding expectations prior to receiving the grant funds. He referred to a letter the Church submitted stating they are fully intent on holding the space for this purpose, which was shared with the Board. He stated the Board requested a Memorandum of Understanding from St. Andrews Church.

2. Reconsider any other grants needed to make cuts and reach target.

There was discussion regarding how to reduce the proposed grant amounts fairly among all applicants. Board Member Medina suggested that it be a straight percentage for all applicants. Vice Chair Watts shared the working spreadsheet of all grants and showed how the percentage drop would look. Board Member Minch suggested that the Board plan to cut enough funding to leave a similar amount for next year's funding, which would be \$35,000. The consensus was to try to hit a target of \$130,000 for 2026

grant awards, to leave a reasonable balance for next year. There were several ideas discussed to reach that mark, though the consensus was to use a formula that cut all grants on a flat percentage scale.

3. Discuss what to recommend for dividing Tier 1 funds.

There was discussion regarding the initial proposal, as Board Member Minch recalled, from City Administrator Denise Howell to take the funds for Hiawatha Gardens and divide them between the remaining three non-profit applicants. Board Member Minch strongly recommended the Tier 1 funds continue to distribute the funds as they always have, to avoid issues. Chair Routon stated he would reach out to City Administrator Howell to gather more information.

4. Approve final recommendations, presenting to Council on March 10 with final action March 17. Possible special meeting March 12 after March 10 input.

There was discussion about needing to have an additional meeting before the March 10, 2026 presentation to agree on the recommendations now that the funding has changed. The Board consensus was to have a meeting on March 3, 2026.

5. Discuss expectations for next regular meeting, scheduled for March 26.

There was no discussion.

G. ADJOURNMENT

Board Member Watts moved to adjourn the meeting. Board Member Minch seconded the motion. The motion carried (7-0).

The meeting adjourned at 7:20 PM.

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

Regular Meeting Minutes
Remote Meeting via Zoom
March 3, 2026

A. CALL TO ORDER (Also Determine Voting Status of Alternates)

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

Note for the Record – Board consensus was to promote Alternate Board Member Wells to vote motions with recusals.

B. ROLL CALL

BOARD MEMBERS PRESENT FOR ROLL CALL:

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

BOARD MEMBERS ABSENT FOR ROLL CALL:

Alternate Board Member Lisette Casey
Alternate Board Member Gerald Mitchell

C. APPROVAL OF AGENDA

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

D. BUSINESS

1. Discuss strategy for possible rejections and making cuts, also whether to revise goal of \$130,000 for grants. (Ralph Routon)

There was discussion about information reported at the last MACH meeting regarding the fund balance, to update Board Member Wells. It was mentioned that the Board seemed to agree that a possible target goal for funding of \$130,000 would ensure that

next year's budget would not be impacted as much, leaving nearly the same for next year's grants.

2. Revise previous decisions as needed to achieve goal.

Board Member Minch moved to approve the recommended new grant amounts totaling \$130,000 for Tier 2 grants excluding The Manitou Springs Commons at the STACC, Flying Pig Summer Arts, Art on the Avenue and Women's Freedom Museum for separate votes due to recusals. Board Member Medina seconded the motion. The motion carried (7-0).

Board Member Minch moved to approve the recommended \$2,100 for the Women's Freedom Museum. Alternate Board Member Wells seconded. Board Member Sommers recused and Alternate Board Member Wells was voting. The motion carried (7-0).

Board Member Minch moved to approve the recommended \$14,000 for Manitou Springs Commons at the STACC. Board Member Sommers seconded. Board Member Lee recused and Alternate Board Member Wells was voting. The motion carried (7-0).

Board Member Minch moved to approve the recommended \$6,300 for Flying Pig Summer Arts Fellowship and Programming. Vice Chair Watts seconded the motion. Board Member Almitra recused and Alternate Board Member Wells was voting. The motion carried (7-0).

Board Member Minch moved to approve the recommended \$12,312 for Art on the Avenue. Board Member Lee seconded the motion. Chair Routon recused and Alternate Board Member Wells was voting. The motion carried (7-0).

Board Member Minch moved to approve the use of any returned grants up to \$6,000 for Manitou Springs Commons at the STACC for a maximum grant total of \$20,000. Vice Chair Watts seconded the motion. Board Member Lee recused and Alternate Board Member Wells was voting. The motion carried (6-1), with Board Member Medina opposed.

3. Discuss what to recommend for dividing Tier 1 funds, with total amount possibly to be revised and shared at this time.

Chair Routon shared the slide presentation he prepared for City Council and Board Member Minch stated that the figures were based on the recommendation of the working group that put Ballot measure 2D together, and the MACH Board adopted it.

Vice Chair Watts moved to approve Tier 1 grant recommendations, including \$160,293 for Haiwatha Gardens and \$43,716 for the Manitou Art Center, Miramont Castle and Manitou Springs Heritage Museum. Alternate Board Member Wells seconded the motion. Board Members Medina and Sommers recused. The motion carried (6-0).

4. Approve final recommendations, presenting to Council on March 10 with final action March 17. Possible special meeting March 12 after March 10 Council input.

There was no further discussion.

E. ADJOURNMENT

Chair Routon adjourned the meeting at 6:53 PM.

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Standard Operating Procedure (SOP)

MACH Funds Allocation Process

Approved on 2/27/26

1. Purpose

The purpose of this SOP is to establish a clear, consistent process for the allocation of MACH funds. This procedure ensures transparency, fiscal responsibility, and timely coordination between the MACH Board and City Council.

2. Scope

This SOP applies to:

- The MACH Board
- City staff responsible for financial reporting and coordination
- City Council, as the final approving authority

This procedure governs the **annual allocation of MACH funds** for Tier 1 “facility improvements & operations of the Manitou Art Center, Miramont Castle & the Manitou Springs Heritage Museum” and Tier 2 “grants to foster the arts, culture and heritage within the city of Manitou Springs”.

3. Guiding Principle

The MACH Board allocates funds based on **the previous year’s net revenue**, not the current year’s revenue.

- Current-year revenues are **not spent** in the same fiscal year they are collected.
 - Only the **prior year’s fund balance** is available for allocation in the current year.
 - This approach ensures conservative fiscal management and predictable budgeting.
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4. Annual Timeline & Key Deadlines

4.1 Financial Data Submission

- City finance staff must provide final net revenue figures from the **previous fiscal year** to the MACH Board **no later than February 15** of each year.
- These figures form the basis for all MACH funding allocations for the current year.

4.2 MACH Board Review & Recommendations

- Using the prior year’s net revenue, the MACH Board develops allocation recommendations.
- The MACH Board traditionally presents its funding recommendations on the **second Tuesday in March** at a City Council work session.

4.3 City Council Approval

- City Council reviews the MACH Board’s recommendations.
 - Final approval of MACH fund allocations occurs on the **third Tuesday in March**.
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5. MACH Funding Structure

5.1 Tier System

MACH funding is distributed using a two-tier structure.

Tier 1 Entities

Tier 1 includes the following organizations/projects:

- Carnegie Library
- Hiawatha Gardens
- Manitou Art Center
- Miramont Castle
- Manitou Springs Heritage Museum

Tier 1 receives **66% of the total MACH allocation**.

5.2 Tier 1 Distribution Formula

- Of the 66% allocated to Tier 1:
 - **55% of the Tier 1 funds** are split between the **Library** and **Hiawatha**, though the actual division may vary depending on needs and circumstances.
 - The remaining **45% of Tier 1 funds** are distributed evenly among the other Tier 1 entities per MACH Board recommendation.

5.3 Tier 2 Distribution Process

- For the 34% allocated to Tier 2:
 - MACH Board evaluates grant applications, divided into Mini-Grants of \$750 or less, Regular Grants of \$751 or more.
 - MACH Board decides how to allocate the available funds for Tier 2, based on strength of applications, following guidelines that are updated and revised each year.

6. Roles & Responsibilities

MACH Board

- Reviews prior year net revenue figures
- Processes, analyzes and grades all grant applications using a multi-factor rubric
- Develops allocation recommendations consistent with this SOP
- Presents recommendations publicly in March

City Finance Staff

- Calculates and verifies prior year net revenue
- Provides accurate financial data by February 15
- Distributes funds to recipients after Council approval

City Council

- Reviews MACH Board recommendations, addressing any special or unusual situations
- Provides final approval of allocations

7. Documentation & Recordkeeping

- All allocation recommendations, financial summaries, and Council approvals shall be documented and retained in accordance with City recordkeeping policies.
 - Any deviations from this SOP must be clearly documented and approved by City Council.
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8. Review & Updates

This SOP should be reviewed periodically to ensure alignment with City financial practices, MACH policies, and Council direction.