



# 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>

April 23, 2026

5:00 PM

## A. CALL TO ORDER and ROLL CALL

*(Also determine voting status of alternates)*

## B. APPROVAL OF AGENDA

## C. APPROVAL OF MINUTES

1. March 26, 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 Report (Nate Moore, Daniele Owens)
2. City Council Liaison Report (Judith Chandler)

## F. BUSINESS

1. Finish review of the recent grant process, set a timeline for revising guidelines and FAQ's. Discuss strategy for May meeting on revising rubric. (Ralph Routon)
2. Update on website changeover, separating from KollaCode, discuss needs for fixes and tweaks to site. (Kinsey Watts)
3. Presentation of ideas for MACH event banners developed by Amy Kerr of the Creative Alliance Board. (Ralph Routon)
4. Topics for upcoming meetings. Alex Riegelmann, the City's Communications Manager, was unavailable for this meeting but plans to attend May 28.

## G. BOARD CORRESPONDENCE

## H. ADJOURNMENT

**Board Members:**

Ralph Routon, Chair (07/31/2029)  
Peter Sommers, Vice Chair (07/31/2028)  
Kinsey Watts, Secretary (07/31/2029)  
Wren Almitra (7/31/2026)  
Mark Lee (07/31/2028)  
Marcus Medina (07/31/2026)  
Neale Minch (07/31/2028)

**Alternates:**

Lisette Casey (7/31/2029)  
Gerald Mitchell (7/31/2029)  
Jason Wells (7/31/2028)

*No Board Vacancies*

**Staff and Liaisons:**

Judith Chandler, Council Liaison  
Nate Moore, Senior Budget Analyst  
Daniele Owens, MACH Administrative Assistant

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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](http://www.manitouspringsgov.com).



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

Regular Meeting Minutes  
Remote Meeting via Zoom  
March 26, 2026

**A. CALL TO ORDER AND ROLL CALL**

Chair Routon called the Manitou Arts, Culture, and Heritage (MACH) Board meeting to order at 5:02 PM.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Ralph Routon  
Board Member Minch  
Board Member Mark Lee  
Board Member Marcus Medina  
Alternate Board Member Lisette Casey  
Alternate Board Member Jason Wells

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Vice Chair Kinsey Watts (Excused)  
Board Member Wren Almitra (Excused)  
Board Member Peter Sommers (Excused)  
Alternate Board Member Gerald Mitchell

**Note for the Record** – Chair Routon stated that Alternate Board Members Wells and Casey will be voting for the duration of the meeting.

**B. APPROVAL OF AGENDA**

Board Member Minch moved to approve the agenda as presented. Board Member Lee seconded the motion. The motion carried (6-0).

**C. APPROVAL OF MINUTES**

1. February 26, 2026 Meeting Minutes

Board Member Medina moved to approve the minutes as presented. Board Member Lee seconded the motion. The motion carried (5-0), with Board Member Wells abstaining.

2. March 3, 2026 Meeting Minutes

Board Member Wells moved to approve the minutes as presented. Board Member Minch seconded the motion. The motion carried (5-0), with Board Member Casey abstaining.

**D. PUBLIC COMMENTS NOT ON THE AGENDA**

Grant Applicant Karl Stang of PaC-MaN joined the meeting to request that the MACH Board consider allowing grant applicants to use 501(c)(3) nonprofit organizations that are not based in Manitou Springs. He shared that the grant project is sponsored by Bicycle Colorado, a state-level mobility advocacy organization in Denver Colorado, and added that they have graciously offered no administrative fees allowing the project to maximize grant funds.

**E. REPORTS – CITY COUNCIL LIASON & STAFF**

1. City Staff Liaison (Nate Moore)

Senior Budget Analyst Moore introduced himself. There was nothing to report.

2. City Council Liaison (Judith Chandler)

City Council Liaison Chandler had nothing to report.

**F. BUSINESS**

1. Recap of the March 10 & 17 City Council meetings. (Ralph Routon)

Chair Routon recalled the March 10, 2026 City Council meeting and stated the error in omitting the description of each grant was his oversight. He stated that Council members were interested in knowing and understanding the scope of each project and it slowed the process down at first. It was mentioned that City Council did not reject a single grant recommendation. Chair Routon stated that moving forward, the Board would provide the proposed scope of each project to City Council. There was discussion about considering giving City Council members read-only access to the applications. Chair Routon shared that during the March 17, 2026 meeting, City Council approved all recommended grants, to include Manitou Springs Commons at the STACC as a conditional approval, as proposed by the applicants.

Council Liaison Chandler reported that several residents found the meetings informative and had no previous knowledge of MACH or its role. She noted that residents expressed appreciation for the Board and were impressed with its work.

2. Discuss and review the recent grant process, identify pros and cons and develop a list of priorities for guidelines, rubric, etc. (Ralph Routon)

Chair Routon stated that it would be prudent to continue the discussion in the next meeting considering the absences of a few board members. There was discussion about going through the guidelines and Frequently Asked Questions (FAQs) to improve the understanding of the application process. It was also mentioned that some deeper conversation surrounding the grading process might be helpful.

Chair Routon stated that he sent an email to several applicants urging them to do a better job with project proposals and budgets. He reported that there was positive feedback from most applicants that received it.

Council Liaison Chandler reported that, during the grant process, an applicant requested a private meeting to discuss their application, including the number of votes needed for approval. She clarified that the information provided to the applicant was standard guidelines. She raised concern about the potential for perceived unfair advantage and whether training or policy is needed regarding applicant communication with Councilors.

**Note for the Record:** Board Member Wells left the meeting at 5:56 PM.

There was a discussion about exploring the topic further when evaluating Board guidelines and expectations, and possibly bringing it to City Council for a thorough consensus. Council Liaison Chandler added that she considered reaching out to the City Attorney to get a better understanding of the best solution.

Board Member Casey stated that additional guidance on the grading process and the use of the rubric would be helpful.

Chair Routon stated that the conversation is important and suggested that it may require its own meeting.

Chair Routon suggested that Board Members Almitra and Casey meet prior to the May meeting, to discuss the items that need addressed most.

3. Confirm change in officers, Peter Sommers to Vice Chair, Kinsey Watts to Secretary.

Chair Routon confirmed the change in Vice Chair to Peter Sommers and Secretary to Kinsey Watts.

4. Update on website changeover separating from KollaCode and considering approval for using Kinsey Watts to do contract work on an hourly basis.

Chair Routon reported that he and Board Member Watts met with the City Administrator and ADA Coordinator to discuss the closing of KollaCode and the direction that should

be taken to manage the website. It was decided that Board Member Watts could work with the City to get connected with GitHub and be brought on as a contract employee with the City.

Board Member Minch moved to approve Board Member Watts taking on contract work with the City to help with MACH website maintenance. Board Member Medina seconded the motion. The motion carried (5-0).

5. Discuss expectations for next regular meeting, scheduled for April 23. Alex Riegelmann, the City's new Communications Manager, has agreed to join us for discussion on ways we can work together.

Chair Routon shared that he spoke with City Communications Manager Riegelmann, who agreed to attend the April 23, 2026 meeting to help with outreach. There was also discussion about the Board utilizing social media more and deciding where and how to get the calendar of events out to more people.

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)

Board Member Minch moved to approve using up to \$200 of MACH funds to purchase banners for MACH sponsored events to display. Board Member Lee seconded. The motion carried (5-0).

## **G. ADJOURNMENT**

Chair Routon adjourned the meeting at 6:33 PM.

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# MACH: BUILDING A BETTER MANITOU TOGETHER

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MANITOU ARTS CULTURE AND HERITAGE INITIATIVE.



# MACH: FUELING MANITOU'S ART, CULTURE AND HERITAGE

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# MACH: YOUR CENTS, MANITOU'S CHANGE.

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# MACH: POWERING ART AND COMMUNITY

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