



MANITOU ARTS, CULTURE, AND HERITAGE BOARD REGULAR MEETING AGENDA

This meeting is scheduled to be hybrid, Zoom (remote) or in-person at Memorial Hall. In Person: Memorial Hall 606 Manitou Avenue Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at <https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

May 28, 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. April 23, 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)
3. Board Member report on any MACH sponsored events.
4. Chair Report (Ralph Routon) - Proproposal to utilize CRANE for public art applicants.

F. BUSINESS

1. Presentation and group work on revising rubric for grading grant applications. (Wren Almitra - Lisette Case)
2. Discussion about themes for upcoming meetings. Planning on Alex Rieglmann and Jeff Fryer from the City in June.

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.



**CITY OF MANITOU SPRINGS
MANITOU ARTS, CULTURE, AND HERITAGE BOARD**
Regular Meeting Minutes
Remote Meeting via Zoom
April 23, 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 Peter Sommers
Board Member Mark Lee
Board Member Marcus Medina
Board Member Wren Almitra
Board Member Kinsey Watts
Alternate Board Member Gerald Mitchell

BOARD MEMBERS ABSENT FOR ROLL CALL:

Alternate Board Member Lisette Casey
Board Member Neale Minch
Alternate Board Member Jason Wells

Note for the Record – Board Member Minch joined the meeting at 5:04 PM.

B. APPROVAL OF AGENDA

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

C. APPROVAL OF MINUTES

1. March 26, 2026 Meeting Minutes

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

D. PUBLIC COMMENTS NOT ON THE AGENDA

Alternate Board Member Mitchell asked what the Board could do to help the new Thai and Ramen place in Manitou Springs book events, and use the space for shows. Board

Member Minch stated that this wouldn't be something the Board would do, but if he wanted to help them out, he could reach out to other local artists and introduce them. Board Member Lee suggested he reach out to the Manitou Music Foundation and the Creative Alliance Board.

E. REPORTS – CITY COUNCIL LIASON & STAFF

1. City Staff Report (Nate Moore, Daniele Owens)

Senior Budget Analyst Moore had nothing to report. He mentioned the budget survey and encouraged the Board to participate.

MACH Administrative Assistant Owens reported that most of the grant checks had been rewarded, with only a handful left to fulfill. There was some confusion with pass-throughs after the fact, however, that was straightened out. She reported that all grant applicants accepted the award amount offered.

2. City Council Liaison (Judith Chandler)

City Council Liaison Chandler was unable to attend. Nothing was reported.

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)

Chair Routon announced that the next meeting scheduled for May 28, 2026 is scheduled to be hybrid, both in person at Memorial Hall and remote via Zoom. He recalled that the May meeting is expected to be used to revise the rubric and guidelines based on discussions during the April meeting.

Board Member Almitra shared her screen to provide examples of changes to application questions.

There was discussion regarding the pass-through process and clarification on the need as well as the use of non-profits outside of Manitou Springs.

Chair Routon also mentioned the Guidelines and Frequently Asked Questions (FAQ's) on the website and the City's MACH webpage seem to be an overwhelming amount of information. It was suggested that this be revised down, which Chair Routon and Board Member Lee volunteered to work on. Chair Routon stated the tentative goal is to have the revisions completed by the end of June. Board Member Lee suggested a possible "example" application for users to reference.

2. Update on the website changeover, separating from KollaCode, discuss needs for fixes and tweaks to site. (Kinsey Watts)

Chair Routon and Kinsey Watts met with City staff to discuss Watts serving as a contractor for MACH website management and maintenance. The arrangement was approved and Watts stated that she is searching for business insurance to meet the requirements. Board Member Minch offered the name of an insurance company.

3. Presentation of ideas for MACH event banners developed by Amy Kerr of the Creative Alliance Board (Ralph Routon)

Chair Routon presented his suggested mock up designs for banners that will be available for MACH grant recipients to display during events. There was discussion about a possible revised version of one of the examples presented. Chair Routon stated he would make the changes and present again for approval.

4. Topics for upcoming meetings. Alex Riegelmann, the City's Communications Manager, was unavailable for this meeting but plans to attend May 28.

There was general discussion regarding promotion of the MACH Board and whether that fell in the purview of the Public Information Officer (PIO). It was suggested that the Board reach out to the Americans with Disabilities Act (ADA) Coordinator to discuss having an events calendar added to the City website and ideas for other promotional opportunities.

G. BOARD CORRESPONDENCE

Board Member Minch shared that he signed up for the African Drumming Class at the Manitou Art Center. Board Member Medina stated that he attended the Lantern Parade and saw Board Member Watts there as well.

H. ADJOURNMENT

Chair Routon adjourned the meeting at 6:24 PM.

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