



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>

June 25, 2026

5:00 PM

A. CALL TO ORDER and ROLL CALL

(Also Determine Voting Status of Alternates)

B. APPROVAL OF AGENDA

C. GUEST DISCUSSION

1. Discussion with Alex Riegelmann, City Communications Manager, Regarding Communications Role and Collaboration Opportunities

D. APPROVAL OF MINUTES

1. April 23, 2026 Minutes
2. May 28, 2026 Minutes

E. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

F. REPORTS

1. City Staff (Nate Moore, Daniele Owens)
2. City Council Liaison (Judith Chandler)
3. Board Correspondence
4. Chair (Ralph Routon)

G. BUSINESS

1. Presentation of Revised Rubric for Review and Approval (Wren Almitra)
2. Discuss Working Relationship with CRANE Regarding Review of Public Art-Related MACH Applications and Proposed Murals (Ralph Routon)

3. Consider Approving Transfer of Yoga Mats to Stephany Butts, Stored at the Manitou Art Center (Ralph Routon)
4. Update on MACH Website Transition Development (Kinsey Watts)

H. FUTURE AGENDA ITEMS

1. Agenda Topics for July and August Meetings
(Possible topics include, check-in with Manitou Springs Commons and Women's Freedom Museum, and revising MACH Guidelines and FAQs.)

I. 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

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
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.

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.



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

Regular Meeting Minutes
Remote Meeting via Zoom
May 28, 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
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
Alternate Board Member Lisette Casey
Alternate Board Member Jason Wells

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Neale Minch

Note for the Record – Alternate Board Member Casey was designated voting alternate for this meeting.

B. APPROVAL OF AGENDA

Board Member Watts moved to approve the agenda with an administrative correction to Board Member Casey's name spelling. Board Member Lee seconded the motion. The motion carried (7-0).

C. APPROVAL OF MINUTES

1. April 23, 2026 Meeting Minutes

Minutes were not reviewed or approved due to not being received prior to meeting.

D. PUBLIC COMMENTS NOT ON THE AGENDA

There were no comments.

E. REPORTS – CITY COUNCIL LIASON & STAFF

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

Senior Budget Analyst Moore was not in attendance. Administrative Assistant Owens reported that there were only a few grant checks that had not been fully processed due to W-9 issues.

2. City Council Liaison (Judith Chandler)

Council Liaison Chandler updated the Board on the June 9, 2026 City Council work session. She stated that the session included a presentation from Police Chief Bill Otto regarding the safety policy for the Coffin Races. Council Liaison Chandler also shared that the Lawn Concert Series starts July 10, 2026. A few other dates of note were the first public engagement meeting regarding the budget at City Hall on June 11, 2026, the Gala at the St. Andrews Community Center (STACC) on June 12, 2026 as well as the second public engagement budget meeting on June 13, 2026.

3. Board Members Report on any MACH-sponsored events.

Chair Routon reported that the new installations of art for Art on the Avenue were selected and would be installed June 2, 2026.

Board Member Lee reported that he had been able to attend a few Drum Circle events and stated that the organizers were extremely grateful for the mini grant to allow for the purchase event insurance.

Board Member Mitchell reported that he visited the Altitude Makers Market and it was great.

4. Chair Report (Ralph Routon) – Proposal to utilize CRANE for public art applicants.

Chair Routon stated that he sat in on one of the meetings with Creative Alliance Manitou Springs (CRANE) and the City of Manitou Springs where the Memorandum of Understanding (MOU) between the two was being discussed for revision. He stated that the opportunity to use the expertise of CRANE for art applicants regarding public properties will be discussed.

Chair Routon reported that a previous grant recipient, Stephanie Butts, reached out to inform the Board of equipment not being taken care of and she would possibly be willing to take over storage and care of the yoga mats.

Chair Routon also reported that after many attempts to get a completion report from the Pikes Peak Bulletin, he sent an email to the City Administrator, Denise Howell. He added that he has an email from the City Attorney that needs response to determine next steps.

Chair Routon also reported that the banners for MACH grant event use were approved and he is still waiting to hear from D-11 printing. He stated he had a backup if the current plan does not work out.

F. BUSINESS

1. Presentation and group work on revising rubric for grading grant applications. (Wren Almitra and Lisette Casey)

There was discussion regarding the rubric and recommendations to revise the language to clarify intent. A handout with explanations of current and revised changes was published and given to all board members. The Board went through each category of area that needed the most revision. Board Member Watts stated that any changes that need to be made to the structure would be much easier than previously thought.

Chair Routon started with section 2.0 Project Alignment with Community and Plan Manitou Master Plan Values. Board Member Almitra mentioned that her discussion with Board Member Minch leaned toward combining the reference to Plan Manitou with section 3.0 because of its lengthy language. The possibility of condensing the referenced portion of Plan Manitou that directly impacts the MACH grant process was discussed.

There was discussion regarding scoring of the other categories included in the presentation.

Chair Routon suggested moving into discussing section 1.0 Quality of Budget Requests. Board Member Almitra explained the reason behind the suggested changes was to capture overall budget quality. Board Member Casey stated that the previous rubric was very subjective. Board Member Wells recalled a previous conversation, in which one main concern was not having a way to distinguish applications that were less aligned with MACH grant guidelines. He added that using the language in the Manitou Springs Municipal Code would capture the intent of application grading.

There was an in-depth discussion in regard to finding an easier way to grade without changing the structure too much. Board Member Watts stated that she felt the Board does use the rubric to its full advantage when weighing the applications, but would benefit from additional information to support evaluation.

There was a discussion about the suggestion to award points for certain impact points, related to section 3.0 Program Project Impact. Some members of the Board felt it might help and others felt it would be risky to pinpoint a specific group, event size, or opinion of impact to the community. Board Member Watts suggested the Plan Manitou language should be added within this section instead of section 1.0, stating that 1.0 is already a lot of information and section 3.0 is less robust in volume. Board Member

Wells agreed. Council Liaison Chandler suggested the Board be cautious in ranking applications based on target audiences.

Chair Routon moved the discussion to section 4.0, Does the Applicant or Team Possess the Necessary Experience and Expertise to Complete the Project Described in the Application. This section focused on permission with regard to events or projects prior to applications. Board Member Casey stated that including the permission requirements in section 4.0 is fitting as it speaks to experience in understanding the requirements and expectations of the MACH grant process. Council Liaison Chandler stated that the Board should consider holding all applicants to the same standard of proving permissions within the application. Chair Routon explained that it is fairly easy to delineate between a grant with good intent and direction and a grant that is just fishing when reviewing applications.

Note for the Record – Board Member Medina left the meeting at 6:28 PM. Chair Routon announced that Alternate Board Member Mitchell would be promoted to a voting Member for the remainder of the meeting.

Chair Routon stated that the rubric is a work in progress and the Board could continue to perfect what is adequate for the revision of the rubric and language. He stated that the proposed changes can be presented and approved at a later date.

2. Discussion about themes for upcoming meeting. Planning on Alex Rieglemann and Jeff Fryer from the City in June.

Chair Routon mentioned that the plan is to have Communications Officer Alex Rieglemann and Americans with Disabilities Act (ADA) Coordinator Jeff Fryer at the June 25, 2026 meeting.

H. ADJOURNMENT

Chair Routon adjourned the meeting at 6:41 PM.

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.