



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>

August 27, 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. Minutes from June 25, 2026
2. Minutes from July 23, 2026

D. PUBLIC COMMENTS NOT ON THE AGENDA

(Please limit your comments to 3 minutes)

E. REPORTS - CITY COUNCIL LIAISON & STAFF

1. City Staff (Daniele Owens)
2. City Council Liaison (Judith Chandler)
3. Board Correspondence - Including accounts from MACH-sponsored events
4. Chair (Ralph Routon) - Documents, publicity, looking for an Alternate Member

F. BUSINESS

1. Review and approve revised "About MACH" document for the 2027 grant season (Ralph Routon, Mark Lee)
2. Review and approve revised MACH frequently asked questions for the 2027 grant season (Ralph Routon, Neal Minch)
3. Request to revise expense for banners from a maximum of \$200 to \$235.00 (Ralph Routon)

4. Discuss whether to prioritize first-time grant requests in some way vs. established grants (Ralph Routon)
5. Consider pertinent issues for the September board meeting (MACH guidelines, Nate Moore)

G. ADJOURNMENT

Board Members:

Ralph Routon, Chair (07/31/2029)
Peter Sommers, Vice Chair (07/31/2028)
Kinsey Watts, Secretary (07/31/2029)
Lisette Casey (07/31/2029)
Mark Lee (07/31/2028)
Rose Lyda (07/31/2030)
Neale Minch (07/31/2028)

Alternates:

Gerald Mitchell (07/31/2029)
Jason Wells (07/31/2028)

1 alternate position available

Staff and Liaisons:

Judith Chandler, Council Liaison
Nate Moore, Finance Director
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
June 25, 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 Wren Almitra
Board Member Neal Minch

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Kinsey Watts (Arrived at 5:17 PM)
Board Member Marcus Medina (Arrived at 5:06 PM)
Alternate Board Member Lisette Casey
Alternate Board Member Gerald Mitchell
Alternate Board Member Jason Wells

B. APPROVAL OF AGENDA

Board Member Minch moved to approve the agenda. Board Member Almitra seconded the motion. The motion carried (5-0).

C. GUEST DISCUSSION

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

Chair Routon introduced City Communications Manager, Alex Riegelmann. Alex stated that, in his research preparing for the meeting, most residents do not fully understand what MACH is. He also shared that most artists he had spoken to were surprised to hear about the MACH grant program. He suggested that the MACH grant cycle be treated more like a campaign to help increase awareness. He requested that the MACH Board work with him to establish a timeline that would help increase awareness as they move into the next grant cycle.

Note for the Record – Board Member Medina joined the meeting at 5:06 PM.

There was a discussion about adding MACH guideline revisions to the City website and the City newsletter. Board Member Lee stressed how important in-person conversation is and suggested having a spokesperson at each MACH sponsored event to raise awareness, possibly wearing a shirt that advertises MACH.

Note for the Record – Board Member Watts joined the meeting at 5:17 PM.

D. APPROVAL OF MINUTES

1. April 23, 2026 Minutes

Board Member Lee moved to approve the April 23, 2026 minutes. Board Member Minch seconded the motion. The motion carried (7-0).

2. May 28, 2026 Minutes

Vice Chair Sommers moved to approve the May 28, 2026 minutes with a spelling correction of Steffany Butts. Board Member Lee seconded the motion. The motion carried (6-0) with Board Member Minch recusing due to absence of that meeting.

E. PUBLIC COMMENTS NOT ON THE AGENDA

Vice Chair Sommers mentioned that June is Pride Month and Pride Fest will be on July 11, 2026. Board Member Lee announced that the Manitou Springs Commons Open House will be on June 28, 2026.

F. REPORTS

1. City Staff (Nate Moore, Daniele Owens)

MACH Administrative Assistant Owens reported that all MACH grant checks had been prepared and only two are waiting for pick up. She mentioned that the post award process seemed to be slowed by recipients confusing the pass-through process.

2. City Council Liaison (Judith Chandler)

City Council Liaison Chandler reported that June 21, 2026 was the grand opening of the Pawnee Pollinator Garden and praised the project. She also shared that June is National Pollinator Month. She mentioned that there was a City Council Open Mic Night on June 23, 2026, at Memorial Hall with 16 attendees. Council Liaison Chandler added that City Council is currently going through all of the raw data that was received from the budget survey as well as both community engagement meetings, and that it is the intention of City Council to meet in July to discuss those findings.

3. Board Correspondence

Chair Routon reported that he attended First Friday and that it was well attended. He added that the next First Friday event will be on July 3, 2026.

Board Member Minch stated that he was present during the Blue Hands Festival, and commented that the event didn't seem to be as well attended as in the past, though he thought that might be attributed to the time he was there. He added that there was no mention of MACH.

Board Member Watts suggested that the expectation for recognition of the MACH Board support at MACH sponsored events be added to the guidelines. A brief discussion was had on the possibility, though Chair Routon stated that it is already included in the agreement that applicants sign.

Board Member Medina shared with the Board that his term is coming to an end in July.

4. Chair (Ralph Routon)

Chair Routon reported that the Creative Cooking grant was not pursued. The funding was never issued and will be absorbed back into the grant budget.

It was reported that the terms for Board Members Almitra and Medina will be ending in July and they both will be leaving the Board.

Chair Routon stated that the event banners for the MACH Board are being printed with D-11 and that one three-foot by six-foot banner is ready for use, which will be displayed at the Manitou Springs Commons Open House. Board Member Watts shared an image of the banner. There was brief discussion about including a Quick Response (QR) code to some or all of the banners. Chair Routon suggested that all Board Members send him any recommendations or ideas for the banners that have not yet been printed. Board Member Almitra asked where the banners will be housed for check out. Chair Routon stated that he would investigate where the best place would be.

G. BUSINESS

1. Presentations of Revised Rubric for Review and Approval (Wren Almitra)

Board Member Almitra presented the rubric spreadsheet.

Board Member Minch moved to approve the new rubric as presented with the addition of the Plan Manitou section and the notes column removed. Board Member Watts seconded the motion. The motion carried (7-0). The new rubric will be presented to City Council for their approval.

2. Discuss Working Relationship with CRANE Regarding Review of Public Art-Related MACH Applications and Proposed Murals (Ralph Routon)

Chair Routon reported that he met with City Administrator Denise Howell to discuss a revised working relationship with Creative Alliance Manitou Springs (CRANE). The intent is to shift the use of CRANE from assisting all applicants with grants to applicants that propose public art or murals. In the past, the Board would compensate CRANE for assistance with grant writing and the agreement would continue this practice only for applicants focused on public art or murals.

Board Member Minch moved to approve the use of funds already earmarked for grant advisement from CRANE for those applications focused on public art or murals. Board Member Lee seconded the motion. The motion carried (7-0).

3. Consider Approving Transfer of Yoga Mats to Steffany Butts, Stored at the Manitou Art Center (Ralph Routon)

There was discussion on the possession and care of the Yoga mats purchased with MACH grant funds. Chair Routon stated that the mats are currently housed at the Manitou Art Center (MAC). Steffany Butts had requested the Board consider letting her take responsibility and care for the mats.

4. Update on MACH Website Transition Development (Kinsey Watts)

Board Member Watts reported that everything is in place and should transition smoothly.

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.)

There was a discussion about inviting specific grant applicants to report on progress and the Board consensus was not to do so.

Board Member Minch mentioned that the calendar needs to be worked on.

Board Member Lee suggested a discussion on guidelines for durable goods purchased with grant funds. He stated that he felt items that can be re-used should not be controlled by the Board.

Chair Routon reminded the Board that the next meeting will be held July 23, 2026, and stated that Board Member changes and possible promotions will be discussed.

I. ADJOURNMENT

Chair Routon adjourned the meeting at 6:37 PM.

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

Regular Meeting Minutes
Remote Meeting via Zoom
July 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.

Note for the Record – Chair Routon stated that Alternate Board Member Casey would be voting for the meeting.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Ralph Routon
Vice Chair Peter Sommers
Board Member Kinsey Watts
Board Member Neal Minch
Board Member Mark Lee
Alternate Board Member Lisette Casey

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Marcus Medina
Alternate Board Member Gerald Mitchell
Alternate Board Member Jason Wells

B. APPROVAL OF AGENDA

Board Member Watts moved to approve the agenda. Board Member Sommers seconded the motion. The motion carried (6-0).

C. PUBLIC COMMENTS NOT ON THE AGENDA

There was no public comment.

D. REPORTS

1. Staff Liaison (Daniele Owens)

Administrative Assistant Owens reported that all grants have been paid.

2. City Council Liaison (Judith Chandler)

Chair Routon inquired about first quarter sales tax numbers.

City Council Liaison Chandler reminded the Board that sales tax figures reflect revenue from two months earlier. She stated that the only concern Council has is due to the incentive offered for free parking during the holidays and the Hiawatha parking lot being closed for construction.

City Council Liaison Chandler shared that there will be a small gathering at Memorial Hall to honor Finance Director Rebecca Davis on her last day, July 24, 2026. She added that the mid-year budget retreat will be on August 15, 2026 and is open to the public.

3. Board Correspondence

Vice Chair Sommers reported that he attended Pride Fest and confirmed that one of the new MACH banners was displayed. He stated that the event was well attended and a positive event overall.

Board Member Lee shared that he attended First Friday at the Manitou Art Center (MAC) and the Moonlight Market where the MACH banner was displayed as well.

Chair Routon reported that he attended First Friday at the MAC as well and complimented the placement of the banner near the music.

4. Chair (Ralph Routon)

Chair Routon stated he met with Steffany Butts regarding her grant project, funded by MACH. He shared that she will have to take a leave of absence due to medical reasons and that she plans to have the program continue in her absence.

Chair Routon noted that the first banner, three foot by six foot, was printed and made its debut at the MAC for First Friday. It will then be used for the grand opening of the Manitou Springs Commons. He stated there are also three smaller banners, two foot by three foot. He reported that Mayor Natalie Johnson had expressed interest in having one that hangs permanently at the MAC, so there is now one on display at building 513 of the MAC and the Mayor hopes to have one that can hang at building 515 of the MAC or outside during any events they have. There was also discussion about having the other two smaller banners hung at Miramont Castle and the Heritage Museum.

Chair Routon mentioned that all of the banners now have a Quick Response (QR) code that directs the public to the MACH website. He gave thanks to Mark Lee, Amy Kerr and Creative Alliance Manitou Springs (CRANE) for the work they did to make it all happen so smoothly. He stated there are several options for storing the banners for pick-up.

E. BUSINESS

1. Recommendations to City Council from Lisette Casey to Change from Alternate to Regular Member.

Chair Routon mentioned that Board Member Almitra's resignation was immediate and that she was unable to attend the meeting. He added that Alternate Board Member Casey had expressed interest in filling a regular board member position.

Board Member Lee moved to approve a recommendation to the City Council that Alternate Board Member Casey be appointed as a regular board member. Board Member Watts seconded the motion. The motion carried (5-0) with Alternate Board Member Casey abstaining.

2. Recommendation to City Council on Application from Rose Lyda

MACH Applicant Rose Lyda introduced herself and shared her experience in grant management and compliance at the Federal and non-profit levels. She shared that she is currently an employee with the U.S. Department of Housing and Urban Development (HUD).

Board Member Sommers moved to approve the recommendation to City Council to appoint Rose Lyda to MACH. Board Member Casey seconded the motion. The motion carried (6-0).

3. Review and Approve Proposed Timeline for the Upcoming 2026-2027 Grant Season (Peter Sommers)

Vice Chair Sommers reported that the only changes since the last grant cycle were dates and a few clerical errors. Chair Routon stated that the only change he proposed was the deadline date for Tier 2 grants, which would have had completion report due on New Year's Eve. Chair Routon suggested the date be rolled back a day.

Board Member Lee moved to approve the process and timeline as amended. Board Member Watts seconded the motion. The motion carried (6-0).

4. Begin Review of MACH Guidelines, Information and Frequently Asked Questions (Ralph Routon)

Chair Routon requested volunteers to assist him with revising MACH materials. Board Member Watts volunteered to assist with the Guidelines, Board Member Lee volunteered to assist with the "About MACH" webpage and Alternate Board Member Casey volunteered to assist with the Frequently Asked Questions (FAQs). Chair Routon suggested that each Board Member read through the current guidelines and send any suggested edits to him.

5. Update on MACH Website (Kinsey Watts)

Board Member Watts reported that she was able to secure all contracts with the City. She stated she immediately began transferring ownership of the software code from Kollacode's online code repository to a City-controlled repository, as well as finding and fixing the software issue affecting attachment uploads. She shared that she devised a plan for the migration work on the website making it more accessible to the public, which will be stored on the Board's Google Drive and added that she gave the Guidelines and FAQs a small style update.

6. Consider Pertinent Issues for August and September Board Meetings

Chair Routon stated that he fully expects the next few meetings to be centered on revision to the Guidelines and FAQs, as well as the website.

City Council Liaison Chandler stated that she is prepared to bring more information from the mid-year budget retreat.

Board Member Lee suggested that the Board start discussions about the grant budget and how to approach the matter with applicants. Chair Routon stated that utilizing the campaign strategy will be important to relaying information.

Vice Chair Sommers suggested a discussion regarding how to handle concerns from new applicants who may feel they are competing with recurring grant approvals. Chair Routon agreed this is an important topic for discussion.

City Council Liaison Chandler mentioned a possible placeholder for the August agenda to welcome a new Finance Director who will be the new City Staff Liaison.

Board Member Watts shared that she has a list of topics from past meetings that should be discussed, including whether the Board holds ownership of items purchased for projects with MACH funds, and the Crystal Park neighborhood eligibility. Chair Routon suggested that the Manitou Springs School District should be added to the discussion surrounding eligibility.

Board Member Lee asked for clarification about the area from which taxes are collected, and it was noted that taxes are only collected within City limits.

7. Farewell to Departing Board Members: Wren Almitra and Marcus Medina

Chair Routon stated that there was Board interest in wishing farewell to parting Board Members Wren Almitra and Marcus Medina. Chair Routon shared that Board Member Medina plans to participate in other City Boards or Commissions.

F. ADJOURNMENT

Chair Routon adjourned the meeting at 5:57 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.

What is MACH about?

People who live in and visit Manitou Springs pay sales tax. A small part of that tax generates the funds for our grants—our mission is to reinvest those funds into arts, cultural, and heritage projects for public benefit here in Manitou Springs. The MACH Board is responsible for putting out calls for grant applications to the community, reviewing and scoring **grant** applications, and making **funding** recommendations to City Council.

Funding Priorities

34% of MACH funding is designated by city ordinance for awards and grants to foster the arts, culture, and heritage within the physical boundaries of Manitou Springs. In [PLAN Manitou](#), the City of Manitou Springs defines arts, culture, and heritage as follows:

“All great communities have a vibrant art and cultural scene. These include: music, theater, film, literary arts, photography, painting, mixed-media, graphic design, engineering, sculpture, pottery and ceramics, glass, woodworking, welding, jewelry, fabrication, textiles, architecture, fabric, and installation and culinary arts; as well as institutions and facilities to support the arts.”

“Culture refers to the many assets, strengths, and values that contribute to Manitou Springs’ eclectic character, positive energy, creative sensibilities, small-town feel, welcoming nature, and sense of community.”

“Historic resources: generally includes buildings, structures, and sites that are historically significant (most are more than 50 years old.)”

“Cultural resources: Defined as physical evidence or place of past human activity: site, object, landscape, structure; or a site, structure, landscape, object or natural feature of significance to a group of people traditionally associated with it.”

Criteria

These grants are funded through a competitive process. After applications are received the MACH Board will review each application utilizing a Ratings Matrix. The Board will then deliberate and make recommendations to City Council regarding the distribution of MACH monies.

Core Rating Criteria

The MACH Board will carefully evaluate your application using the following criteria:

- You have completed the entire application and submitted all required attachments. See “What We Require” below.
- The budget for your project is **specific**, feasible and you’ve requested a reasonable amount of funding to sufficiently complete your project.

- Art, Culture, and/or Heritage as defined by [PLAN Manitou](#) is the primary component of your project.
- The project makes a positive impact on Manitou Springs and its residents. Most MACH-funded work must occur within Manitou Springs city limits.
- You have demonstrated relevant experience and expertise to achieve the project.
- Whether you are a Manitou Springs resident or nonprofit organization, or are using an eligible Manitou Springs nonprofit as fiscal sponsor for your organization or project.

Anti-Discrimination Statement

Manitou Springs does not support discrimination of any kind for any reason, and the MACH Board will not recommend funding for any projects that involve discrimination in any way. All applicants must submit an anti-discrimination statement. See the [State of Colorado nondiscrimination policy](#) as an example. ~~All applicants need to submit an anti-discrimination statement with their proposal. You can view the State of Colorado anti-discrimination statement [here](#).~~

FAQs – 2027 working

What is MACH?

Proceeds from the Manitou Arts, Culture and Heritage Initiative are distributed each year by the City Council through awards and grants to foster the arts, culture, and heritage within Manitou Springs. The MACH Board is responsible for putting out calls for grant applications to the community, reviewing and scoring applications, and making recommendations to City Council.

Who can apply for a grant?

- Manitou Springs citizens of all ages, and nonprofits within Manitou Springs, are eligible to apply. We encourage proposals from residents, students, and businesses who present new and creative projects that benefit and enhance the artistic and cultural environment of Manitou Springs.

Can organizations or individuals who reside outside Manitou apply?

- Entities, individuals, or nonprofits that exist outside of Manitou Springs may apply via a pass-through/fiscal sponsorship in partnership with a Manitou Springs nonprofit (see below).
- Fiscal sponsoring organizations need to have been in existence for at least two (2) calendar years.
- The project must be delivered within Manitou Springs

What projects are eligible?

- All projects must directly interface with Arts, Culture, and/or Heritage within the City of Manitou Springs.
- Youth projects are eligible, but applications must be accompanied by a letter of support showing committed involvement from an adult resident of Manitou Springs.
- The MACH board will not recommend funding projects that create an inventory. In other words, MACH funds will not go to help publish your book/album/artwork for you to then sell. We also will not pay to purchase equipment or durable goods.
- All funded projects will take place within Manitou Springs city limits. Applications from Manitou Springs School District 14 schools that are outside of our city limits are eligible.
- Eligibility Requirements for Infrastructure Projects: Applicant must also meet all of the following criteria:
 - Present a holistic capital improvement plan in the application;

- Be a 501(c)(3) nonprofit;
- Have additional sources of revenue indicated in the budget; and
- Provide for public access such as a museum, gallery or other public venue.

What does MACH mean by public benefit?

Because MACH funding comes from Manitou Springs sales tax, funded projects should provide a meaningful public benefit to the community. This could include free or low-cost public events, educational opportunities, cultural programming, historic preservation, public art, or projects that strengthen Manitou Springs' creative community.

Can MACH fund projects that make money?

Yes — projects may generate revenue through ticket sales, admissions, merchandise, or other sources to help cover expenses. However, MACH funding is intended to support projects that provide a public benefit, not to finance inventory or products created primarily for private sale.

What makes a strong application?

While every project is unique, the strongest applications typically:

- Clearly explain the public benefit to Manitou Springs.
- Include a realistic, detailed budget.
- Demonstrate thoughtful planning.
- Show the applicant has the experience or partnerships needed to complete the project.
- Align closely with Manitou Springs' arts, culture, and heritage priorities, as identified in PLAN Manitou.

What kinds of projects generally get funded?

The MACH Board carefully evaluates applications using the following criteria:

- You have completed the entire application and submitted all required attachments.
- The budget for your project is feasible, you've requested a reasonable amount of funding and you have provided a sufficient level of detail.

- The project makes a positive impact on Manitou Springs and its residents. MACH provides some funding for a variety of established community events such as Carnivale, Manni Awards, Lantern Parade, Poetry and Pottery, etc.
- You have demonstrated relevant experience and expertise to achieve the project.
- Eligible projects, which may include an event or program, capital, general operating and/or capacity-building costs.
- Whenever possible, confirm your venue and important partnerships before submitting your application. If they are still pending, explain their current status in your proposal.

How much can I ask for?

There is no maximum request amount, but most approved grants fall between **\$1,000 and \$5,000**. Smaller requests of up to **\$750** qualify as Mini Grants and require a shorter application. Grants are considered competitive. Each year we have more funding requested than we are able to allocate.

Do I only have one chance to complete the application online?

No. You can save your work at any point, return to the website later (multiple times if needed) and continue until you're ready to submit the application. Note: MACH Board members will not be able to see your application until it has been finished and submitted.

I've applied before; can I apply again?

Absolutely! Previous applicants and recipients are welcome to apply again. You can apply for the same or a new project. However, if you received a grant in 2026, a completed and approved project completion report is required before submitting another application, and every application is evaluated independently each funding cycle.

Are there tax consequences to receiving a grant?

Yes, if you apply as an individual. The City will issue a W2 form to you at the end of the year.

If you apply as a 501(c)(3) or with a pass-through nonprofit, you should consult with the pass-through agency about W2s.