



**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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