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 administrative correct 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. <u>City Staff Report (Nate Moore, Daniele Owens)</u>

Senior Budge Analyst Moore was not in attendance. Administrative Assistant Owens reported that there were only a few grant checks that had not been finished due to W-9 issues. No other issues reported.

2. <u>City Council Liaison (Judith Chandler)</u>

City Council Liaison Chandler updated the Board on the City Council work session June 9, 2026. She stated that the work session included a presentation from Police Chief Bill Otto regarding the safety policy for the Coffin Races. She mentioned that the Lawn Concert Series starts July 10, 2026. A few other dates of noted 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 30, 2026.

3. <u>Board Members Report on any MACH-sponsored events.</u>

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 event 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. <u>Chair Report (Ralph Routon) – Proposal to utilize CRANE for public art applicants.</u>

Chair Routon stated that he sat in on one of the meetings with CRANE and the City of Manitou Springs where the 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. He stated there would be more updates in the future.

He reported that a previous grant recipient, Steffany Butts, reached out to inform the Board of equipment not being taken care of and would possibly be willing to take over storage and care of the yoga mats for better care.

He also reported that after lots of attempts to get a completion report from the Pikes Peak Bulletin, he sent an email to the City Administrator, Denise Howell. He also stated 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 back up if that did 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 the 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 Plan Manitou with 3.0 because of it's lengthy language. It was discussed that maybe condensing the referenced portion of Plan Manitou that directly impacts the MACH grant process.

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

Chair Routon suggested moving into discussing 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 that one main concern was not having a way to distinguish applications not as aligned with MACH grant guidelines. He also stated that using the language used in the Municipal Code for Manitou Springs would really capture the intent of application grading.

There was in depth discussion in regards 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 it's full advantage when weighing the applications, but just need to expose more data to dig in more.

The next item of discussion was 3.0 Program Project Impact. There was conversation surrounding the suggestion to award points for certain impact points. Some Members of the Board felt it might help and other felt it would be risky to pin point 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 1.0, stating that 1.0 is already a lot of information and this section is less robust in volume. Board Member Wells agreed. City Council Liaison Chandler suggested the Board be cautious in ranking applications based on target audiences. H

Chair Routon moved the discussion to 4.0 Does the Applicant or Team possess the necessary experience and expertise to complete the project described in the application. This section mostly focused on permission with regard to events or projects prior to applications. Board Member Casey stated that it felt more fitting in this section as it speaks to experience in understanding the requirements and expectations of the MACH grant process. City 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 the application.

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

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 Jeff Fryer at the June 25, 2026 meeting. It was clarified what both City employees roles were as well.

There was discussion about the Boards consensus on hybrid meetings. There was no decision on the matter.

H. ADJOURNMENT

Chair Routon adjourned the meeting at 6:41 PM.

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