

**Manitou Springs Chamber of Commerce, Visitors Bureau
& Office of Economic Development**

Board of Directors

**Meeting Minutes
April 25, 2024**

Present: April Hall, Farley McDonough, Anthony Mogck, Lisa Quintana, Annie Schmitt, Denise Howell, Natalie Johnson

Absent: Ted Johnston, Kat Kilner

Staff: Jenna Gallas, Leslie Lewis, Monica Rozelle

A regular meeting of the Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development (Visit Manitou Springs) was held in the upstairs conference room at 515 Manitou Avenue. The meeting was called to order at 8:35 am by President Farley McDonough.

A. City Update

Denise Howell asks if there's anything the city can do for banners. Leslie Lewis will find out exactly how many banners we have and how many poles are in town and then get together with Meghan to take banners to Public Works. Natalie Johnson confirmed 75 banners were ordered last year. Denise said that starting March of 2025 she, Leslie, and Meghan will get together yearly to discuss banners for the year, so that each time they need to go up, no one's confused.

A contract to replace the street signs with historic street signs will be presented to City Council in May. This project will take 8 years for the entire town.

Farley McDonough asked if the city will be striping, and if so, if can they do a section at the Chamber parking lot. The Chamber would like to move dumpsters down and have "no parking" painted near them so that the garbage truck can easily get to the dumpsters and people will stop blocking them. Denise said that the city outsources the striping. Natalie has a contact she will have call the Chamber for a proposal.

The Great America Cleanup is taking place this weekend – April 27th. On May 4th from 10am – 2pm the city is hosting Chipper Day, free for residents, at Public Works. Denise explained that after a large storm, it can take 8-10 months to clean everything up and strongly recommends using See, Click, Fix to place work orders, as it will be completed more efficiently than calling the office.

The Electric Trams are not running until Council approves the requested route. The proposed route will be presented to City Council on May 14.

Leslie Lewis said 5280 Magazine would like photos of pollinators in Manitou for an article they are working on. Denise recommended reaching out to Gillian Rossi, Mitchell Carter or Matthew Nelson to see if they have photos.

The Police Station open house will be sometime in late May. The police have moved back into their renovated station. The trailer that was used is being purchased and will be moved to Public Works for their sign shop soon.

Lisa Quintana requested the street performer guidelines flyers to be printed for distribution. Leslie offered to see if she has the email containing the information sent out last year and distribute it if possible. If not, Leslie will let Denise know to see if Mitchell Carter can locate it.

Annie Schmitt is writing an article for PPB on bears and asked if the city has bear proof trash cans still available. Denise recommended Annie reach out to Tara Gamez, Code Enforcement, for availability information.

Parking rates will be raised for peak season starting May 1st, with some places going down in price and others going up. Downtown street parking will be raised \$0.50, and Hiawatha Gardens will go up \$0.25 per hour.

Natalie Johnson recapped the Mobility and Parking Board Meeting from last night. The new chairman is Cory Sutela. They're going over data and what they can do to improve the bus routes. Natalie mentioned the requested routes don't have the infrastructure, specifically sidewalks, to reroute the buses to those areas. Denise would like to start moving away from using Mountain Metro due to their high costs and the length of the process to change routes. The Electric Trams are unable to travel up Ruxton Ave. The #33 free shuttle will most likely have an updated route once the Dillon parking lot is complete. The hope is to send Cog Railway visitors and Manitou Incline hikers to that parking lot, freeing up more of Hiawatha Gardens for people traveling into town.

When asked for an update on the Dillon property, Denise reported the City is hoping the demolition will begin sometime in the beginning of May. The city is still waiting to receive permits.

The next large city project will be the Ruxton improvements and remodeling the old Chase Bank building for the parking office. The remodel contract for the Chase building will be presented to the City Council in May.

Annie Schmitt asked for clarification on how many police officers are in Manitou. Denise believes that the police force is now fully staffed.

B. CRANE Update

Farley reported that there are two calls for art that will close in a week. One for the "Baker building" and the other is for a creek walk mural on the back of the chamber building. Cookies With Crane did not have a large turnout, but good conversation took place so that event will take place again and the date, once decided, will be added into the Member Newsletter. Monica Rozelle updated about the Manitou Made meeting, which took place directly after Cookies with Crane. Two artists attended that meeting – Nina Davis with Manitou Comedy and an artist named Jess. There was a follow up meeting to learn how to on-board new vendors. Jenna Gallas led that meeting and taught Monica, Audrey, Nina, and Jess how to work the back end of the website. Leslie explained how the credit card fees and commission fees work through Manitou Made. The fees don't come close to covering the costs for Manitou Made.

The Portable Deity sculpture near Mate Factor will soon be moved. Audrey is working with the artist to create a scavenger hunt, which will include 70 mini 3D printed sculptures. Farley will update the Board once she has the launch date. The Guitar sculpture is only \$500 away from being purchased. Denise said she will bring up CRANE's MOU to the City Council in May.

C. Action Item: Approval of March Board meeting Minutes

April Hall made a motion to approve the March Board meeting minutes as presented. Annie Schmitt seconded the motion, and it was approved.

D. Action Item: Approval of March Financial Statements

April gave a financial update and Leslie discussed what we should do with 2 CDs that were closed from Chase. Leslie asked for approval to move \$10,000 into one of our two bank members – ENT or Riverstone Bank. She will investigate rates and email everyone for an email vote on which bank to transfer funds into. Annie Schmitt made a motion to approve the Financial Statements as presented. Anthony Mogck seconded the motion, and it was approved.

E. Action Item: Approval of New and Renewing Members

Arana Family Landscaping, Manitou Comedy, and Haunted Manitou were presented as new member applicants. A list of renewing members was presented. April made a motion to approve the new and renewing member applicants, Annie seconded the motion, and it was approved.

F. Special Events Update

Jenna Gallas reported the Wine Walk on April 4th was successful with 59 tickets sold. Each location, including the Chamber, received \$700. The Chamber will pay expenses out of their portion.

Jenna is updating her job description – April 25th is her 7-year anniversary with the Chamber of Commerce.

The Armadillo Ranch is hosting TIPS Training that has been opened to all other establishments in Manitou Springs for employees needing certification or recertification. It will be May 29th. Businesses will need to pay the cost of their employees.

The Summer Concert Series will be planned out next week and the schedule will be posted. The concerts will be every Friday, plus Little London Winds on Mondays.

Wine Fest has over 1,500 tickets sold so far. There are 4 new wineries this year plus 8 food vendors. Sponsorship is still low.

Heritage Brew Fest is Saturday, August 17th.

Our zero waste efforts include gathering more volunteers to man the compostable bins to make sure people are composting and recycling properly at our events.

Tickets for ManiPalooza go on sale next week.

This year is the 30th Anniversary of the Coffin Races. The T-shirt design will soon go live with submissions being taken until July 26th. Public voting will then take place for two weeks with a winner announced on August 20th. The plan is to push forward the timeline for the shirt design so that we can get the shirts printed and available for sale at the chamber earlier this year. We partnered with a local college for shirt and brochure design as well.

Jenna also discussed the Mustang 5K – a new race in town taking place on Saturday, Oct 5th.

G. New Business

June 11 Work Session with City Council - On June 11th the Chamber is scheduled for a work session with City Council. The more people on our board who show up, the better. The chamber will write up the memo and get the presentation for the work session to Denise no later than June 5th at noon. Denise will send feedback prior to presenting in the packet for City Council.

Document Accessibility Discussion -

The work to have all documents accessible is overwhelming. The Chamber will need to figure out how to turn PDFs into ADA compliant pages. Do we switch from PDFs online to forms only?

Statewide Destination Stewardship Strategic Plan - Leslie sent the Strategic Plan draft for everyone to review. Farley believes it will be useful for our 2025 goals with Destination Blueprint. Leslie said once the Regional Draft is released, it will be more about our immediate area and from that we will apply for a grant to get into the program. There's a webinar on May 7th and on that same date the CTO will begin accepting applications. The grant includes 100 hours with consultants to help with strategies.

Increasing Participation in Chamber Events – The question was asked: “What else can we do to entice members to join Chat with the Chamber?” Tony Mogck recommended extending the evening Chat with the Chamber until 7 pm, as most business owners are not free at 5pm. Farley will reach out to members for the next Chat with the Chamber. Everyone should encourage non-members to attend so we can ask why they're not chamber members and what we can do to get them to join.

Leslie scheduled a lodging meeting for April 30th at the Cliff House to discuss how to bring the lodging numbers up and get guests to stay in Manitou Springs vs Colorado Springs. “Unique, Boutique” vs “New and Shiny”?

Our website numbers for March are up 93% from last March so we can hope that will show in reservations for lodging.

Tony asked about an update on the emergency text message alert chain. Monica is working on contacting businesses to confirm/update contact information.

H. Old Business

Building Remodel - Farley and Leslie met with Brandon Rutt to walk the patio area connected to the Chamber building and determine railings and an ADA picnic table. We have a cork message board which will be placed on the side of the building. One section can be used for events, one for the Leave No Trace Principles, and the third section for something else, but keep it organized. Natalie and Farley met at the Chamber yesterday to discuss different signage, including Trail Blazing Sign.

I. Unscheduled Appearances

As of July 1st, if a salaried employee, making less than \$43,888 a year, works overtime, they must be paid overtime. This will interfere with event weeks, as now employees must take comp time during the week of the event to not go over 40 hours. The board discussed adding a time clock system, even for salaried employees. Leslie will look at “Home Base”, a software used by several of the Board Members. We may need to bring Tim O. in during that time so that the office can be properly covered.

Having no additional business before the board, the meeting adjourned at 10:17 a.m.