

## ***Louisville Historical Commission Meeting Agenda***

***January 16, 2019  
Louisville Public Library Meeting Room  
951 Spruce Street  
6:30 PM***

- I. Call to order
- II. Roll call & welcome to new Commission members
- III. Approval of agenda
- IV. Public comments
- V. Approval of November 28, 2018 regular meeting minutes – *see attached draft*
- VI. Commission input on design of Jason Hogstad’s options for introductory panel for Jacoe Store entrance – *see attached memo and drafts of options*
- VII. Approval of Designation of Places for Posting of Notice of 2019 Public Meetings – *see attached memo*
- VIII. Distribution of 2019 Open Government & Ethics Pamphlet – *see attached pamphlet*
- IX. Approval of 2019 Meeting Dates & Location – *see attached memo*
- X. Report from the Museum Coordinator
  - A. Approval of Deeds of Gifts from donors
  - B. Advice sought on donations of other artifacts being offered
  - C. Museum Coordinator’s written report – *see attached memo*
  - D. Museum Coordinator’s memo regarding informal survey done in November 2018 to solicit feedback on Museum services and programs – *see attached memo*
  - E. Updates relating to Museum campus plans and operational funding

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- XI. Request for two Commission members to work on the strategic plan process based on the City's Strategic Planning Framework (Sharon) – *see attached Framework document*
- XII. Chairperson's Report
- XIII. Pioneer Award
  - A. Discussion/Direction/Action: adoption of Pioneer Award selection and presentation procedures – *see attached memo and draft*
  - B. Update on Pioneer Award being given in 2019
  - C. Selection of this year's Pioneer Award subcommittee (the subcommittee will review, recommend, or seek nominations for the award to be given in 2020)
- XIV. Election of officers for 2019 (officers assume duties upon election)
- XV. Items of common interest with the Historic Preservation Commission
  - A. Reports from HPC liaison to HC and from HC liaison to HPC
  - B. Selection of 2019 liaison to Historic Preservation Commission
- XVI. Louisville History Foundation update
- XVII. Commission comments & discussion items for next meeting
- XVIII. Close meeting & adjourn

## ***Louisville Historical Commission Meeting Minutes***

***Nov. 28, 2018  
Louisville Public Library Meeting Room  
951 Spruce Street  
6:30 PM***

- I. **Call to order:** Chair Dan Mellish called the meeting to order at 6:31 P.M.
- II. **Roll Call:**

**Commission Members Present:** Dan Mellish, Paula Elrod, Gordon Madonna, Dave Hooley, Betty Scarpella, Keith Keller, Joe Teasdale, and Jon Ferris

**Commission Members Absent:** None

**City Representatives Present:**

Bridget Bacon, Museum Coordinator

Sharon Nemechek, Director of Library & Museum Services

**Other Individuals Present:**

Chuck Thomas, Historic Preservation Commission Liaison

Sassan Kermani, member of the public
- III. **Welcome to Sharon Nemechek, Director of Library & Museum Services:**

The Commission introduced themselves and welcomed Sharon as the new department director.
- IV. **Approval of agenda:** Members approved agenda
- V. **Public comments:** None
- VI. **Approval of Sept. 19, 2018 regular meeting minutes:** Minutes were approved
- VII. **Report from the Museum Coordinator:**
  - A. **Approval of Deeds of Gifts from donors:** The Commission moved to approve the following 7 donations:
    1. Grace Dionigi – copy of her memoir written with Nanette Randall

2. Jean Morgan – LHS Pirates seat cushion from the estate of Rita Ferrera
3. Robert Piccone – digitized historical photos from the Piccone family of Louisville
4. George & Cindy Autrey – mine bell from the Monarch Mine, which closed in 1947; family history information and photos; credit bureau documents from the 1930s
5. Karen Maddock – 12 matchbook covers from Louisville area businesses
6. Joan Riggins – two golf balls with the logo of the Louisville Spaghetti Open, donated along with Mick and Marilyn LaSalle
7. Betty Davis Barnes – 10 digitized photos from the Davis and Laferty families of Louisville

**B. Advice sought on donations of other artifacts being offered:**

No advice sought

**C. Museum Coordinator's written report:**

To supplement her written report, Bridget thanked Dave Hooley for his Spellbinders storytelling program on the Museum campus in October.

**D. Updates and discussion on recent developments relating to Museum campus plans and funding, including:**

**i. Status report on construction design work and RFP for structural work to be done based on the Historic Structure Assessments this year:**

The architectural designs have been completed by Bret Johnson for the Tomeo House basement and, now the project is now with the Public Works department. The Public Works Department is handling the RFP for the actual structural work to be done and the funds set aside for the project probably need to be rolled over to next year.

**ii. Update on capital improvement requests and operational requests for the Museum:**

The City Council approved the City's budget at their meeting on the 27<sup>th</sup>. The budget requests approved by the City Council for the museum included two part-time positions (to be funded by the Historic Preservation Tax funds), two internship positions of 300 work hours total, regular Museum operational budget requests, the

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Louisville Historical Museum 749 Main Street Louisville CO 80027  
303-335-4850 (phone) 303-335-4550 (fax) www.louisville-library.org

30% partial design request for the new Museum addition in 2020, and the other work identified in the historic structures assessment for the Museum campus in 2019 with 50% of the funds anticipated to come from the Capital Improvements Project funds and 50% from the Historic Preservation Fund.

- E. Invitation for Commission members to come to the Museum Open House during the December Art Walk and Parade of Lights event (Friday, Dec. 7<sup>th</sup>, 5:30-8:30 PM) – also, Bridget needed Commission members to volunteer to help chat with visitors and give out treat bags to children:** Paula, Dave, and Gordon volunteered.
- F. Invitation for a Commission member to accompany Bridget to a meeting of the Youth Advisory Board on Thursday, Feb. 7<sup>th</sup>, 6:30 PM (10-20 minutes to talk about the Commission and the Museum at the start of the meeting):** Paula volunteered to attend the meeting with Bridget.

**VIII. Update on informal Museum survey to obtain feedback on Museum programs and services – results to be given to the Commission for the January 2019 meeting:**

The City conducted an informal Museum survey asking citizens about what they thought about the Museum's services. The survey had 5 questions asking for people's feedback about different things about the Museum. There were 78 responses to the survey and over 40 comments. This survey was separate from possible additional polling relating to the Museum in 2019.

**IX. Discussion/Direction/Action: Request from Museum staff to approve staff recommendation to deaccession collection item:**

After discussing the Museum staff's recommendation to deaccession a Cardox shell from the Museum's collection, the Commission moved to approve the request. The original donor had donated the Cardox shell to the Louisville Museum in 1989 and had relinquished ownership rights at that time. It is a large item and the Louisville Museum still retains two other very similar large Cardox shells used in area mines that were part of the original donation. Bridget stated that her intention as the Museum Coordinator is to donate it to the Lafayette Miners Museum, as the item has been on permanent loan to the Lafayette Miners Museum since shortly after the date of the donation, but the current Collections Management Policy for the Louisville Museum states that there should not be loans until a loan program is in place. Bridget said that she would notify the family of the original donor to let them know of this new development, as a courtesy.

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**X. Pioneer Award:**

**A. Discussion/Direction/Action: Adoption of new Pioneer Award selection and presentation process:**

Due to the change of the Chamber of Commerce banquet dinner to be held in April instead of January 2019, the Commission had asked Gordon to revise the Pioneer Award selection and presentation process. The Commission moved to adopt the new selection process with removal of “to be held in April” from section 1.1.

**B. Subcommittee presentation and Commission selection of Pioneer Award recipient for 2019:**

After the subcommittee presentation for the candidates, the Commission selected the recipient for the 2019 Pioneer Award.

**XI. Chairperson’s Report:**

Dan brought up that the Museum was listed in 5280 Magazine under the category of “If You Do One Thing” when visiting Louisville. The article is entitled “First-Timer’s Guide: Louisville” and appeared in October.

**XII. Items of common interest with the Historic Preservation Commission: reports from HPC and HC liaison to HPC:**

Chuck reported that due to the extension of the Historic Preservation Tax in November 2017, the HPC has continued in its regular activities in reviewing demolition applications and research into probable landmark status of buildings. He stated that also, the HPC is looking into the reviewing its policies for grants, how the grant funds can be used for preserving landmarked buildings, and streamlining the application process to apply for grant funds.

**XIII. Louisville History Foundation update:**

At its most recent meeting, the Foundation discussed a possible special edition of the *Louisville Historian* to be mailed out to all residents of Louisville and is looking into when they want to proceed with the project.

**XIV. Commission comments & discussion items for next meeting: None**

**XV. Close meeting & adjourn:** The LHC meeting adjourned at 8:22 pm. Next meeting is scheduled for January 16, 2019.

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## Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Coordinator  
Date: January 8, 2019  
Re: Proposed introductory panel in Jacoe Store

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Jason Hogstad, who was the Museum's Visitor Services Intern in 2017 and the Visitor Services Representative in 2018, is a PhD student in the History Department at the University of Colorado at Boulder. Jason was selected for CU's Engaged Arts and Humanities Graduate Student Scholars program and he is participating in the development of a community-engaged scholarship "partner" project for the program.

Jason is partnering with the Louisville Historical Museum for his project. He's developing an introductory exhibit panel to be placed for visitors to view when they come in the front door of the Jacoe Store. It is intended to be an engaging introduction to Louisville and to Louisville history. The panel will be on a stand with space to hold literature for Museum visitors to take.

Jason is seeking comments and feedback on alternative designs from the members of the Historical Commission, the Louisville History Foundation board, Museum volunteers, and Museum staff. Attached are the alternative designs of the panel for discussion and comment.

Welcome to the Louisville Historical Museum! We share the stories of miners, farmers, business people, migrants, and children who have made Louisville home. You can explore Louisville's past in the three buildings on our museum campus.

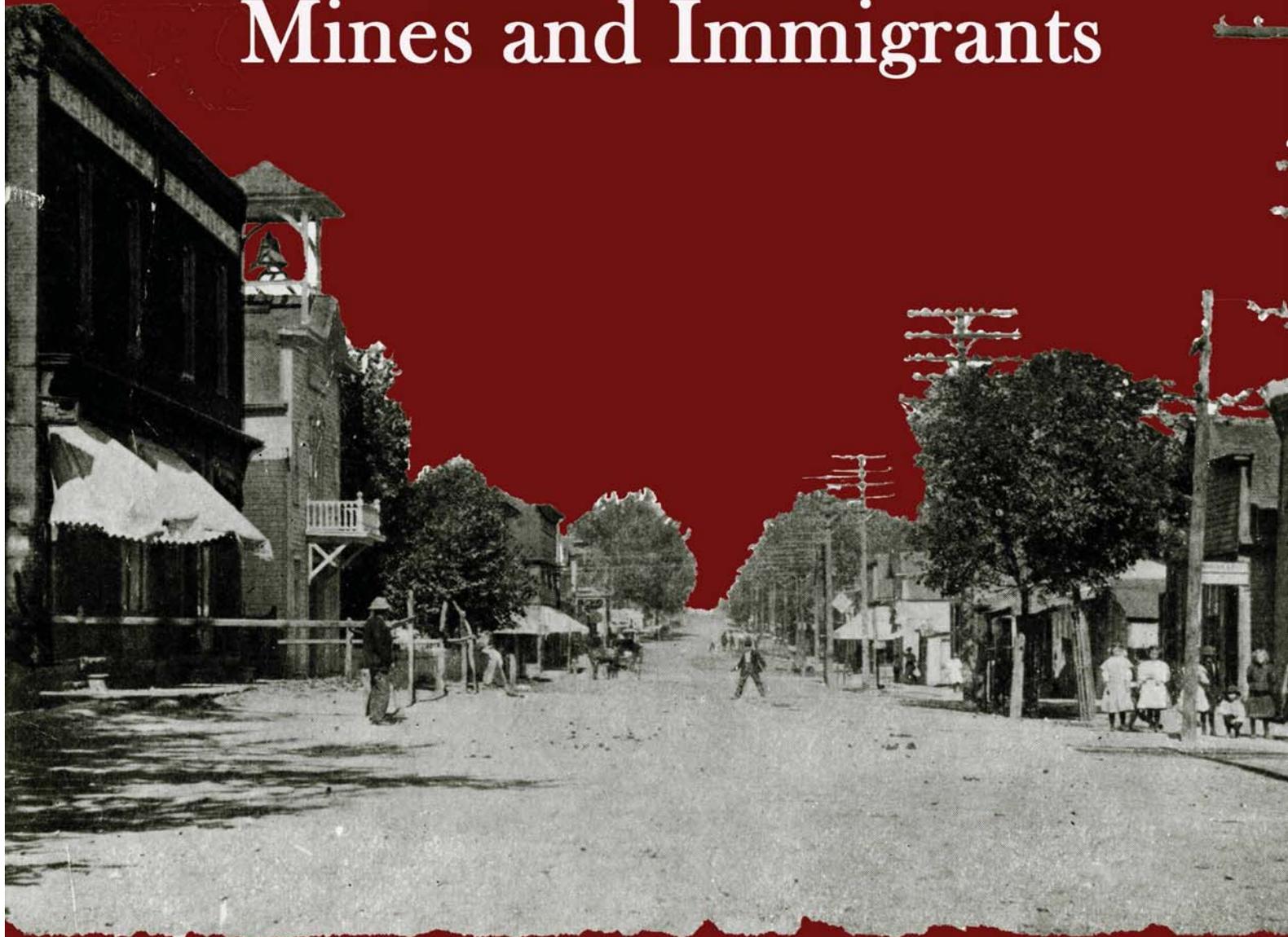
Coal mining dominated Louisville residents' lives from the town's founding in 1878 until the 1950s. Long-term residents and itinerant migrants from around the country and across the globe shoveled, hammered, blasted, and carted coal from Louisville's two dozen coal mines, delivering it to the local rail depot for shipment to Denver. The sights, smells, and sounds of mining pervaded the town, reminding everyone in town that Louisville was coal country. Shrill mine whistles announced shift changes, break times, and, occasionally, mine accidents. Mine dumps - the several story tall piles of non-coal material miners excavated from the earth - loomed large on the town's horizons. And, the cacophony of industrial equipment and hand tools permeated the town throughout the work day.

Although Louisville's mines attracted workers from all over the United States and North America, as well as from much of Europe, the largest group of migrants who stayed in town came from Italy. At the Museum, you can explore the experience and legacy of Louisville's immigrant communities through histories of downtown. Check out the Rex theatre curtain, consider the disreputable and transitory nature of Front Street's saloon row, and learn more about our town's architectural changes and growth.

# A Museum on Mines and Immigrants



# A Museum on Mines and Immigrants



Welcome to the Louisville Historical Museum! We share the stories of miners, farmers, business people, migrants, and children who have made Louisville home. You can explore Louisville's past in the three buildings on our museum campus.

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During the early 1900s, the Main Museum Building (which you are currently standing in) was the Jacoe Store (above left), an Italian grocer that sold tough to get food and dry goods to Louisville's many Italian migrant families. For many families and single migrants, Louisville's coal mines promised opportunity. Most of the coal from Louisville was shipped to Denver by rail (above right) where regional residents used it for winter heating.

Although Louisville's mines attracted workers from all over the United States and North America, as well as from much of Europe, the largest group of migrants who stayed in town came from Italy. At the Museum, you can explore the experience and legacy of Louisville's immigrant communities through histories of downtown. Check out the Rex Theatre curtain, consider the disreputable and transitory nature of Front Street's saloon row, and learn more about our town's architectural changes and growth.

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Mine dumps - the several story tall piles of non-coal material miners excavated from the earth - loomed large on the town's horizons. And, the cacophony of industrial equipment and hand tools permeated the town throughout the work day.

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# A Museum on Mines and Immigrants

Main St., Looking North, Louisville, Colo.

Welcome to the Louisville Historical Museum! We share the stories of miners, farmers, business people, migrants, and children who have made Louisville home. You can explore Louisville's past in the three buildings on our museum campus.

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During the early 1900s, the Main Museum Building (which you are currently standing in) was the Jacoe Store (above left), an Italian grocer that sold tough to get food and dry goods to Louisville's many Italian migrant families. For many families and single migrants, Louisville's coal mines promised opportunity. Most of the coal from Louisville as shipped to Denver by rail (above right) where regional residents used it for winter heating.

## TEXT COPY – LOUISVILLE HISTORICAL MUSEUM INTRO PANEL

### Main Text

Welcome to the Louisville Historical Museum! Here we share the stories of miners, farmers, business people, migrants, and children who have made Louisville home. You can explore Louisville's past in the three buildings on our museum campus.

Coal mining dominated Louisville residents' lives from the town's founding in 1878 until the 1950s. Long-term residents and itinerant migrants from around the country and across the globe shoveled, hammered, blasted, and carted coal from Louisville's two dozen coal mines, delivering it to the local rail depot for shipment to Denver. The sights, smells, and sounds of mining pervaded the town, reminding everyone in town that Louisville was coal country. Shrill mine whistles announced shift changes, break times, and, occasionally, mine accidents. Mine dumps - the several story tall piles of non-coal material miners excavated from the earth - loomed large on the town's horizons. And, the cacophony of industrial equipment and hand tools permeated the town throughout the work day.

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Caption Text

During the early 1900s, the Main Museum Building (which you are currently standing in) was the Jacoe Store (above left), an Italian grocer that sold tough to get food and dry goods to Louisville's many Italian migrant families. For many families and single migrants, Louisville's coal mines promised opportunity. Most of the coal from Louisville as shipped to Denver by rail (above right) where regional residents used it for winter heating.

# Louisville Historical Museum Intro Panel Feedback Form

Name \_\_\_\_\_

Email \_\_\_\_\_

## **Overall Impressions**

Which mock ups did you like the most and why?

What ones did you not like? Why?

## **Specific Thoughts on...**

Do you prefer the vertical or horizontal layout?

How did you feel about a layout with multiple images compared to one with only the street view?

Did you find the full or the cut-out image of Main Street more engaging or appealing?

Did you like the images we used? Do you have suggestions for other images?

Which color scheme (red or green) do you prefer?

Please take a moment to read over the copy text. What are your reactions to it? Do you feel there is too much? Not enough? What about the tone – does it appeal to you?

Finally, do you have any other suggestions? If so, please use the back! Thanks so much for your feedback!

# Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Coordinator  
Date: January 8, 2019  
Re: Establishment of Public Notice Locations for 2019

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The City Manager's Office requests that all boards and commissions establish the following as the official locations for posting meeting notices for the year 2019:

- Louisville City Hall, 749 Main Street
- Louisville Public Library, 951 Spruce Street
- Louisville Recreation & Senior Center, 900 Via Appia
- Louisville Police Department & Municipal Court Building, 992 Via Appia
- City of Louisville website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov))



# City of Louisville Open Government & Ethics Pamphlet 2019

City Clerk's Office  
749 Main Street  
Louisville CO 80027

[www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)  
303.335.4536



# Table of Contents

Citizen Participation .....	3
Open Meetings .....	4
Executive Sessions.....	5
Ethics.....	5
Other Laws on Citizen Participation .....	7
Public Involvement Policy.....	8

## Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

### Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

#### City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov).
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

### Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov), as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at [CityCouncil@LouisvilleCO.gov](mailto:CityCouncil@LouisvilleCO.gov).

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

### Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

### Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees
- Local Licensing Authority

- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City's web-site ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street
- City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

### **Planning Commission**

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City's web-site ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

### **Open Government Training**

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

## **Open Meetings**

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meet-

ings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public body" for ease of reference). Important open meetings rules and practices include the following:

### **Regular Meetings**

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

### **Study Sessions**

Study sessions are also open to the public. However, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City's website.

## **Executive Sessions**

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

### **Timing and Procedures**

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

### **Authorized Topics**

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

## **Ethics**

**E**thics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

*Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.*

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

### **Conflicts of Interest**

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

### **Contracts**

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

### **Gifts and Nepotism**

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

### **Other Ethics Rules of Interest**

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

### **Disclosure, Enforcement, and Advisory Opinions**

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)) and also from the Offices of the City Manager and City Clerk.

## Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

### Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

### Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

### Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of city facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website ([www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)) for information, and to contact the City with any questions regarding City records.

## Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

### Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

*Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.

*Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

*Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

*Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

*Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

*Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

*Access to Decision Making* - The process will give participants the opportunity to influence decision making.

*Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.

*Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.

*Evaluation* - The success and results of the process will be measured and evaluated.

### **Roles and Responsibilities - City Council**

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

### **Roles and Responsibilities - City Staff and Advisory Boards**

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding

Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

### **All Participants**

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

*Updated December 2015*

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov).

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

# Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Coordinator  
Date: January 8, 2019  
Re: Establishment of Meeting Location and Dates for 2019

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The City Manager's Office requests that boards and commissions establish meeting dates and locations for 2019.

The Historical Commission meets at 6:30 PM on the third Wednesday of each odd-numbered month in the first floor meeting room of the Louisville Public Library, 951 Spruce St.

The proposed regular meeting dates for the Historical Commission for 2019 are:

- January 16, 2019
- March 20, 2019
- May 15, 2019
- July 17, 2019
- September 18, 2019
- November 20, 2019



## Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Coordinator  
Date: Jan. 8, 2019  
Re: Museum Coordinator's Report

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The City Council appointed two residents to be new members of the Historical Commission: Leah Angstman and Jennifer Henderson. Welcome to both!

The First Friday Art Walk and Parade of Lights on Dec. 1<sup>st</sup> drew 501 people to the Museum during the Museum's open house. The Museum gave out 150 treat bags that evening, carrying on a longtime Louisville tradition. The treat bags were generously sponsored by the Louisville History Foundation with additional financial support by Memory Delforge. Thank you to Commission members Gordon Madonna, Dave Hooley, Paula Elrod for helping with visitors at the Museum during the open house along with additional help from others. And as a result of the 501 visitors on Dec. 1<sup>st</sup>, we had the highest-yet total of monthly visitors (624).

The February Art Walk topic at the Museum on Feb. 1<sup>st</sup> will be "Heartfelt History" with a look at vintage valentines from Louisville and a valentine craft. On Feb. 6<sup>th</sup>, the Museum and the Cultural Council will cosponsor a public program at the Arts Center at 7 PM on "Building Community through Food," with a conversation about what's happening in the local food movement, nationwide, and what it means for your daily bread.

The Museum's Oral History Intern for 2018, Hannah Gonzales, reviewed interviews as part of her internship and made recommendations for a mix of representative interviews to be in the second group to be made publicly accessible online. The Museum, with the help of the City of Louisville, is making an additional ten oral history interviews, amounting to about 17 hours, publicly accessible on YouTube. Also, plans are underway to show them on cable channel 8.

In terms of memberships, we had a banner year with 116 new paying memberships coming in. This brings the total of paying memberships to 863, which is the most yet.

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Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): November visitors: 344; December visitors: 624; YTD: 4,177.



## Memorandum

To: Sharon Nemechek, Director of Library & Museum Services  
From: Bridget Bacon, Museum Coordinator  
Date: December 22, 2018  
Re: Summary of 2018 Survey on Louisville Historical Museum Services

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The purpose of this memo is to describe the recent informal survey that was conducted in order to obtain feedback on the services of the Louisville Historical Museum for the City, and to summarize the results. The reason for the survey was to obtain data for the City of Louisville with respect to the 2018 Key Performance Indicators for the Museum. However, Museum staff and other City staff also viewed this as an opportunity to obtain data in order to improve services.

The City asked the Museum staff to prepare an informal survey that was understood to be for purposes of completing the Museum's Key Performance Indicators chart. For the specific purposes of filling in information on the Key Performance Indicators chart, the Museum asked people to rate Museum programs & events, the Museum campus, and overall performance of the Museum, which appeared as numbers 1, 3, and 5 in the informal survey. In addition, the Museum staff added questions numbers 2 and 4 (regarding evaluating the *Louisville Historian* quarterly publication and visitor tours provided at the Museum) in order to obtain feedback on these items. The Museum also offered an opportunity for respondents to make specific additional comments. The rating system on the survey was set up to rate from 1 to 4, with an additional possible response of "Don't Know."

The Museum used a few ways to obtain feedback over a two-week period: a SurveyMonkey poll that opened on November 1, 2018; hard copy surveys included in the *Louisville Historian* issue mailed to Museum members and received on about the same date; and hard copy surveys that could be filled out at the Museum itself. When it was practicable, staff and volunteers drew visitors' attention to the survey and invited them to take a moment to fill it out. The Museum staff sent out the SurveyMonkey link in a few different ways: through announcements in the Museum's monthly e-newsletter and on the Museum website, the Library's Facebook page, and the Facebook page of the Louisville History Foundation. The Museum staff also promoted the survey to second grade teachers during an early November school tour and at the Museum

during the November First Friday Art Walk. Individuals were asked to complete just one survey. The polling ended on November 15.

The Museum obtained a total of 78 survey responses within the given time frame. About two-thirds of the responses were submitted electronically through SurveyMonkey. The paper responses were divided between those that were cut out of *The Louisville Historian* and those that were filled out during on-site visits. The average responses were as follows, out of a possible 4:

“Louisville Historical Museum programs & events”	3.65
“ <i>Louisville Historian</i> quarterly publication”	3.70
“Louisville Historical Museum campus (ADA accessibility, work & meeting space, exhibits, etc.)”	2.71
“Visitor tours provided at the Historical Museum”	3.71
“Overall performance of the Historical Museum (Art Walk events, walking tours, lectures, etc.)”	3.61

The 2016 Citizen Survey, which was also on a 4-point scale, showed the results in terms of the percentage of respondents who gave an “excellent” or “good” rating. By looking at the 2018 Museum survey results in the same way, we can see the following:

- Question 1 on Museum programs & events: **94%** gave positive rating of “excellent” or “good”
- Question 2 on *The Louisville Historian* quarterly publication: **95%** gave positive rating of “excellent” or “good”
- Question 3 on the Museum campus: **61%** gave positive rating of “excellent” or “good”
- Question 4 on visitor tours at the Museum: **98%** gave positive rating of “excellent” or “good”
- Question 5 on overall performance of the Museum: **96%** gave positive rating of “excellent” or “good”

In addition, the Museum received 45 public comments in connection with the surveys. This summary shows the numbers of comments that addressed each of four categories. Some comments fell into more than one category and were counted more than once.

- Accessibility/ Space/ Growth needs = 22 comments
- Value of history and museum services = 17 comments
- Programs/ Tours/ Staff = 12 comments
- Marketing/ Awareness improvement = 6 comments

The 45 public comments that were received are as follows:

- I love the museum, and really appreciate the love, time and energy everyone involved contributes. If it's relevant, I support spending tax money on this valuable community resource!
- The museum needs more ADA accessibility. Also, the collection is kind of all over the place. Would be cool if it was a bit more organized. Maybe a new building or something would help.
- I surely enjoy the Louisville Historian! It is excellent.
- My wife and I travel extensively in the United States and limited travel in Europe. The Louisville Museum is one of the best community museums we have found anywhere. Bridget Bacon brings extensive knowledge and enthusiasm to the job. We appreciate her help in learning more about the community.
- Handicap facility is not up to date. Restroom in main building needs upgrading!! Need more space for exhibits! Otherwise we have a true treasure trove in our artifacts, and staff is so professional and caring. Can't say enough good things about Bridget Bacon!
- As I volunteer at the museum I am very attached to it. We have great programs that have great attendance.
- Wish we had more time to visit the museum.
- Even tho I don't visit the museum often, I love it and everyone is so friendly and nice! And Bridget you are awesome!
- I think the growth of the museum is incredible. Bridget Bacon was super nice to have shared info about our old town home. I did miss the Christmas home tours. I finally got to see inside the beautiful old homes and their stories!
- Museum is a great community asset and superbly managed!!
- Fascinating! Wish we could do a quarterly pub crawl/prohibition tour. :)
- I'm from out of town.
- Great tour guides
- Great tour. Lots of fun! Thank you!
- This is an important part of our city.
- We usually stop by on first Fridays.
- I don't know what all the museum had to offer. It needs to be publicized more.
- The museum has the potential to be so much more...I'd love to see additional programs and exhibits.
- This was an amazing experience for our 2nd graders and me! We are so lucky to live in such a unique town and I think it is important for children to know the history of where they live and appreciate all that we have. Thank you so much for making this possible for our students!

- The Museum needs more staff. I often hear both locals and visitors say they tried to visit the Museum only to find it closed. It's a hidden gem in our town and disappointing to see the City keep it on the back burner.
- The museum needs additional space for all of the items people try to donate. Many things have to be turned down for lack of space, and I hope the Blue Parrot sign will be included in the remodel. It is such a big part of Louisville's history.
- Visitor tours could be improved with gathering space for groups, and longer hours. The Museum does a great job and delivers high quality services in the space it has, but would be able to do so much more with better spaces.
- It would be helpful if the Museum had more exhibit space and a separate space for staff to work. The newsletter is informative and it would be great if they could also have it on line so people beyond the area could read it. I think the Museum is a great resource that should be utilized more.
- Louisville is so fortunate to have this wonderful historical museum. Keeping close ties of the past and recording the future of this wonderful community is a true gift that has been lost in so many of the small towns in our country. Congratulations to those pioneers who worked so hard to give this gold nugget to the community!!!
- Campus needs to expand. If that is done, it would be an excellent asset to the Louisville community.
- Overall, the museum is excellent, especially the tours of the houses. I think the main museum could use a refresh of its exhibits, as they don't seem to change very often. I really like the art walk events! I'm also curious about what's going on with the concrete pad next to the museum. Are you going to build another museum building? If so, that would be great! Keep up the good work.
- The Museum needs more space, and a separate Visitor Center!
- It's adorable and the Bridget is so enthusiastic about it. I love it.
- I would like to try and get to more
- Needs more space and handicap restrooms.
- Aside from the exhibits, which I would have marked good, The Campus question has many parts which I would have marked poor such as the ADA accessibility, work and meeting spaces. The campus needs to the new building to improve these issues and provide proper storage for the Collection. Due to these issues, I can't say the overall performance is Excellent (though I wish I could) as there is definitely room for improvement regarding the current facilities.
- I believe that the Museum Campus needs additional space to display its collection of artifacts, space for meetings and staff to work. It definitely needs to be more ADA accessible. The Museum Staff and Volunteers do a great job with the space they currently have available. The Museum Campus definitely needs to expand with an additional building and enhancements to the overall current facilities/grounds.

- The rec center's almost done. The historical museum addition funding should be the next priority. I can't wait to see what the historical museum staff will do with an upgraded building.
- Later hours would be nice
- The ongoing communications & programs are interesting & informative. A "marketing/awareness" campaign might help more people know about the organization & facilities
- The design for the expansion is too modern (or maybe just ugly) for the neighborhood
- Been intending to visit, but the hours make it tricky.
- There is so much history here. I recently went on a walk at Waneka Lake and did not know all of that area's history.
- Poor accessibility, no public restrooms, no ADA access whatsoever. Come on City of Louisville you can do a lot better than that. What will it take to get you on board???
- It seems there is not enough room in that tiny building for all the collections the museum has or could have. I also wonder why the city doesn't do something with that space next to the building. Seems like such a waste and can be used better.... maybe an add-on to the current building for more room and better layout?
- They need more space.
- The proposed expansion for a new building with ADA bathrooms, meeting spaces, student gathering areas, research surfaces and archival storage is truly needed!
- Where are all the artifacts?
- I was born and was raised in Louisville--only good memories--really enjoy the newsletters--when I am in Louisville every year I try to go to the museum
- This aspect of historic preservation adds another dimension to our town and adds character. We are so fortunate for all the wonderful history that this organization provides to our little town.

## ***Vision***

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

## ***Mission***

Our commitment is to protect, preserve, and enhance the quality of life in our community.

## ***Values***

***Innovation:*** Leading and embracing change and transformation through creative thinking, learning, and continuous improvement.

***Collaboration:*** Proactively engaging colleagues and other stakeholders in developing solutions through open communication.

***Accountability:*** Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

***Respect:*** Treating people, processes, roles, and property with care and concern.

***Excellence:*** Doing our best work and exceeding expectations with responsive, efficient, and effective customer service.

## ***Critical Success Factors***



***Financial Stewardship  
and Asset Management***



***Reliable Core Services***



***Vibrant Economic Climate***



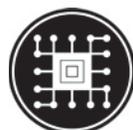
***Quality Programs and Amenities***



***Engaged Community***



***Healthy Workforce***



***Supportive Technology***



***Collaborative Regional Partner***



## Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Coordinator  
Date: Jan. 8, 2019  
Re: Pioneer Award procedures

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The Commission revised its written procedures for the Pioneer Award at its November 28, 2018 meeting. It was noticed afterwards that the version that was revised wasn't the latest version that the Commission adopted in 2017, as it did not include the provision about the Commission being able to select an organization (not just a person or people) to receive the Pioneer Award. Attached is the version that was approved at the November 28<sup>th</sup> meeting, with the use of tracking changes to show the proposed additional language that was part of the original document approved in 2017.

## Louisville Historical Commission Pioneer Award

### 1. Introduction:

- 1.1 The Louisville Historical Commission presents the Pioneer Award to a person or persons, or to an organization, at the annual Chamber of Commerce Banquet to be held each year.
- 1.2 At least one representative from the Historical Commission attends the banquet to make the official presentation.
- 1.3 The presentation speech is typically written so that it may be included in the next issue of *The Louisville Historian*.

### 2. Qualifications for the Award:

- 2.1 The recipient should be a person or persons or an organization who, through his/her or their business and personal activities, is recognized within the Louisville community as an active or previously active contributor to the ongoing or past successes and welfare of the community.
- 2.2 The award is given in recognition of the past achievements in spirit and time in promoting the interests and future of the City of Louisville through his/her or their personal service to the community and its residents.
- 2.3 The Pioneer Award may be presented as a posthumous award, in which case it will be presented to the recipient's family.
- 2.4 The Pioneer Award may be presented to a living person.

### 3. Procedures for the Award:

- 3.1 Anyone may nominate an individual, ~~or~~ business, or organization for the Pioneer Award.
- 3.2 Nominations will be made to any Louisville Historical Commission Member or to the Louisville Historical Museum Coordinator for referral to the Commission.

- 3.3 Nominations should include all relevant information and facts which would support the request.
- 3.4 Nominations should be submitted as early as possible for the Commission to review.
- 3.5 The Commission may ask for guidance from the Louisville Historical Museum Coordinator or anyone from within the community with an interest.
- 3.6 All nominations are confidential and only the final award recipient will be identified.
- 3.7 The Commission will appoint two members of the Commission at the January meeting to act as a subcommittee to specifically review, recommend, or seek nominations for the award.
- 3.8 The subcommittee will prepare initial background information for each nomination prior to the July meeting.
- 3.9 In the event there are more than two nominations, the subcommittee will narrow the nominations down to two prior to the September meeting.
- 3.10 The subcommittee will research and provide any additional information for the nominations.
- 3.11 Should there be more than one nomination, the nomination(s) not chosen may be considered for the following years award.
- 3.12 The subcommittee will have the final nomination(s) ready prior to the November meeting.
- 3.13 The subcommittee will prepare a draft presentation for the award prior to the following January meeting.
- 3.14 The subcommittee will then finalize the presentation for the award and forward it along with a photo of the recipient, if available, to the Louisville Historical Museum Coordinator for notification, processing and possible inclusion into *The Louisville Historian*.

**Louisville Historical Commission  
Pioneer Award Past Recipients**

1985	J.J. Steinbaugh	2003	Glenn Steinbaugh
1986	Charles, Iona, & Quentin Thomas	2004	Donald Ross
1987	Dr. Lucius Cassidy Sr.	2005	Carolyn Conarroe
1988	Joe Colacci	2006	Virginia Caranci
1989	John "Ring" Dionigi	2007	Bill and Betty Buffo
1990	Martha Eberharter	2008	David Ferguson
1991	G.R. Henning	2009	Patricia Seader
1992	Eugene Caranci	2010	Frank Domenico
1993	Susie DiGiacomo	2011	Lawrence Enrietto
1994	Lewton McCorkle	2012	George Brown
1995	Fr. Benedict Ingenito OSB	2013	Barbara DiSalle
1996	Frank Rizzi	2014	Marion Junior
1997	L.C. "Bun" Graves	2015	Dick DelPizzo
1998	Vera Taylor	2016	Ted & Carolyn Manzanares
1999	Eileen Schmidt	2017	Anthony "Joe" Madonna
2000	Eliseo Jacoe	2018	Donald William "Donnie" Buffo
2001	Joe Carnival		
2002	Robert Ross		