

Louisville Historical Commission Meeting Agenda

***January 15, 2020
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 20, 2019 regular meeting minutes – *see attached draft*
- VI. Approval of Designation of Places for Posting of Notice of 2020 Public Meetings – *see attached memo*
- VII. Distribution of 2020 Open Government & Ethics Pamphlet– *see attached pamphlet*
- VIII. Approval of 2020 Meeting Dates & Location – *see attached memo*
- IX. Report from Bridget Bacon, 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*
- X. Review of Museum’s Work Plan for 2020 (already adopted in 2019) – *see attached Museum Work Plan. (The City encourages the Commission to consider adopting its own work plan for the year at an upcoming meeting.)*
- XI. Updates on Museum – Bridget and Sharon
 - A. Updates on Museum Expansion Project
 - i. Three proposals received in response to RFP for 30% schematic design and increased cost estimation
 - ii. Listening tour launch

- iii. Plans for a joint meeting with the Louisville History Foundation board (being scheduled for March 18, 2020 at the regular Commission meeting)
- B. Updates on Museum structural work
 - i. Tomeo House cellar work
 - ii. Other structural work identified in the Historic Structure Assessments
 - iii. Exterior work, including roof replacement and painting
- C. Updates on Cabins
 - i. Bridget, Sharon, and other City staff are working on a Project Plan for the Cabins relating to adding such features as electricity, lighting, access to water, and a security system
 - ii. Bridget is preparing an Interpretive Plan for the Miners Cabins
- XII. Vice Chair's Report
 - A. Planning for Commission presentation at upcoming City Council Study Session with the Commission, tentatively scheduled for April 14
- XIII. Pioneer Award
 - A. Update on Pioneer Award being given in 2020 - Paula
 - B. Selection of this year's Pioneer Award subcommittee of two Commission members (the subcommittee will seek and review nominations for the award to be given in 2021)
- XIV. 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 2020 liaison to Historic Preservation Commission
- XV. Louisville History Foundation update
- XVI. Election of officers (Chair, Vice Chair, and Secretary) for 2020 (officers assume duties upon election)
- XVII. Commission comments & discussion items for next meeting
- XVIII. Close meeting & adjourn

City of Louisville

Louisville Historical Commission Meeting Minutes

***November 20, 2019
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. **Call to order:** Commission chair Dan Mellish called the meeting to order at 6:32 P.M.
- II. **Roll call:**

Commission Members Present: Dan Mellish, Paula Elrod, Leah Angstman, Jennifer Henderson, Joe Teasdale, Dave Hooley, and Jonathan Ferris

Commission Members Absent: Gordon Madonna and Keith Keller

City Representative Present:
Sharon Nemechek, Director Library & Museum Services
- III. **Approval of agenda:** Members approved agenda, vote 7 to 0
- IV. **Public comments:** None
- V. **Approval of Sept. 18, 2019 regular meeting minutes:** Minutes were approved, vote 7 to 0
- VI. **Report from Museum Coordinator Bridget Bacon:** Commission Members reviewed Bridget's written report in her absence.
- VII. **Report from Sharon Nemechek, Director of Library & Museum Services:**
 - A. **Approval of Deeds of Gifts from donors:**

Commission members approved at a vote of 7 to 0 to approve the following 4 items:

 1. Dick DelPizzo – Circa 1920s Maytag washing machine from his family home on Main Street.
 2. William Ryan – St. Louis Church booklet for its Annual Bazaar in 1939.

3. Leo Deborski – Button with the image of a pirate that says “Take State / Pirates.” It is from Louisville High School, circa 1948.
4. Bob Gabriella – 2 photo prints showing the interior of the Crystal Palace saloon in Louisville in the early 1900s.

B. Updates on Museum structural work:

1. **Tomeo House cellar work and other structural work identified in the Historic Structure Assessments:** The work on the Tomeo House cellar is complete
2. **Exterior work, including roof replacement and painting:** Sharon reported that all of the roofs for the campus building are being replaced, and the paint selected for the exterior of the buildings is similar to the color on the buildings now. Also, the Commission was informed on plans to improve to the railings for the Jordinelli house, the steps for the front door of the Tomeo house, and preserving the front door of the Tomeo house as well.

C. Museum expansion updates:

1. **Development of the case for the Museum expansion:** The Commission reviewed “The Why” document from the working group drafted after their last meeting.
2. **Updates on RFP for 30% design and cost estimation for building expansion in 2020:** 11 firms are interested in the 30% conceptual design and the selection committee will meet on December 12th.
3. **Listening tour launch:** There are plans to attend organization meetings like the History Book Club to talk to the community about the Museum expansion.
4. **Planning for a joint meeting with the Louisville History Foundation board (possibly in March 2020):** The plan for the joint meeting is to take place during the Commission’s regular meeting on March 18th.

VIII. Chairperson’s Report:

- A. **Planning for upcoming City Council Study Session with Commission in January:** The Commission talked about preparing the presentation for the Study Session to get guidance from the City Council and to report on the impact of the increase in staff for the Museum.

City of Louisville

B. Selection of subcommittee to prepare presentation: Paula, Leah, and Jennifer volunteered

IX. Pioneer Award:

A. Update on the date of Chamber of Commerce awards program: Paula reported that the Chamber of Commerce event will take place on April 1st at the Dove House.

B. Presentation of information by subcommittee: No presentations were done

C. Selection of recipient by the Commission: The Commission selected the recipient for the Pioneer Award

X. Items of common interest with the Historic Preservation Commission - Report from HC liaison to HPC: Leah reported on the HPC's recent discussions about giving retroactive grants for qualifying houses. She also reported on the current demolition applications on buildings and the HPC's discussions about making a historic district in Louisville.

XI. Louisville History Foundation update: The Foundation is sponsoring treat bags for the Parade of Lights, two more board members were appointed to the Foundation, and the membership renewal reminders were mailed out.

XII. Commission comments & discussion items for next meeting: Sharon informed the Commission about the Monarch Mine memorial going up in front of the Student Center at Monarch High School

XIII. Close meeting & adjourn: The LHC meeting adjourned at 7:55 pm. Next meeting is scheduled for January 15th, 2020.

City of Louisville

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: January 7, 2020
Re: Establishment of Public Notice Locations for 2020

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 2020:

- 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)

City of Louisville Open Government & Ethics Pamphlet 2020



City Clerk's Office
749 Main Street
Louisville CO 80027

www.LouisvilleCO.gov
303.335.4536

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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.
- 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

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

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) 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).

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, 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.

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).

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).

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

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

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).

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

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

Ethics 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) 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). 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) 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 2019

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.

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 7, 2020
Re: Establishment of Meeting Location and Dates for 2020

The City Manager's Office requests that boards and commissions establish meeting dates and locations for 2020.

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 2020 are:

- January 15, 2020
- March 18, 2020
- May 13, 2020
- July 15, 2020
- September 16, 2020
- November 18, 2020

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: Jan. 7, 2020
Re: Museum Coordinator's Report

The City Council appointed two new members of the Historical Commission: John Honan and Scott McElroy. Welcome to both! The City Council also reduced the maximum number of Historical Commission members from 10 to 7 in order to make the Commission's number of members more consistent with those of other boards and commissions in the City.

Lizzie Reinthal left her part-time position as the Museum Technician-Outreach Services for a full-time opportunity. We especially appreciated Lizzie's work on getting the Museum's Instagram account started. The process to hire a new person for the position is underway.

The First Friday Art Walk & Parade of Lights on Dec. 6 drew 565 people to the Museum Open House. Looking at attendance for the entire year, the final total of 5,038 visitors for the year is a new record. The addition of the two new part-time positions made it possible for the Museum to open an additional day each week and to offer 53 programs and outreach events in 2019.

The February Art Walk topic at the Museum on Feb. 7 will be "Be Mine: Celebrating Love and Friendship in Louisville." A valentine craft activity will be offered. The Museum has had recent success with planning craft activities that bring more families to the site. The holiday crafts that the Museum offered in November and December brought in a significant number of families with young children to the Museum.

The Museum website until recently had links to the PDFs of the past *Louisville Historian* issues going back to 2004. We just added links to all of the PDFs of the past *Louisville Historians* going back to the first issue in 1987. This means that 63 additional issues have been made accessible.

In terms of 2019 memberships, 51 new paying memberships came in. This brought the total number of paying memberships to 875, which is a slight increase over last year.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): November visitors: 331; December visitors: 767; YTD: 5,038.

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.

Historic Museum Mission:

Be a part of the story! Connect and share in the heart of Louisville.

Goals

- Engage Community
- Collect, Preserve, and Share the History of Louisville
- Refine and Promote the Vision for the Future of the Museum Campus

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



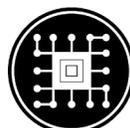
Quality Programs and Amenities



Engaged Community



Healthy Workforce



Supportive Technology



Collaborative Regional Partner

Engage Community

The Museum enhances our vibrant community.

- ***Tours:*** Increase the number of walking, driving and self-guided tours to make all of Louisville part of the Museum.
- ***Volunteers:*** Create a broader, more connected community of volunteers.
- ***Education:*** Demonstrate to our residents that history is relevant and that museums are places for fun community engagement for all ages.
- ***Outreach:*** Increase communication about Museum activities to the community.
- ***Branding:*** Develop Museum branding by creating a recognizable identity and mission. Build on residents' love of history and pride of place.
- ***Redesign the website***

Collect, Preserve, and Share the History of Louisville

The Museum brings the diverse history of Louisville to our residents and visitors.

- ***Campus:*** Care for the Museum campus as a part of the collection.
- ***Digital collection:*** Ensure sufficient electronic storage and secure backup.
- ***Online exhibits:*** Share themed collections on web, social, DPLA, etc.

Refine and Promote the Vision for the Future of the Museum Campus

The Museum respects the past while planning for the future.

- ***Preserve and share the two historic cabins that the City has acquired***
- ***Phase the work of the Museum expansion***