

Louisville Historical Commission Meeting Agenda

***March 18, 2020
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Public comments
- V. Approval of January 15, 2020 regular meeting minutes – *see attached draft*
- VI. Joint meeting of the Historical Commission and the Louisville History Foundation
 - A. The “Why” case for the Museum expansion – *see attached*
 - B. Developments in the Museum Expansion Project (Sharon and Bridget)
 - i. Design process & estimated schedule
 - ii. Plans for public engagement
 - iii. Project name considerations
 - iv. Citizen Survey question – *see attached*
 - v. Proposed budget request for development staff position in 2022
 - vi. Exploration of resources through AASLH and AAM
 - C. Individual and Group Efforts to Build Awareness (Catherine)
 - i. Identify community influencers and key stakeholders
 - ii. Develop outreach strategy
 - D. Focus Group Activity (Jen and Nancy)
 - E. Encouragement of Foundation and Commission members to support and attend 1) Museum programs and 2) Foundation events (Paula)

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- VII. 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*
 - D. Board & Commission Handbook distribution – *see attached*
- VIII. Updates on Museum and structural work – Bridget and Sharon
 - A. Tomeo House cellar work
 - B. Other structural work identified in the Historic Structure Assessments
 - C. Exterior work, including roof replacement and painting
- IX. Capital improvement & operational requests – Bridget and Sharon
- X. Chairperson's Report
 - A. Commission's selection of two members to work on a draft of a Commission work plan for 2020, to discuss at the regular May meeting
 - B. Upcoming City Council Study Session with the Commission is now tentatively scheduled for August 11
- XI. Pioneer Award
 - A. Update on presentation of award at Chamber of Commerce banquet
 - 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) (continued from last meeting)
- XII. Items of common interest with the Historic Preservation Commission
 - A. Reports from HPC liaison to HC and from HC liaison to HPC
- XIII. Louisville History Foundation update
- XIV. Commission comments & discussion items for next meeting
- XV. Close meeting & adjourn

City of Louisville

Louisville Historical Commission Meeting Agenda

***January 15, 2020
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. **Call to order:** Commission Vice Chair Paula Elrod called the meeting to order at 6:36 PM
- II. **Roll call & welcome to new Commission members:**

Commission Members Present: Paula Elrod, Jennifer Henderson, John Honan, Scott McElroy, Joe Teasdale, Leah Angstman, and Jonathan Ferris

Commission Members Absent: None

City Representatives Present:

Bridget Bacon, Museum Coordinator
Sharon Nemechek, Director Library & Museum Services

Members of the Public Present: Jean Morgan
- III. **Approval of agenda:** Members approved agenda, vote 7 to 0
- IV. **Public comments:** Moved to below on the agenda
- V. **Approval of November 20, 2019 regular meeting minutes:** Minutes were approved, vote 7 to 0
- VI. **Approval of Designation of Places for Posting of Notice of 2020 Public Meetings:** The list of places for posting of notice of 2020 Historical Commission public meetings, pursuant to Louisville's Open Government Laws was approved, vote 7 to 0
- VII. **Distribution of 2020 Open Government & Ethics Pamphlet:**

All LHC members received copies of the Open Government & Ethics pamphlet
- VIII. **Approval of 2020 Meeting Dates & Location:** The Commission approved the 2020 meeting dates and location, vote 7 to 0

IX. Report from Bridget Bacon, Museum Coordinator:

A. Approval of Deeds of Gifts from donors:

Commission members approved, 7 to 0, the following donations:

1. John Tveitaraas – papers, photos, and business logo items from StorageTek in Louisville
2. Anonymous donation of photos and employee newsletters from StorageTek in Louisville
3. Gail Squires – six original photos of the Jacque family of Louisville
4. Kathy Zarini – digital photos of her aunt, Betty Lu Snair, who was one of the Camp Fire Girls who started the town’s public library in 1924.

B. Advice sought on donations of other artifacts being offered: None

C. Museum Coordinator’s written report: In addition to her report Bridget informed the Commission about giving Scott and John an orientation and tour of the Museum and brought up the newly announced name of “Redtail Ridge” for the project at the former StorageTek property.

X. Review of Museum’s Work Plan for 2020 (already adopted in 2019). (The City encourages the Commission to consider adopting its own work plan for the year at an upcoming meeting.): The Commission reviewed the Museum’s work plan and Sharon went over some details of how the plan is moving forward. Some items she discussed were the increase in staff for engaging the community, cloud backup for the digital collection, and sharing the digital collection with the Digital Public Library of America. In terms of the Commission developing its own work plan that would complement the work plans of the Museum and the Louisville History Foundation, it was decided that this will be an agenda item to begin the discussion and select a subcommittee at the March meeting of the Commission.

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:** Three firms were interviewed for the RFP. The City will select the candidate to work on the 30% schematic from the three firms.
- ii. Listening tour launch:** The listening tour to solicit input about the Museum’s needs and the proposed expansion from local groups and individuals was described to the new Commission members.

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Jennifer Henderson from the Commission will visit the History Book Club first for the listening tour.

- iii. **Plans for a joint meeting with the Louisville History Foundation board (being scheduled for March 18, 2020 at the regular Commission meeting):** Bridget asked the Commission for agenda items for the joint meeting in March. There was a consensus that about an hour at the beginning of the meeting should be devoted to the joint meeting.

B. Updates on Museum structural work:

- i. **Tomeo House cellar work:** The cellar work is done except the covering for the cellar door still needs to be shingled.
- ii. **Other structural work identified in the Historic Structure Assessments:** Bridget and Sharon had a walk-through with the Facilities Manager, and all items that the Facilities team could work on have been done or are in the process of being completed.
- iii. **Exterior work, including roof replacement and painting:** The roof will be replaced again with correct shingles and painting will be done when the weather improves.

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:** Bridget and Sharon reported on what the Cabins need for rehabilitation and ADA accessibility at the Miners Field site and gave updates on the plan to move the Cabins. One firm responded to the RFP to relocate and rehabilitate them. Sharon and Bridget stated that they recently met at the future site with the Facilities Manager.
- ii. Jean Morgan, a member of the public, asked questions about the plans for the Cabins and made suggestions for the site.
- iii. **Bridget is preparing an Interpretive Plan for the Miners Cabins:** Bridget stated is in the process of writing an Interpretive Plan and she will have more updates in the future. She stated that it will be a priority for the Museum to use Education Collection items in the Cabins.

XII. Vice Chair's Report:

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Louisville Historical Museum 749 Main Street Louisville CO 80027
303-335-4850 (phone) 303-335-4550 (fax) www.louisvilleco.gov/museum

- A. Planning for Commission presentation at upcoming City Council Study Session with the Commission, tentatively scheduled for April:** The Commission discussed ideas that should be included with its presentation, including the Museum being open a fifth day each week, the addition of two Museum Techs using Historic Preservation Funds, the increase in Museum programming and attendance, the expansion plans, and how to take advantage of the Museum's location as an anchor on Main Street. All Commission members are encouraged to attend the Study Session. It was noted that the Commission members who in November expressed an interest in working on the presentation were Jennifer, Paula, and Leah.

XIII. Pioneer Award:

- A. Update on Pioneer Award being given in 2020:** Paula stated that the Chamber of Commerce's dinner is on April 1st at the Dove House. The recipient of the award has not been notified yet.
- 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):** This item was deferred to the next meeting.

XIV. Items of common interest with the Historic Preservation Commission:

- A. Reports from HPC liaison to HC and from HC liaison to HPC:** No reports.
- B. Selection of 2020 liaison to Historic Preservation Commission:**
Leah was selected as liaison, with Joe as an alternate.

- XV. Louisville History Foundation update:** The Foundation is having a retreat on Sunday to work on their goals and plans for the next year. The Foundation is working on more ways to be visible in the community and bring awareness for the Museum expansion.

- XVI. Election of officers (Chair, Vice Chair, and Secretary) for 2020 (officers assume duties upon election):** The slate of officers elected for 2020 were: Paula Elrod as Chair, Leah Angstman as Vice Chair, and Jonathan Ferris as Secretary. These appointments were approved, vote 7 to 0 on all appointments.

- XVII. Commission comments & discussion items for next meeting:** The Commission plans to have a joint meeting with the Foundation at the March meeting and will have an agenda item about a Commission work plan for the year. Bridget and Sharon will update the Commission and seek input on the upcoming capital and operational budget requests for the Museum.

- XVIII. Close meeting & adjourn:** The LHC meeting adjourned at 8:30 pm. Next meeting is scheduled for March 18, 2020.

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The Why –

- **Preserve** the history and material culture of Louisville
 - As old Louisville families age, more donations are coming in
 - Artifacts of all sizes, paper, photos, etc
 - These items connect us in a concrete way to our cultural heritage and identity as a community
 - History will be lost forever if a trusted repository doesn't exist
 - Archival storage is a must to conserve the items in our care

- **Share** the history of Louisville
 - Create personal connections through storytelling
 - Build community through shared history
 - Expand on our residents' sense of place and pride in Louisville
 - Grow our role in the Informal Learning ecosystem

- **Gather** in the heart of Louisville
 - The Museum Campus is:
 - A steadfast and trusted anchor of the community
 - The welcoming gateway to Historic Downtown
 - An invitation to wander and explore, encouraging visitors to shop and dine in historic downtown
 - An authentic reminder of our small-town roots
 - A place where people gather to share stories and celebrate our history
 - Rich, diverse perspectives from all periods of Louisville history
 - Everyone is welcome. Strong sense of belonging.
 - Space for residents of all ages and abilities

The following is the question relating to the Historical Museum that will appear on the 2020 Citizen Survey, as of the posting of the Historical Commission meeting packet:

The City's 2017 Historical Museum Master Plan calls for a Museum expansion to address current limitations, improve accessibility, and better serve the community. To what extent would you support or oppose a tax initiative that would provide additional revenue to the City to build and operate a Museum visitor center at the Historical Museum Campus?

Strongly support Somewhat support Somewhat oppose Strongly oppose Don't know



Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: March 11, 2020
Re: Museum Coordinator's Report

I'm happy to announce that Kaylyn Mercuri is the Historical Museum's new Museum Technician! She will particularly focus on Outreach Services, including outreach to schools and posting on the Museum's Instagram account. Kaylyn recently earned her master's degree in History and Museum Studies from CU-Denver. Welcome to Kaylyn!

The Study Session and dinner with the Louisville City Council has been tentatively rescheduled for August 11, instead of in April.

The City Council approved the contract with Arch11, the architectural firm that has been selected to work on the 30% design and cost estimation for the expansion project on the Museum campus. The first meeting with the firm and City representatives took place on March 10.

I hope that Historical Commission members will be able to come by the Museum during the next First Friday Art Walk events. Our topic at the Museum for the April 3rd Art Walk will be a collaboration with the Open Space division on "Wild Louisville." We'll look at how Louisville residents have interacted with wild animals in our area historically and today. For the Art Walk on May 1st, we'll look at "Louisville Landmarked" and how the landmark program supports and promotes the preservation of Louisville's well-known small-town character.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): January visitors: 184; February visitors: 183; YTD: 367.



Handbook for Boards & Commissions



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INTRODUCTION

In order to assist in setting direction for the City of Louisville, the City Council considers the advice of its various boards and commissions. Citizens who serve on boards and commissions, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience base of the elected decision makers. In addition, some boards or commissions have powers and duties defined under the City Charter or state law, and their functions go beyond advising and making recommendations to the City Council.

At present, the City has the following boards and commissions:

- Board of Adjustment
- Building Code Board of Appeals
- Business Retention and Development Committee
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks and Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

PURPOSE

The purpose of this *Handbook for Boards and Commissions* is to explain the role of boards and commissions and set forth guidelines to assist them in carrying out their work. Should you have any questions about the information here, please contact the City Clerk.

CITY STRUCTURE

The City of Louisville is a home rule municipality operating pursuant to the City of Louisville Charter adopted by the citizens of Louisville in 2001. The citizens have chosen a mayor-council-manager form of government. Under this form, the citizens elect six council members, two from each ward, and one mayor at-large.

The City Council sets the goals and policies for City government and annually adopts a budget in support of City activities. The City Council appoints the City Manager, City Attorney, Municipal Judge, and Prosecuting Attorney. City staff members, under the direction of the City Manager, are responsible for carrying out the direction of the City Council in implementing programs and services. Department directors and their department staffs are under the direction of the City Manager.

As the City's chief executive officer, the City Manager oversees the day-to-day administrative affairs of the City, including assigning staff to assist boards and commissions in carrying out their responsibilities. The City Manager is responsible for conveying and implementing City Council policy.

QUASI-JUDICIAL VS. ADVISORY ROLES

The quasi-judicial boards are those that act like a judge in their proceedings and make decisions affecting a specific persons rights based on applying specific criteria to an application. These boards generally determine rights, duties, or obligations of a specific person or entity following a public hearing where evidence and public testimony is presented. The quasi-judicial boards are:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

Advisory boards make recommendations to the City Council in a number of ways including on legislation, policy, and budgetary decisions. The advisory boards are:

- Business Retention and Development Committee
- Cultural Council
- Historical Commission
- Library Board of Trustees
- Open Space Advisory Board
- Parks and Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

CITY COUNCIL LIAISON

A City Council member is assigned as City Council liaison to each advisory board. The liaison's role is not to direct the board in its activities but rather he/she serves:

- As the primary two-way communications channel between the City Council and the board or commission.
- As the primary informal City Council contact.
- To relay the City Council's position to the board or commission.
- As City Council contact rather than an advocate for or ex-officio member of the board or commission.

Quasi-judicial boards act independently of the City Council and therefore do not have a City Council liaison.

CITY STAFF LIAISON

The City Manager appoints a staff liaison to each board or commission. That staff

member serves to:

- Communicate the City's expectations to the board.
- Relay board requests to the City Manager and City Council.
- Identify areas in which the City would like the board's input and advice.
- Provide procedural guidance on the role of the board, City regulations, meeting rules, and open government procedures.
- Coordinate meetings and projects for the board.
- Assist the Chairperson in creating the meeting packet and publishing that packet in accordance with all open government rules.

If any board or board member has a conflict with or concern regarding your staff liaison, please contact the City Clerk.

BOARD MEMBER EXPECTATIONS

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings. Board members are required to attend a minimum of three quarters (75%) of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson and staff liaison at least 24 hours in advance of the meeting. The staff liaison will monitor attendance and forward attendance information to the City Clerk's Office when a member fails to meet the attendance requirements stated herein.

In addition, each calendar year, the City Clerk's Office reports to City Council the attendance information for every board and commission member including the number of meetings held by each board and commission and the number of meetings attended by each member.

Ethics Rules and Conflicts of Interest

The objective of City is that appointed members avoid ANY conflicts of interest. A member should also carefully consider for himself or herself avoiding even the appearance of impropriety. Where a conflict exists, and even in situations where the board member is unsure where an actual conflict exists but there exists a potential appearance of impropriety, the City Charter requires the following procedures be followed if you have a conflict of interest:

- Immediately and publicly disclose the nature and extent of the conflict.
- Do not participate in any discussion or decision regarding the action before the board.
- Leave the room.

In addition:

- Do not participate in discussions with other members of the board or City staff regarding the matter.
- Do not attempt to influence the matter, publicly or privately.

- These rules apply whether interest is direct or related to interest of a competitor.

What is considered a conflict? Key terms in answering this are whether there is an “interest.” The definition of “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. Your interest extends to relatives and any business in which you are an officer, director, or employee or own more than 1% of outstanding shares.

Occasionally gifts are offered to board members. Board members 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 your official action. There is an exception for “occasional non-pecuniary gift” of fifteen dollars (\$15) or less, unless the gift, no matter how small, may be associated with the member’s official action, whether concerning a contract or some other matter.

Additional rules to keep in mind:

- Board members may not use non-public information for personal or private gain.
- Board members may not use any City employee’s time for personal or private reasons.
- Board members may not use City vehicles or equipment, except in same manner as available to any other person.
- For two (2) years after leaving the board, board members are precluded from representing an interest in front of the City if it concerns a matter the board member voted on while serving the City.

If you are unsure of your legal responsibilities on any matter regarding your role as a board member, please seek the advice of the City Clerk’s Office as soon as possible, particularly before a meeting where you may have a conflict of interest respecting a matter before the board.

Open Government Training

The City Charter requires board members attend Open Government Training once every two years while they serve. Training is offered in the fall and the spring each year. Your staff liaison will make sure you have training dates and times. Open Government training includes information on ethics, open meetings laws, legal rules, meeting preparation, and more.

Board Responsibilities

Each board and commission is responsible to investigate and make thoughtful recommendations to the City Council and City staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the City Council, City staff, the citizens of Louisville, and from the board members themselves.

The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources.

As a part of the biannual budget process, the City Council creates its goals for the year. Those goals can serve as a good starting point for a board when considering new projects or policies. Ask your staff liaison for the list of goals and the annual work plan if you are interested in the details.

The normal channel for communication between the City Council and the boards and commissions is through the staff liaison to the board. In addition, advisory boards have City Council liaisons who will report to the Council the deliberations and recommendations of the board. The boards and commissions, and their individual members, are always free to communicate directly with the City Council on any matter concerning their areas of responsibility, except there should be no communications with the City Council or other quasi-judicial decision makers concerning any pending quasi-judicial matters. For example, board members must not contact City Councilmembers regarding zoning applications outside of the zoning hearing. Similarly, quasi-judicial board members may not discuss pending applications amongst themselves or with others outside of the hearing.

Please remember that when considering recommendations from boards and commissions, the City Council attempts to balance the many diverse interests in our community.

MEETINGS

All meetings at which any public business is discussed where a quorum, or three or more board members, are present are considered public meetings and are open to the public at all times. No board or commission shall conduct any closed meeting.

A meeting is defined as follows:

- A "meeting" is "any kind of gathering, convened to discuss public business, in person, by telephone, or by any other means of communication."
- All meetings of three or more members or a quorum of a public body, whichever is fewer, are public meetings open to the public at all times.
- All meetings shall occur in public buildings and public facilities accessible to all members of the public.
- All meetings must be preceded by proper notice.

When board members are acting as volunteers carrying out a program or service of a board or commission, such as manning a booth or recycling stations at City events or helping with set up of a board event, agenda and open meeting rules do not apply. However, board members must take care when acting in these types of volunteer roles to ensure that they are not engaging in board policy discussions to which these rules do apply. Policy making can only occur in a public meeting that is open to the public, proper notice is posted, and the meeting conforms to open meetings laws. Any questions regarding whether a proposed gathering, event or activity requires as an

agenda and other meetings procedures should be directed to the staff liaison.

Quorum

The majority of all of the members of a board shall constitute a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Public Notice and Meeting Packets

Meeting packets are prepared by City staff liaison. However, members should note what is required for meeting preparation and give meeting agendas proper consideration and enough time to meet the City's deadlines. The City Charter requires the following meeting preparation:

- Agendas must be specific and list all topics on which substantive discussions or formal action is expected.
- Agendas must be posted at least 72 hours in advance. Administratively, the City requires all agendas be posted the Wednesday the week prior to the meeting to allow anyone who might be interested time to read the materials.
- Places for posting meeting notice include the City Hall, Recreation Center, Library, and Police Station.
- The complete meeting packet is also posted on the City website (www.LouisvilleCO.gov).

During a meeting, substantive discussion is not allowed on any subject not listed on the agenda or not substantially related to a subject listed on the agenda.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the board.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation the adopted a Public Involvement Policy. (The complete policy is available on the City's web site www.LouisvilleCO.gov). City officials, board members, staff, and participants should all observe the following guiding principles, roles, and responsibilities of that document.

Some of those guiding principles include:

- **Inclusive not Exclusive** - Everyone's participation is welcome.
- **Voluntary Participation** - The process will seek the support of those participants willing to invest the time necessary to make it work.
- **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.
- **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.

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure 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;
- in all public involvement activities fostering long-term relationships based on respect and trust;
- 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.

The public is also accountable for the public involvement process and for the results it produces. All parties 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 consider 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.

Quasi-Judicial Public Hearings

Quasi-judicial boards will be called upon to conduct a public hearing on a matter coming before it. A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of a quasi-judicial public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting and in a written resolution adopted by the board.

Further information regarding the conduct of public hearings is available from your staff liaison or the City Clerk's Office.

In general, the City will always interpret meeting rules in favor of participation and disclosure. Try to keep discussions on topic and set discussion of new items for a later date. Always advise the public and participants of City's local rules.

ORGANIZATION OF THE BOARD

Each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary.

Chairperson/President

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas, and facilitate the overall decision process. The chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the chairperson's responsibility to sign all documents on behalf of the board. The chairperson, working with the staff liaison, is responsible for preparing an agenda for each meeting.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Secretary

Quasi-Judicial boards have a City staff person to serve as secretary for meeting minutes. Advisory boards shall appoint a member to serve as the secretary to take meeting minutes. The secretary is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. City staff will deposit a copy of the approved minutes from each meeting in Central Records for permanent retention.

APPOINTMENTS AND VACANCIES

You MUST meet the following criteria to serve on ANY Louisville Board or Commission:

- You must reside in the City of Louisville.
- You may not be an employee of the City of Louisville.

Each member is appointed to a specific term of office. Annually in the fall, the City will advertise for interested applicants for vacancies in the upcoming year. The City Council will review all applications and may interview applicants prior to making appointments at a City Council meeting.

The application process for the position is required for all applicants, including existing board or commission members seeking reappointment to a new term on the same board or commission.

This application process does not apply to the Youth Advisory Board which maintains a separate application process.

Mid-year vacancies can be filled if there is an interested applicant or may be left vacant until the annual appointment process. Those interested in a mid-year appointment will complete an application to be reviewed by the City Council. Mid-year appointments last until the end of the calendar year and appointees may apply for a full term during the annual appointment process.

The City Clerk's Office shall send an email of appointment to each new member including a copy of the Code of Ethics and the *Handbook for Boards and Commissions*. The City's Open Government Pamphlet is provided to each board member at the first meeting of every year.

LIABILITY

When performing authorized functions, board members and the City's volunteers are entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. The City Clerk's Office staff is available for further discussions regarding liability. To minimize risk of liability to themselves, the City, and their board, board members should keep in mind that they are members of a collective body and therefore should avoid acting individually on a matter unless clearly authorized to do so. Also, board members should stay within their authorized activities and not act in cases where a conflict of interest exists.

Cause for Removal

In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive, and civil manner. The City Council established that during the term of office, a member of a board or commission shall be removed only for cause which includes but is not limited to:

- A. Violation of City or state ethics laws;
- B. Conviction during the term of office of a felony or of any other crime involving moral turpitude;
- C. Absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
- F. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
- G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
- H. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
- I. Other grounds constituting cause as established by law.

The procedure for removing a member of a City board or commission is as follows:

- A. Any person who believes that there is cause to remove a member of a City board or commission as provided in section 2 above shall present the evidence of such cause to the City Manager.
- B. The City Manager shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a determination as to whether there may be grounds for removal or whether other action is warranted.
- C. If the City Manager determines there may be grounds for removal, the City Manager shall present a report to the City Council for its consideration and action. The member shall be provided a copy of the report and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the report. Removal of a member shall require the affirmative vote of a majority of the entire City Council.

D. The City Manager may appoint a designee to perform the Manager's duties set forth in this Section.

A member may resign from a board or commission at any time by providing a resignation letter or email to the Mayor and staff liaison.

MORE INFORMATION

For specific information regarding the City's boards and commissions and a description of membership requirements and duties, please see the City's website at www.LouisvilleCO.gov or contact the City Clerk at 303.335.4536.

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