



Historical Commission

Agenda

Wednesday, January 15, 2025
Library Meeting Room
951 Spruce Street
6:30 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can call in to: +1 386 347 5053 or 888 788 0099 (Toll Free)*
- *Webinar ID Number: 839 6300 6112*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.LouisvilleCO.gov/historicalmuseumboard.*

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at gyang@louisvilleco.gov.

- I. Call to order
- II. Roll call
- III. Welcome and Introductions of new and old Board members
- IV. Approval of agenda
- V. Approval of minutes for the November 20, 2024 regular meeting – see *attached draft*

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, or taped material, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

- VI. Public comments on Items Not on the Agenda
- VII. Approval of Designation of Places for Posting of Notice of 2025 Public Meetings – *see attached memo*
- VIII. Approval of 2025 Meeting Dates & Location – *see attached memo*
- IX. Distribution of 2025 Open Government & Ethics Pamphlet – *see attached*
 - A. Distribution of Museum Collections Policy – Section 8: Ethics and Conflict of Interest – *see attached*
- X. Distribution of 2025 Rules of Procedure – *see attached*
- XI. Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes)
- XII. Report from liaison from the Historic Preservation Commission. Sloane Whidden (3 minutes)
- XIII. Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services
 - A. Budget updates
 - B. Museum buildings and campus
 - C. Museum Services Supervisor’s written report – *see attached memo*
 - D. Updates on Museum operations & projects
 - E. Approval of Deeds of Gifts from donors
 - F. Advice sought on donations of other artifacts being offered
- XIV. Commission’s Work Plan for 2025
 - A. Review Work Plan for 2024 - *see attached*
 - B. Presentation to City Council tentatively scheduled for April 8 – need HMAB Chair or other member to present
- XV. Pioneer Award / Chamber Banquet – January 30
- XVI. Chair’s Report
- XVII. Election of officers (Chair, Vice Chair, and Secretary) for 2025 (Officers assume duties upon election)
 - A. Call for nominations and/or self-nominations
- XVIII. Commission comments & discussion items for next meeting (March 19, 2025)
- XIX. Adjourn

Historical Museum Advisory Board

Agenda

Wednesday, November 20, 2024
Library Meeting Room
951 Spruce Street
6:30 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can call in to: +1 386 347 5053 or 888 788 0099 (Toll Free)*
- *Webinar ID Number: 825 4701 2866*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.LouisvilleCO.gov/historicalmuseumboard.*

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at gyang@louisvilleco.gov.

- I. **Call to order:** HMAB Chair John Honan called the meeting to order at 6:30 PM
- II. **Roll call:**
HMAB Members Present: Jonathan Ferris, Rebecca Ferguson, David Hosansky, John Honan, and Scott McElroy
HMAB Members Absent: Joe Teasdale
Other Representatives Present:

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, or taped material, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

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Gigi Yang, Museum Services Supervisor

Sharon Nemechek, Director of Cultural Services

Summer King, Education and Outreach staff

Sloane Whidden, Historic Preservation Commission liaison

- III. **Approval of agenda:** Members approved the agenda, vote 5 to 0
- IV. **Approval of minutes for the September 18, 2024 regular meeting:** Members approved the minutes, vote 5 to 0
- V. **Public comments on Items Not on the Agenda:** None
- VI. **Report from liaison from the Historic Preservation Commission, Sloane Whidden (3 minutes):** Sloane reported that there is still no replacement for the city planner, but the Preservation Commission is having their regular meetings
- VII. **Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes):** No report
- VIII. **Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services:**
 - A. **Museum staff intro – Summer King – Education and Outreach:** Summer introduced herself to the board and detailed her background and duties at the museum. Summer brought up the three areas that encompass her duties at the museum- outreach, communication and education. For outreach, the museum is building relationships with communities in Louisville that do not regularly connect with the museum’s programs. Recently some of the groups the museum has connected with are the Latinx and LGBTQ communities. Concerning communication, Summer drafts and gathers input for the monthly museum newsletter and manages the museums social media. For education, Summer coordinates and brings classes from the local elementary schools to the museum and develops new education programs such as middle school outreach with 8th grade science classes coming to learn about coal and teacher training.
 - B. **Museum Services Supervisor’s written report:** No additional information from written report
 - C. **Budget updates:** The museum has received the SCFD funding for 2025
 - D. **Museum buildings and campus:** The last of the courtyard signs will be installed tomorrow in front of the Tomeo house.
 - E. **Updates on Museum operations & projects:** The museum will be closed from December 9th to the 14th, for rearranging of the Jacoe store and taking down the Rex curtain.
 - i. **Amendment to Collections Policy for Borrowing:** The members looked over the policy amendment to allow borrowing items from other museums.

F. Approval of Deeds of Gifts from donors:

The HMAB members approved the deeds by vote of 5 to 0, for the following donations:

1. Bridget Bacon – two matchbook covers from Frenchy’s Track Inn on Pine St. and the Hacienda owned by Phillip Pannetta.
2. Patty Lee Kerr Krieger – David Wm. Kerr’s Mayor pin from the 1940s, Certificate of appointment as Mayor, telegram sent by David W Kerr regarding WPA cuts.
3. Gigi Yang – Postcard of Main St. from 1913 and Bylaws from the Improved Order of Red Men, Louisville Hiawatha Chapter in 1919.
4. Scott Adlfinger – “Florsheim” shoes from the 1930 found in crawlspace of his home at 1024 Jefferson – formerly owned by Fred Nesbitt – mine boss.
5. Lola Lauricello and Lois Taylor Wisdom for Estate of Lola Dixon Gaudreau – 1880 Book on the history of Coal Creek & Boulder Valley, Photos and documents related to the Dixon family, Minnie Eggleston, and research documents on Louisville cemetery identification by Laura and George Ellis.
6. Mia Osgood – Digital copies of photographs of Tony Del Pizzo as a child at Halloween and flyer for Anthony Del Pizzo running for mayor.
7. Elaine De Santis Biella – 1973 publication of Boulder Faily Doings, school patches from Louisville High School for Richard Biella and Elaine De Santis, cheerleading uniform, track and football jerseys, baby shoes. Gold mirror and shaving kit for the Education Collection.
8. Shirley Elrod – Brownie beanie and pin from the 1950s, football and school related programs and documents for Louisville High School c. 1956-63 and Centaurus High School, 1982; St Louisville 100th anniversary booklet, Bible owned by John Waschak during WWII.
9. Kathy Zarini – Digital scans of photos of Charles & Christina Zarini and Walter and Lulu Snair family.
10. Janice Mudrock – digital copies of slide and photographs of Tom Mudrock in Vietnam, jacket from Vietnam purchased and worn by Tom Mudrock.
11. Kira Boatright – digital copy of family photo of the Pasterski family at 605 Grant Ave.; digital copy of Joe Pasterski’s diary from WWII.
12. St. Francis High School – issues of Life magazine from 1939-1968 related to World War II and the Vietnam War for the Education Collection.

13. Ray Orozco – digital copy of the Sanchez family in Louisville from 1927.

14. Connie DiGiallonardo – photos of Thomas DiGiallonardo and Michael “Buddy” Ferrera during Vietnam War.

G. Advice sought on donations of other artifacts being offered: No advice sought

IX. HMAB workplan: HMAB members were given the opportunity to talk about recent events they attended.

A. Volunteer Appreciation breakfast – October 19 – attendance

B. John Honan – Boards and Commissions Open House on Oct 23

C. EDI training – October 24 or October 30

D. Chamber of Commerce Annual Awards – January 30

X. Pioneer Award Nominations: The board discussed nominations for the recipient of the Pioneer award and selected the recipient by vote of 5 to 0.

XI. Chair’s Report: John reported, he attended the Boards and Commissions open house and he attended the EDI training.

XII. HMAB comments & discussion items for next meeting (January 15, 2025): John Honan and Rebecca Ferguson will work on the presentation for the Pioneer Award.

XIII. Adjourn: The HMAB meeting adjourned at 7:15 PM. The Next meeting is scheduled for January 15, 2025.



Memorandum

To: Historical Museum Advisory Board
From: Gigi Yang, Museum Services Supervisor
Date: Jan. 15, 2025
Re: Establishment of Public Notice Locations for 2025

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 2025:

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



Memorandum

To: Historical Museum Advisory Board
From: Gigi Yang, Museum Services Supervisor
Date: Jan. 15, 2025
Re: Establishment of Meeting Location and Dates for 2025

The City Manager's Office requests that boards and commissions establish meeting dates and locations for 2025.

The Historical Museum Advisory Board meets at 6:30 PM on the third Wednesday of each odd-numbered month. When meetings are held in-person, the meeting location is the first floor meeting room of the Louisville Public Library, 951 Spruce St.

The proposed regular meeting dates for the Historical Museum Advisory Board for 2025 are:

- January 15, 2025
- March 19, 2025
- May 21, 2025
- July 16, 2025
- September 17, 2025
- November 19, 2025



Open Government & Ethics Pamphlet 2025

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 at that body's first meeting each year.



Table of Contents

Citizen Participation	3
Open Meetings	5
Executive Sessions	6
Ethics	6
Other Laws on Citizen Participation	8
Public Involvement Policy	10

Citizen 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, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. 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 the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting Agendas for 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 for regular meetings 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 by registering for eNotifications on the City's web site at www.LouisvilleCO.gov. 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) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the quarterly *Lantern* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Councilmembers 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 Council@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 and 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, at ClerksOffice@LouisvilleCO.gov or 303.335.4536.

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 Advisory Board
- Historic Preservation Commission
- Historical Museum Advisory Board
- 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

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov). Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting 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 meeting packets containing 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 makes a recommendation of approval or denial to the City Council for all land use proposals.

- 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.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

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 meetings 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 bodies" 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. Meetings may be held electronically under specific circumstances.

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, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- 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.

Conflicts

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 they 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 Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are 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 police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or 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 a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

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 the Guiding Principles direct their work. In addition to 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 2024

ARTICLE 5

ETHICS

Section 5-6. Code of Ethics - Declaration of Purpose.

(a) Sections 5-6 through 5-17 shall be known as the Code of Ethics.

(b) 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.

(c) While it is critical that persons holding positions in the City government follow both the letter and spirit of the Code of Ethics, it is equally important that they strive to avoid situations that may create public perceptions of violations of the Code of Ethics. Perceptions of such violations can have the same negative impacts on public trust as actual violations.

(d) The Code of Ethics is intended to foster public trust by defining the parameters of honest government and by prohibiting the use of public office for private gain.

(e) To the extent matters addressed in the Code of Ethics are also addressed in state or federal law, it is the intent of the Code of Ethics that the more restrictive provisions shall control.

Section 5-7. Code of Ethics - Definitions.

For purposes of the Code of Ethics only, the following words shall have the following meanings:

(a) "Business entity" means:

(1) Any corporation whether for profit or nonprofit, governmental entity, business, trust, limited liability company, partnership, association, or other legal entity; and

(2) Any other form of business, sole proprietorship, firm, or venture, carried on for profit.

(b) "Contract" means any arrangement or agreement pursuant to which any material, service, or other thing of value is to be furnished for a valuable consideration or is to be sold or transferred.

(c) "Domestic partnership" means an exclusive committed relationship between two (2) unmarried adult persons who are unrelated by blood, maintain a mutual residence, and share basic living expenses.

(d) "Interest" means a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss, but does not include:

(1) Any matter in which a similar benefit is conferred to all persons or property similarly situated nor does it include the ownership or control of shares of stock; or

(2) Any beneficial interest in shares of stock, the aggregate amount of which constitutes one (1) percent or less of the shares of stock of the business entity then outstanding.

(e) "Official action" means any legislative, administrative, or quasi-judicial act of any officer, public body member, or employee, or of the City Council or any public body of the City.

(f) "Public body" means any board or commission, or any task force or committee, except any task force or committee for which the City Council determines, in the resolution establishing it, that Sections 5-6 through 5-17, or such portions thereof as selected by the Council, shall not apply because the public interest would be served by the participation of persons who would otherwise have an interest in the matters to be addressed by the task force or committee.

(g) "Relative" means any person related to an officer, public body member, or employee by blood, marriage, or domestic partnership, in any of the following degrees: parents, spouse, children, brothers, sisters, parents-in-law, nephews, nieces, aunts, uncles, first cousins, grandparents, grandchildren, and children-in-law. A separation between spouses shall not be deemed to terminate relationships described herein.

Section 5-8. Code of Ethics - Related persons and entities; duration of interest.

(a) An interest of the following persons and entities shall be deemed to constitute an interest of the officer, public body member, or employee for purposes of the requirements of Section 5-9 and Section 5-10:

(1) Any relative of the officer, public body member, or employee; or

(2) Any business entity in which the officer, public body member, or employee is an officer, director, employee, partner, principal, member, or owner (other than stockholder);

(3) Any business entity in which the officer, public body member, or employee owns or controls shares of stock, or any beneficial interest in shares of stock, the aggregate amount of which constitutes more than one (1) percent of the shares of stock of the business entity then outstanding; or

(4) Any business entity in which the officer is an officer, director, employee, partner, principal, member, or owner (other than stockholder), where the business entity is seeking to advance its financial benefit through an official action of the City, if the officer would be directly or indirectly involved in making the decision.

(b) For purposes of the Code of Ethics, participation in a stock mutual fund shall not be considered an interest in any business entity in which the mutual fund owns or controls shares of stock.

(c) For purposes of the Code of Ethics, the parties to a domestic partnership shall be treated as the equivalent of spouses, and the domestic partnership shall be treated as the equivalent of marriage.

(d) For purposes of the Code of Ethics, an officer shall be deemed to continue to have an interest in a business entity for a period of one (1) year after the officer's actual interest has ceased.

Section 5-9. Code of Ethics - Standards.

(a) The following requirements shall constitute reasonable standards and guidelines for the ethical conduct of officers, public body members, and employees.

(b) No officer, public body member, or employee who has the power or duty to perform, or has any influence over, an official action related to a contract, shall:

(1) Have or acquire an interest in a contract between a business entity and the City, unless the City's procedures applicable to the solicitation and acceptance of such contract are followed and unless the officer, public body member, or employee has complied with the provisions of Section 5-10;

(2) Have an interest in any business entity which is a party to the contract with the City, unless the officer, public body member, or employee has complied with the provisions of Section 5-10;

(3) Represent or appear before the City Council, any public body, or any other officer, public body member, or employee, on behalf of any business entity which is a party to the contract with the City;

(4) Have solicited or accepted present or future employment with any business entity which is a party to a contract with the City, if the offer or acceptance of such employment is related to or results from any official action performed by the officer, public body member, or employee with regard to the contract; or

(5) Solicit, accept, or be granted a present or future gift, favor, discount, service or thing of value from or for any person involved in the contract. Nothing in this paragraph shall prohibit any officer, public body member, or employee from accepting an occasional nonpecuniary gift of fifteen dollars (\$15.00) or less in value, or from accepting an award, publicly presented, in recognition of public service. However, no officer, public

body member, or employee shall accept a nonpecuniary gift of any value if the gift is or may be in any way associated with a contract that is or may be one for which the officer, public body member, or employee has the power or duty to perform an official action.

(c) No officer, public body member, or employee shall be directly responsible for the hiring, appointment, retention, or supervision of, or influence or attempt to influence the hiring, appointment, supervision, or retention by the City of, any relative of the officer, public body member, or employee.

(d) No officer, public body member, or employee shall influence or attempt to influence the compensation, benefits, or other terms and conditions of City office or City employment applicable to a relative of the officer, public body member, or employee.

(e) No relative of an officer, public body member, or employee shall be hired as an employee unless the City's personnel procedures applicable to such employment have been followed.

(f) No officer, public body member, or employee shall use for personal or private gain, or for any other personal or private purposes, any information which is not available to the public and which is obtained by reason of his or her position with the City, or disclose any such information except as required by law or for City purposes.

(g) No employee shall engage in or accept any employment or service, other than employment by the City, if such employment or service reasonably would tend to impair the employee's independence of judgment in the performance of the employee's duties. This restriction shall not be construed to prohibit any other restrictions or prohibitions on outside employment applicable to an employee.

(h) Neither the City Manager, nor any employee who is the head of a City department, shall be appointed to serve as a member of a public body.

(i) No officer, public body member, or employee shall request or direct the use of an employee's working time for the City, and no employee shall use his or her working time for the City, for personal or private purposes.

(j) No officer, public body member, or employee shall request, direct, or permit the personal or private use of any City vehicle or City equipment except in the same manner and under the same circumstances applicable to any person who is not an officer, public body member, or employee, unless such use will substantially benefit the City.

(k) No officer, public body member, or employee shall request, or grant to any person, any special consideration, treatment, or advantage beyond that which is available to every other person in similar circumstances or need.

(l) No officer, public body member, or employee shall, at any time within two (2) years after termination from the City:

(1) Appear on behalf of the officer's, public body member's, or employee's interest, or on behalf of the interest of any other person, before the City Council, any public body, or department of the City, in relation to any matter concerning which the officer, public body member, or employee performed an official act; or

(2) Represent the interest of the officer, public body member, or employee, or of any other person, in any other matter before the City Council, any public body, or department of the City, without disclosing to the City the officer's, public body member's, or employee's prior relationship to the City and present relationship to the interest.

(m) Except as provided in Subsection (n), no officer, public body member, or employee shall appear before the City Council or any public body on behalf of any business entity.

(n) A member of a public body may appear on behalf of a business entity before the City Council or before a public body other than the public body of which he or she is a member, so long as the appearance does not concern any matter that has or may come before the public body of which he or she is a member.

(o) Nothing in the Code of Ethics shall preclude an officer, public body member, or employee from appearing before the City Council, any public body, or any other officer, public body member, or employee on behalf of any person which is not a business entity, so long as the appearance does not concern the officer's, public body member's, or employee's interest.

(p) No officer or public body member shall offer or promise to give his or her vote or influence in favor of or against any proposed official action in consideration or upon condition that any other officer, public body member, will promise or assent to give his or her vote or influence in favor of or against any other proposed official action.

(q) No officer shall become a City employee at any time during the term of office, or for two (2) years after leaving office.

(r) No officer shall acquire or seek to acquire any real estate or interest therein if the officer knows, or reasonably should know, that the Council is evaluating, proposing, or pursuing the acquisition of such real estate or interest therein. The officer's knowledge shall be presumed if the minutes or other record of any Council meeting or study session reflect any discussion of the same, or if the officer was present at any executive session at which the same was discussed. The prohibitions of this subsection shall continue to apply until after the Council has abandoned any effort to acquire such real estate or interest therein, and such abandonment has been reflected in the minutes or other record of a Council meeting.

Section 5-10. Code of Ethics - Disclosure of Interest; Non-Participation in Discussion or Action.

(a) The procedures of this section shall be followed by:

(1) Each officer who has an interest in, or whose interest would be affected by, any proposed official action before the City Council; and

(2) Each public body member who has an interest in, or whose interest would be affected by, any proposed official action before the public body of which the person is a member.

(b) Each officer or public body member, when required to follow this section, shall:

(1) Immediately and publicly disclose the nature and extent of the interest;

(2) Not participate in any discussion or decision concerning the proposed action; and

(3) Leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.

(c) With respect to any official action in which an officer, public body member, or employee has an interest, the officer, public body member, or employee shall not:

(1) Participate in any discussion with the City Council, any public body, or any other employee, concerning such an action to be taken by the City Council, the public body, or the other employee; or

(2) Attempt to influence publicly or privately, the City Council, any public body, or any other employee, in connection with an official action described in Paragraph (1).

(d) With respect to any official action that would affect the interest of a competitor of a business entity in which an officer, public body member, or employee has an interest, the officer, public body member, or employee shall not:

(1) Participate in any discussion with the City Council, any public body, or any other employee, concerning such an action to be taken by the City Council, the public body, or the other employee; or

(2) Attempt to influence publicly or privately, the City Council, any public body, or any other employee, in connection with an official action described in Paragraph (1).

Section 5-11. Code of Ethics - Filing of Financial Disclosure Statement.

(a) Within three (3) working days after a person has filed a nomination petition or write-in affidavit of intent for the office of Mayor or Councilmember, and within five (5) working days after a person has been appointed to fill a vacancy in such office, the person shall complete, sign, and file with the City Clerk a disclosure statement that contains:

(1) The person's employer and occupation and the nature of any income in excess of one thousand dollars (\$1,000.00) per year per source, including without limitation, capital gains whether or not taxable, dividends, interest, wages, salaries, rents, and profits;

(2) The name, location, and nature of activities of any business entity with holdings of real or personal property or with business dealings in Boulder County, in which the person has any interest, and the nature of the interest;

(3) The location of any real property within Boulder County in which the person has an interest or, if the person has a controlling interest in an entity or enterprise disclosed pursuant to Paragraph (2), in which the controlled entity or enterprise has any interest and the nature of such interest;

(4) A sworn or verified statement signed by the person, under penalty of perjury, stating that to the best of the person's knowledge, information, and belief, the person has provided, accurately and completely, all of the information required by the disclosure form in compliance with the Code of Ethics. The statement shall contain:

(A) An acknowledgment that, for the purposes of Sections 5-9 and 5-10, the person is deemed to have an interest in his or her own financial affairs, and in that of the person's spouse and other relatives as specified in the Code of Ethics; and

(B) An acknowledgment that, for the purposes of Sections 5-9 and 5-10, the person understands that he or she must disclose such an interest pursuant to Section 5-10 and comply with the non-participation provisions thereof, and that it is a violation of the Code of Ethics to fail to file the statement within the time required herein; and

(C) Such additional information as the person making the disclosure desires.

(b) Except as specifically provided herein, the form and content of the disclosure statement referred to in Subsection (a) shall be established by resolution of the City Council.

(c) Notwithstanding any other provision of this section, no candidate, officer, or public body member shall be required to disclose any confidential relationship protected by law.

(d) By no later than September 10 of each year, each officer shall file an amended disclosure statement with the City Clerk, or notify the City Clerk in writing that the officer has no change of financial condition regarding the disclosed items since the previously filed disclosure statement.

Section 5-12. Code of Ethics - Enforcement.

(a) The provisions of Sections 5-9 through 5-11 shall be enforced as follows:

(1) The City Prosecutor shall have the primary responsibility for administration of said provisions.

(2) Any person who believes that an officer, public body member, or employee has violated any of said provisions and wishes to initiate proceedings on such alleged violations shall file a written complaint with the City Prosecutor. The complaint shall state in detail the facts of the alleged violation, shall specify the section or sections of the Code of Ethics alleged to have been violated, and shall contain a sworn or verified statement signed by the complainant and stating under penalty of perjury that the information in the complaint is true and accurate, and that the complaint is filed in good faith and not out of malice or any other improper motive or purpose. Any complaint which does not contain such a signed statement shall be returned forthwith to the complainant without action.

(3) If the complaint is made against an officer or public body member, within ten (10) days after receipt of the complaint the City Prosecutor shall forward a copy of the complaint to the officer or public body member against whom the complaint is made, and to an advisory judge referred to in Section 5-13. The City Prosecutor shall request the advisory judge to appoint a qualified disinterested attorney to serve as special prosecutor. If, within ten (10) days after the request, the advisory judge has not appointed a special prosecutor, the City's municipal judge shall appoint a qualified disinterested attorney to serve as special prosecutor. The reasonable expenses and fees of an advisory judge making such an appointment and of the attorney serving as special prosecutor shall be paid by the City. The attorney recommended or appointed pursuant to this paragraph shall serve as special prosecutor for purposes of investigation and action on the complaint, and shall take such actions concerning the complaint as are consistent with the Code of Ethics, the Colorado municipal court rules of procedure, and the prosecutor's ethical responsibilities. Before completing the investigation, the special prosecutor shall provide the officer or public body member against whom the complaint is made an opportunity to provide information concerning the complaint.

(4) If the complaint is against an employee, the City Prosecutor shall investigate the complaint and shall take such actions concerning the complaint as are consistent with the Code of Ethics, the Colorado municipal court rules of procedure, and the prosecutor's ethical responsibilities. Within ten (10) days after receipt of the complaint the City Prosecutor shall forward a copy of the complaint to the employee against whom the complaint is made and, before completing the investigation, shall provide the employee an opportunity to provide information concerning the complaint.

(b) A person commits false reporting of a complaint under this section if:

(1) The person makes a complaint of a violation under Sections 5-9 through 5-11 or knowingly causes the transmission of a complaint to the City Prosecutor of such a violation when the person knows that the violation did not occur; or

(2) The person makes a complaint or knowingly causes the transmission of a complaint to the City Prosecutor pretending to furnish information relating to a violation of Sections 5-9 through 5-11 when the person knows that he or she has no such information or knows that the information is false.

(c) A person who is convicted of false reporting of a complaint under this section shall be punished as provided in Section 16-7 of this Charter.

Section 5-13. Code of Ethics - Advisory Opinions.

(a) The municipal judge shall maintain the consent of one (1) or more judges of municipalities other than the City, to provide advisory opinions with respect to the applicability of Sections 5-9 through 5-11. The names of such advisory judges shall be provided to the City Council, the City Manager, and the City Attorney. The reasonable expenses and fees of an advisory judge providing such an opinion shall be paid by the City.

(b) If any officer, public body member, or employee is uncertain as to the applicability of Sections 5-9 through 5-11 to a particular situation, or as to the definition of terms used in said sections, the officer, public body member, or employee may apply in writing to the City Council, Mayor, or City Manager for an opinion from an advisory judge pursuant to this section, and the City Council, Mayor, or City Manager may submit an application to the advisory judge for procurement of an opinion. Any officer or public body member may apply directly to an advisory judge for an opinion. The application shall state in detail the applicable facts and the section or sections of the Code of Ethics concerning which the opinion is requested.

(c) Any person who requests and acts in accordance with an advisory opinion issued pursuant to this section shall not be subject to any penalties for such action under the Code of Ethics, unless material facts were omitted or misstated in the request for the advisory opinion.

(d) An opinion rendered by an advisory judge pursuant to this section shall be disclosed to the public by posting, unless the advisory judge who issued the opinion determines it in the best interest of the City to delay such posting, in which case the opinion shall be posted as soon as the judge determines that the best interest of the City will no longer be harmed by public disclosure of the opinion.

Section 5-14. Code of Ethics - Violations - Penalties.

An officer, public body member, or employee who is convicted of a violation of any of the provisions of Sections 5-9 through 5-11 shall be punished as provided in Section 16-7 of this Charter.

Section 5-15. Code of Ethics - Violations - Voiding of Contract.

Any contract which was the subject of any official action of the City in which there was or is an interest prohibited by the Code of Ethics shall be voidable at the option of the City, if legally permitted. Where the City Attorney determines that the public interest may best be served by not voiding such contract, it may be enforced and an action or proceeding may be brought against any officer, public body member, or employee in violation of the provisions of the Code of Ethics for damages in an amount not to exceed twice the damages suffered by the City or twice the profit or gain realized by the officer, public body member, or employee, whichever is greater.

Section 5-16. Code of Ethics - Violations - Injunction.

The City Prosecutor shall have the power, where a violation of the provisions of the Code of Ethics is threatened or has occurred, to bring a civil action or proceeding at law or in equity for a judgment enjoining any violation of the provisions of the Code of Ethics.

Section 5-17. Code of Ethics - Distribution.

The City Clerk shall cause a copy of the Code of Ethics, and any forms required for compliance with the Code of Ethics, to be distributed to each officer, public body member, and employee of the City within twenty (20) days after the adoption of the Charter, and to each officer, public body member, and employee elected, appointed, or hired thereafter, before entering into any duties with the City, and to each candidate for elective office at the time the candidate obtains a nomination petition. In addition, the City Clerk shall cause a copy of any amendment to the Code of Ethics to be distributed to each officer, public body member, and employee of the City within twenty (20) days after the enactment of the amendment.

Section 5-18. Notices and Agendas.

(a) Any meeting of a public body shall be preceded by the posting of a notice of and agenda for the meeting. Except as provided in Section 4-2, the notice and agenda shall be posted, and published on the City's website, no less than 72 hours before the meeting.

(b) The agenda for any non-emergency meeting of a public body shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action.

(c) No public body shall engage in substantive discussions relating to, or take formal action on, any subject at a non-emergency meeting when that subject was not listed in the agenda for that meeting and is not substantially related to any subject listed in the agenda, provided, however, that the City Council may engage in substantive discussions and take formal action on a matter of public business not on the agenda, upon a finding by the presiding officer that such discussions or action will promote the general welfare of the City, it is important that the matter be acted upon before the next

formal City Council meeting, and it would be injurious to the City to await action on the matter until the next formal City Council meeting.

(d) For purposes of this Section, a subject is not substantially related to a subject listed in the agenda when a person reading the agenda before the meeting would not have reasonably expected that the subject would be substantively discussed or formally acted upon at the meeting.

(e) At any non-emergency meeting of a public body, any member of the public who in good faith believes that a meeting is proceeding in violation of subsection (c) of this Section shall be entitled to submit a brief written objection to the official presiding over the meeting; the written objection shall specify the ground for the objection. The presiding official shall exercise his or her discretion in determining whether the meeting is in compliance with this Section, and shall conduct the meeting in accordance with that determination. The written objection shall be retained permanently in the records of the City. The City may adopt laws or regulations, consistent with this Section, to prevent the abuse of this subsection (e). (Entire Section Added by Initiative Approved 11/02/04).

Louisville Historical Museum Collections Management Policy

Adopted by the Louisville Historical Commission
March 2, 2016

1. Introduction

1.1 General Introduction

The Louisville Historical Museum (“Museum”) constitutes a division, alongside the Louisville Public Library, in the City of Louisville’s Department of Library & Museum Services. The Museum buildings and collections are owned by the City of Louisville, and the Museum staff members are City employees.

Volunteers started the Museum in the 1980s. Although the doors of the Museum didn’t open to the public until 1986, the first gift was received in 1984 and its accession number reflects that year of donation. The Museum was completely volunteer-operated, with volunteers for the City accepting gifts and conducting cataloging activities as well as engaging in other activities, until 1999, when the City hired a paid Museum staff member for the first time. However, volunteer help has continued to be vital to the registration and cataloging process and to the general operation of the Museum, over the years.

The Museum campus, where the public visits the Museum, where the collections are stored, and where staff and volunteers work, is at 1001 Main Street in Louisville. Several historic buildings comprise the Museum. The Jacoe Store was a grocery store and is now the main building of the Museum. Its exhibit areas interpret Louisville’s mining, agricultural, and commercial history. This building contains the only office area on the campus and it is part of the space open to the public. The three-room Tomeo House is interpreted as a mining family’s house. The Jordinelli House and Summer Kitchen were both moved to the campus in 2001 from 1000 La Farge Ave. The Jordinelli House contains a replica of original downtown Louisville in one room that has been open to the public since October 2014. Staff and volunteers use the replica to talk with visitors about the development of Louisville. Last, an outhouse was moved to the site from Rockvale, Colorado in 2005. The Jacoe Store, Tomeo House, and Jordinelli House have furnaces and air conditioning to control temperature.

The Museum’s collections are stored in different locations in these buildings. Items needing temperature control are in a small storage room in the Jacoe Store and in four small rooms of the Jordinelli House. Some items not needing strict temperature control, such as metal tools, are stored in the Summer Kitchen and in the partially dirt cellar of the Jacoe Store. The Museum cannot use the cellar of the Tomeo House for collections storage of any kind in its current condition because it is only large enough to contain a furnace and is a partially dirt cellar.

The strengths of the collections are in the artifacts, maps, and records relating to coal mining in the area; historic photos of downtown Louisville; items relating to Louisville families and houses; items relating to immigrants who came to the Louisville area; and business items from the Louisville area. The Museum’s holdings include not only artifacts that are exhibited and interpreted for visitors, but also archival materials that researchers use. The Museum is also the repository for historical items from the administration of the town.

A two-page "Collection Policy" was adopted for the Museum in 2002. The purpose of this collections management policy, which replaces the 2002 policy, is to document in detail the current collections practices at the Museum and to establish standards and procedures relating to the Museum's collections. This policy also addresses changes that have occurred since 2002, such as the donation of digital images, the creation of a reference collection, purchases made by staff to add to the collections, and the increased usage of museum cataloging software. It is intended that this policy will be communicated to and shared with the members of the Louisville Historical Museum Advisory Board, the directors of the Louisville History Foundation, and Museum staff and volunteers.

1.2 Mission Statement

The mission statement of the Museum, as adopted by the Historical Museum Advisory Board on June 12, 2002 and revised April 4, 2007, is as follows:

"The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past."

1.3 Authority

The primary responsibility for the daily application of this policy lies with the Museum staff. However, ultimate authority for all phases of collections management rests with the City of Louisville. The Louisville Historical Museum Advisory Board is an advisory board to the Louisville City Council that, as part of its mission, establishes and monitors criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Louisville Historical Museum.

2. Purpose & Scope of Collections

2.1 Purpose of Collections

The collections are used to fulfill the Museum's mission to promote, collect, preserve, and interpret the history of Louisville. Many different types of usage of the collections help to fulfill the mission of the Museum. For example, the Museum staff uses artifacts in exhibits to interpret Louisville area history to visitors. The domestic artifacts in the Tomeo House help teach elementary students about what life was like long ago. Images from the collection are used extensively in the Museum's publication, *The Louisville Historian*, which is mailed to hundreds of members each quarter. Many historic photos from the Museum have been digitized and are available to view online, making it possible for researchers, students, property owners, and others to use them easily.

2.2 Ownership of Collections

All items received by the Museum become property of the City of Louisville. As the steward of valuable collections, the Museum and the City of Louisville assume the responsibility to maintain and interpret the Museum collections and fulfill the Museum's mission.

2.3 Scope of Collections

Items in the collections shall have an association with the history of the Louisville area in at least one of the following categories:

- a. Items associated with the settlement of the area before the establishment of Louisville in 1878.
- b. Items associated with the development of Louisville, including early government and incorporation. These include aspects of Louisville history relating to the mayor, town trustees or city council, the town manager or city manager, and to town or city departments or functions.
- c. Items associated with public and private facilities and services associated with a community, such as water, electricity, gas, and telecommunications services; newspapers; postal services; medical services, cemeteries; and railroads.
- d. Items associated with the land development in the Louisville area and the development of Louisville subdivisions and neighborhoods, including ethnic neighborhoods; the histories of individual buildings in the Louisville area; and patterns relating to family compounds or families living in proximity to one another.
- e. Items associated with economic activities in the Louisville area, including coal mining and mining-related businesses; agriculture and agriculture-related businesses; and retail and commercial businesses.
- f. Items associated with social and cultural activities in the Louisville area, including faith communities and their buildings; civic, fraternal, and arts organizations; community events and festivals; domestic life; and recreational activities.
- g. Items associated with the migration of people to the Louisville area, such as items brought by Louisville area residents from their countries of origin.
- h. Items associated with the relationships of Louisville area residents to the broader world, such as letters and photos mailed between family members.
- i. Handmade items, such as implements, made or used by Louisville area residents.
- j. Items associated with education in the Louisville area, including school buildings and activities.
- k. Items associated with individuals and families who have resided in the Louisville area or who have a connection to the development of the Louisville area.
- l. Items associated with geographical features of the Louisville area.
- m. Items associated with natural history or archaeological material acquired through the lawful excavation of Louisville area sites.
- n. Written, transcribed, photographed, or otherwise documented aspects of Louisville area history, including oral history recordings.
- o. Items relating to the histories of the buildings on the Museum campus and the people who occupied them.

Artifacts that do not have a direct association with the Louisville area, such as items that are representative of an activity practiced in the Louisville area, may still be accepted into the collections if they are potentially useful in fulfilling the mission of the Museum.

2.4 Classification of Collections

Items in the collections shall be classified in the following categories:

- a. Permanent Collection: Items accessioned into the permanent collection are intended to be retained permanently. An example of an item in the permanent collection would be an original historic photo of Louisville. Oral history recordings and items that are owned by the Museum only in digital form may be part of the permanent collection. In keeping with professionally accepted museum standards, the best possible care will be given to protect the long-term preservation of items in the permanent collection.
- b. Education Collection: Items in the education collection are those which fulfill the educational mission of the Museum. Unlike items in the permanent collection, they are intended to be used by staff and the public for programs, demonstrations, and/or hands-on use. It is assumed that they eventually may be used up and possibly replaced. An example of an item in the education collection would be a rotary phone for students and teachers to touch and handle as part of a school outreach program. Education collection items may be historic or reproductions, and as such may be confused with permanent collection artifacts. Education items will be distinguished by putting an “E” in front of the object ID number.
- c. Reference Collection: Items in the reference collection are published items that are made available to the public for research at the Museum or used by Museum staff. It is assumed that they eventually may be removed and possibly replaced. Example of items in the reference collection would be a recent book about an aspect of Boulder County history or a recent book on museum administration. Care should be taken so that reference collection items are not confused with books that are part of the permanent collection. Reference items will be distinguished by putting an “R” in front of the object ID number.

Nonaccessioned items: These items can be donated to the Museum, but are not added to a collection. They may include such things as a photocopied family history of a Louisville area family or a printed history of a Louisville area house. These items, if not of a particularly unique nature, may be filed at the Museum, used on City premises, and not accessioned into a collection. Care should be taken to avoid the items being confused with “found in collection” items.

3. Acquisition & Methods of Acquisition

3.1 Acquisition types

- a. Gifts: Items that are given to the Museum by the owner or an agent of the owner are considered to be gifts.

The primary way in which the Museum informs the public of items that it is looking to add to the collections through gifts is through *The Louisville Historian*. The Museum staff uses the part of the publication entitled “Museum Wish List” to list specific items being sought.
- b. Bequests: A gift made through the legal conveyance of a will is considered to be a bequest. Bequests do not have to be accepted, but should be considered carefully. Bequests shall be reviewed by Museum staff as would any other potential acquisition.
- c. Purchases: Purchases of items using funding, such as from the City of Louisville or the Louisville History Foundation, are in this category. They can be for the permanent collection, education collection, or reference collection.

- d. Found in Collection: Uncataloged historic items found with other items at the Museum are considered to be "Found in Collection." These are assumed to have been legitimately donated earlier in the history of the Museum, but the gift may not have been documented at the time.
- e. Abandoned property: Colorado Revised Statutes 38-14 governs abandoned property at museums. Under its provisions and under certain circumstances, property left at the Museum and not claimed by the owner is abandoned property that may be added to the collections after seven years.

Unsolicited property that arrives at the Museum without staff knowledge of the identity of the owner does not have to be accepted by the Museum. If the item is accepted for the collection, Museum staff should note the possibility that the owner could reclaim the property within seven years.

- f. Exchange: Items acquired as part of an exchange can be added to the collections. An example is when the Museum acquires publications as a result of the provisions of the Museum's photo reproduction policy.

3.2 Criteria for Acceptance

Every item should be considered carefully before acceptance into any of the collections. Consideration must be given to the following:

- a. Whether the item would help the Museum fulfill its mission;
- b. Whether the item falls within the Museum's scope of collections;
- c. The item's condition;
- d. Whether the item duplicates items already in the collections, and
- e. Whether the Museum can adequately care for and store the item.

3.3 Conditions of Acceptance

- a. Conditions: Items will not be accepted with conditions attached by the donor. Title to all items acquired by the Museum must be free and clear, without restrictions or limitations as to use or future disposition. Donated items may be exhibited, stored, loaned, maintained, or disposed of at the sole discretion of the Museum. However, the Museum will attempt to accommodate, if possible, reasonable requests such as requests by donors for anonymity, requests by an oral history narrator to delay the public dissemination of an oral history interview until after the narrator's death, or requests by donors of photos to delay putting the digitized photos online.
- b. Compliance with Laws: An item will not be accepted for acquisition if it was acquired by violating or potentially violating any local, state, federal, or international law.
- c. Acquisition of Rights: The Museum acquires all rights of reproduction, publication, and copyright with respect to donated items if permitted by applicable laws and regulations.

3.4 Valuation of Gifts

Gifts to the Museum may be tax deductible. Museum staff and volunteers may not provide appraisals for gifts.

4. Procedures of Acceptance

4.1 For gifts and bequests for the permanent collection, the Museum staff shall make an initial determination as to whether to 1) recommend acceptance by the Historical Museum Advisory Board, in which case the Museum staff should ask the owner to leave the item and sign a Deed of Gift form; 2) decline the offered gift or bequest; or 3) ask the owner to leave the item to be considered further and sign a temporary custody receipt form or Deed of Gift form, and ask the Historical Museum Advisory Board to decide on acceptance. The criteria to be used shall be the “criteria for acceptance” described in this policy.

4.2 It is the role of the Historical Museum Advisory Board to vote on acceptance of gifts and bequests for the permanent collection. The Chair shall sign the deeds being presented for consideration to indicate the Museum Advisory Board’s acceptance or non-acceptance. However, Museum staff may accept oral history recordings into the permanent collection and may accept purchased items, abandoned property, items that were “found in collection,” and exchange items into the permanent collection, education collection, or reference collection.

4.3 Documentation: Additions to the collections should be accompanied by appropriate documentation indicating the terms of the acquisition. Gifts should have an accompanying Deed of Gift form signed by the donor or donor’s agent; bequests should be accompanied by a copy of the will or a statement describing the bequest; oral history recordings should be accompanied by a release signed by the donor of the copyright; and purchases should be accompanied by an invoice or receipt. For items that were exchanges, “found in collection” or abandoned property, Museum staff should describe the circumstances of acceptance.

4.4 For gifts, Museum staff or donors themselves shall describe the donated item or items on a Deed of Gift form. Noting the provenance of the item and how the donor came to own the item, either on the Deed of Gift form or in separate notes, is a particularly important aspect of the donation process. The Chair of the Historical Museum Advisory Board indicates whether the Commission has accepted or not accepted the items at a Commission meeting and signs and dates the form.

4.5 If only a digital image of an item and not the original is being donated, and it is not practicable to obtain the signature of the donor on a Deed of Gift form, the donor’s emailed message indicating that the donor is donating the digital image and that it may be used by the Museum as it sees fit shall serve as the Deed of Gift.

4.6 For nonaccessioned items, such as photocopies of family history information intended for research, the Museum staff may request a signed Deed of Gift form and indicate on it that the items are not being accessioned, but the Deed of Gift form does not need to be presented to the Historical Museum Advisory Board for acceptance in order for the item to be used at the Museum.

4.7 If a donation contains a mixture of items to be accessioned and not accessioned, or a mixture of items to be added to the permanent collection, education collection, and reference collection, Museum staff shall communicate with the donor about these distinctions, obtain approval for how the Museum staff would categorize the items, and reflect this understanding in writing on the Deed of Gift form so that the donor gives approval.

4.8 Potential donors leaving items left with Museum staff to be considered for acceptance (if not signing a Deed of Gift form) shall sign, along with Museum staff, a temporary custody receipt form. If the Historical

Museum Advisory Board indicates interest in having the Museum receive the gift, Museum staff shall then attempt to arrange with the donor for the donor to sign the Deed of Gift form.

4.9 Museum staff will notify owners if their items were not accepted and notify them that the items must be retrieved by the owner within 30 days of notification. Items not retrieved by the owner within 30 days after notification will be disposed of at the discretion of the Museum Coordinator and without any liability to the Museum, Museum staff, City of Louisville, or HMAB members.

4.10 The Museum uses PastPerfect museum cataloging software to catalog items in the collections. Every item entering the Museum's collections shall receive a catalog (object ID) number that includes an accession number. For occurrences in the past in which multiple items were assigned the same catalog number to share, or in which multiple items with different catalog numbers were cataloged together, it is a priority for the Museum to now rectify those occurrences so that the items can be differentiated and separately cataloged and stored. This may involve adding extension numbers to the existing catalog numbers, as needed, as well as ensuring that each item has been cataloged separately so that each has its own unique catalog number and description in the PastPerfect catalog. Related archival items such as documents sharing a common donor and topic, however, may be assigned one number as an archival collection and should be stored together.

4.11 Donation and registration records, including deaccessioning records, shall be kept and maintained in perpetuity. Paper copies of collection records will be stored at the Museum.

4.12 Museum staff shall send donors a thank-you letter with a copy of the Deed of Gift form that has been signed by the donor and the HMAB Chair. In cases in which only a digital image of an item and not the original is being donated, and the donor's emailed message indicating that the donor is donating the digital image and that it may be used by the Museum as it sees fit is serving as the Deed of Gift, the donor may be thanked by email.

5. Security of and Access to Collection

5.1 Authority

The Museum and its owner, the City of Louisville, have the responsibility of safeguarding the physical integrity of its collections. It is also recognized that the collections exist for the education and benefit of present and future generations. Therefore, the public shall have reasonable access to collections and records at the Museum for research and other legitimate purposes. The Museum staff regulates access to the collections and the public shall direct requests for access to the Museum Coordinator.

The Museum staff retains authority concerning access and use of collections based upon knowledge of the items, including such factors as condition, rarity, fragility, importance, quantity of artifacts of similar kind in the collections, and religious or cultural significance.

Should a situation arise in which collections preservation and collections access conflict, preservation shall take precedence except when the item is held by the Museum for specific types of usage.

Requests for images of photographs in the Museum's collections and the fees for such images are covered by the Photograph Reproduction Policy & Agreement. Fees are paid to the City of Louisville as the owner of the images in the Museum's collections.

5.2 Current Conditions

The Museum's collections are estimated to be made up of approximately 19,300 photos, artifacts, and books.

The current conditions include many threats to the collections. These include the following:

- a. Dirt cellars in the Jacoe Store and Tomeo House allow humidity to vary with the weather, affecting the conditions above.
- b. Openings and cracks around the windows of all of the Museum buildings allow the entry of insects, particularly boxelder bugs.
- c. The Museum does not have a break room in which staff and volunteers can prepare and eat meals. Also, under the current staffing levels, it is not possible for staff to leave the Museum during the open hours. Museum staff and volunteers must take care to avoid the consumption or presence of food or drink near the collections.
- d. The Museum lacks dedicated storage space for the collections and lacks logical organization of storage due to it being disbursed in different rooms and buildings.

5.3 Security and Care of Collections

The Museum and City of Louisville shall provide safe conditions for all collections by providing adequate space, suitable security, and an appropriate physical environment for items in its custody, subject to existing conditions. The care includes, to the extent possible, regulation of conditions of light, relative humidity, and temperature, and protection from pollutants and contaminants that may affect the well-being of individual objects, within physical and budgetary constraints under which the Museum and City of Louisville operate. This care also includes the supervision and regulation of members of the general public and scholars while conducting research.

- a. The collections shall be housed in secure City-owned storage areas with limited access, except that large metal items already in the collections may be stored outside until such time that covered space is available for them. Digital archives, particularly if owned only in digital form, shall be backed up by the City of Louisville in order to best ensure their long-term preservation.
- b. It is a priority for the Museum to digitize historic images at a high resolution in accordance with accepted standards in order to preserve the images and to minimize the handling of the originals.
- c. Museum staff and volunteers must take care whenever items from the collections are transported between buildings at the Museum or between City buildings. Items should be covered and carried in a safe manner. Items should not be taken outside during inclement weather. If items are transported by vehicle, care must be taken to ensure that the physical conditions are safe and stable for the items.
- d. The Museum staff may grant permission to other City departments or divisions for a limited number of items from the collections to be exhibited in other buildings owned by the City of Louisville so long as the items are exhibited in a locked exhibit case or cases to which only City staff has access, it is for a finite period, and the physical conditions are acceptable to the Museum staff for the preservation of the specific items. Only Museum staff or volunteers shall transport and handle the items if they to be exhibited in another City building.
- e. The Museum staff may remove items from the Museum buildings for the purpose of working with them in the staff offices of other City buildings.

f. It is acknowledged that some items may leave the Museum for official Museum business. Qualifying activities include: conservation, repair, upholstery, framing, mounting, photography, photograph reproduction, binding, photocopying, and digitizing. Also, Museum staff may use items from the education collection and reference collection for off-site programs.

g. Visitors are asked not to eat or drink inside the Museum buildings, except for drinking bottled water.

h. The City of Louisville shall maintain insurance on the Museum collections and maintain intrusion alarms on the Museum buildings.

5.4 Access to Collections

The Museum provides access to collections in many ways. For example, many items are already accessible to view as part of permanent or temporary exhibits. In addition, many historic photos have been digitized and are available to view online, and PastPerfect catalog records attached to online images are searchable by the public via a link on the Museum's website. This provides important 24/7 access by the public to many items.

Collections will be physically accessible subject to the following:

- a. Only Museum staff and those specially trained in the use and handling of artifacts may handle items in the permanent collection.
- b. Members of the public may handle items in the education collection and reference collection, under the supervision of Museum staff or volunteers.
- c. Visitors may access collections only with permission and under conditions that ensure the safety of the collections. No food or drink will be allowed while accessing collections items. Only pencils should be used for making notes while accessing collections items.
- d. Items in the collections may not be used for purposes outside the mission of the Museum. They may not be loaned to staff, organizations, or other parties for personal purposes.

6. Loans – Incoming and Outgoing

The Museum may borrow items from local museums or cultural institutions for use in exhibits or for research. The Museum may also borrow travelling exhibits from other cultural institutions. At this time, the Museum does not engage in outgoing loans.

- 6.1 **Request:** Incoming loans are requested or approved by the Museum Services Supervisor, Collections Management Associate, or Director of Cultural Services.
- 6.2 **Loan Agreement:** Items are borrowed using a signed loan agreement with the lending organization that specifies the items borrowed, purpose, location, loan period, value, and condition of items. Loan agreement documents are provided by either the lending organization or Museum.
- 6.3 **Insurance:** Museum insurance covers collections items temporarily exhibited by the Museum. Coverage is arranged with the City of Louisville Risk Manager.
- 6.4 **Transportation:** The Museum assumes responsibility of transporting the borrowed item(s) safely. Transportation insurance can be arranged with the City of Louisville Risk Manager, if needed.
- 6.5 **Care & Condition:** Once on site, the Museum will work to ensure the safe keeping of items on loan. No changes, repairs, restoration or cleaning will be made to the item while in the care of the Museum. If damage should occur, the lending organization will be contacted immediately.

- 6.6 **Location:** Borrowed items will be exhibited in Museum buildings or in locations where items can be safely and securely displayed.
- 6.7 **Permissions:** The Museum will adhere to the photography policy and other relevant policies relating to permission or duplication of the lending organization.
- 6.8 **Credit:** The Museum will give credit to the lender in any publicity for the exhibition or use of borrowed items.

7. Deaccession Policy & Procedure

Museums at times find it necessary to deaccession items from collections.

7.1 Authority and Procedure for Deaccessioning

a. For an item in the permanent collection, the Museum Coordinator shall make a recommendation to deaccession to the HMAB. If an item is determined to be unsuitable for the permanent collection, thorough research into the circumstances of its acquisition and into any legal and ethical restrictions will be carried out before the Museum Coordinator makes a final recommendation for deaccession. The Historical Museum Advisory Board decides whether to approve the recommendation to deaccession from the permanent collection.

b. For an item in the education collection or reference collection, the Museum Coordinator may approve the deaccession of the item after determining that the item is not suitable. It is intended that the items in the education collection and reference collection are to be handled by the public, and will therefore suffer deterioration and breakage from use.

Museum staff will maintain thorough records of deaccession with respect to items from any of the collections.

7.2 Reasons for Deaccessioning

a. **Non-relevance:** Any item no longer relevant or compatible with the Museum's mission statement may be approved for deaccessioning. These circumstances may arise from a change in the Museum's mission statement.

b. **Maintenance:** Any item that cannot be properly stored, preserved, or used in a manner that ensures its integrity may be approved for deaccessioning. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances.

c. **Deterioration:** Any artifact subject to irreversible deterioration, infestation, or inherent hazards that may imperil the condition of other artifacts or people may be approved for deaccessioning, and disposed of by destruction or discard.

d. **Fraud:** Any artifact determined to be fraudulent or a misrepresentation of an authentic artifact may be approved for deaccessioning.

e. **Quality:** Any item of poor quality that occupies valuable storage space may be approved for deaccessioning.

f. **Illicit Property:** Any artifact found to have been acquired unlawfully or in violation of any local, state, national, or international laws may be approved for deaccessioning and returned to its rightful owner.

g. Abandoned Property: Under Colorado law, an item that was abandoned and added to the collections could be reclaimed by the owner within seven years, in which case it should be deaccessioned.

7.3 Methods of Disposal

The Museum collections are hereby excluded from the Disposal of Surplus Property Policy contained in the City of Louisville's Purchasing Policy. The Museum staff shall oversee the disposal of any item being deaccessioned and shall use one of the following methods:

- a. Items may be returned to the donor or donor's heirs if the item was a gift and if the donor's identity is known.
- b. Reciprocal exchange of items with a similar cultural, historical, or educational institution is suitable in the event of the deaccession of an item. Such transfers increase the possibility of preserving materials for the future and keep them within the public domain.
- c. Items may be given to a similar cultural, historical, or educational institution.
- d. Artifacts subject to irreversible deterioration, infestation, or inherent hazards that may imperil the condition of other artifacts or people may be destroyed. If portions of the artifacts may be employed in restoration of artifacts of like kind, such portions may be salvaged prior to destruction.
- e. Deaccessioned artifacts may be sold to a commercial business or to the public through advertised public auction, bidding process, or other means of communication such as newsletters or email lists. Such items may not be sold alongside items sold by the Louisville History Foundation at the Museum. Any monies received from the sale of these artifacts and placed in the City's General Fund will be dedicated to the development and care of the collections and spent within a reasonable period of time.
- f. Destruction: If the object cannot be disposed of through any of the above methods after reasonable attempts, it may be destroyed.

8. Ethics

8.1 Professionalism

- a. Museum staff members, HMAB members, and Museum volunteers must conduct themselves in an ethical and honorable manner. People associated with the Museum should make it clear whether they are speaking for the Museum, the City of Louisville, the Historical Museum Advisory Board, or themselves. They must be aware that any Museum-related action may reflect on the Museum and the City of Louisville or on the integrity of the profession as a whole.
- b. Volunteers are an integral part of the Museum. Paid staff should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training for them.
- c. Some volunteers may have access to sensitive materials. The lack of material compensation for effort expended on behalf of the Museum does not free the volunteer from adherence to the standards that apply to paid staff. Conflict of interest restrictions placed upon the Museum staff must be explained to volunteers and observed by them.
- d. Volunteers donate not only their time to the Museum but also their work product while serving as volunteers, including the copyright on an oral history recording in which a volunteer participated.

8.2 Conflict of Interest

The Museum exists to serve the public interest, and Museum staff and HMAB members must always act in such a way as to maintain public confidence and trust.

Museum staff and HMAB members shall be careful to avoid the appearance or the reality of using their positions or the information and access gained from their positions for personal gain.

a. Responsibility to Collections: Museum staff, HMAB members, and volunteers shall not acquire objects from the collections once owned by the Museum.

No Museum staff, HMAB member, or volunteer shall use for any personal purpose any object or item that is a part of the Museum collections.

b. Personal Collecting and Dealing

Extreme care must be taken whenever a Museum staff member, HMAB member, or volunteer collects objects similar to those collected by the Museum.

Museum staff, HMAB members, and volunteers shall refrain from competing with the Museum in any collecting activity.

No Museum staff member, HMAB member, or volunteer may use his or her affiliation with the Museum to promote his or her personal collecting activities.

8.3 Museum staff members and HMAB members must abide by the Code of Ethics contained in the City Charter.

8.4 Accuracy / Truth in Presentation: The Museum collections should be used for the creation and dissemination of new research. Interpretation must be based upon sound scholarship and must accurately reflect the facts as they have been documented. Special care should be taken not to alter or ignore historical accuracy for the sake of public entertainment.



BOARD & COMMISSION

RULES OF PROCEDURE

Adopted November 6, 2023 – by Resolution No. 66, Series 2023

TABLE OF CONTENTS

I. DEFINITIONS.....	1
II. AUTHORITY.....	2
III. MEETING CIVILITY	2
IV. GENERAL RULES	3
V. MEETINGS.....	4
VI. CHAIR/VICE-CHAIR	5
VII. MEETING PROCEDURE	6
VIII. EXPECTATIONS OF STAFF LIAISON	7
IX. EXPECTATIONS OF BOARD MEMBERS.....	8
X. QUASI-JUDICIAL ACTIONS	10
XI. PARLIAMENTARY PROCEDURE	11
XII. REMOVAL FROM BOARD.....	12

RULES OF PROCEDURE FOR THE BOARDS AND COMMISSIONS OF LOUISVILLE, COLORADO

I. DEFINITIONS

“Advisory Board” means all of the following boards which are tasked with giving advice to the City Council as specified in their formation documents:

- Arts & Culture Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Charter” means the [Home Rule Charter of the City of Louisville, Colorado](#).

“Chair” means the member of the Board who presides over a meeting subject to Rule VII.B below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

- Arts & Culture Advisory Board
- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Historical Museum Advisory Board
- 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

“Board Member” means each member of a City board.

“Electronic Participation” means attendance at a meeting by computer, telephone, or other electronic means.

“Entire Board” means all current members of a board.

“Member of the Board” means each board member.

“Quasi-Judicial Board” means any of the following boards which have specific legal decision-making authority under the Charter or Code:

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

“Rules” means the Board & Commission Rules of Procedure.

“Staff Liaison” means the City staff member assigned by the City Manager to assist the board and to ensure all rules and regulations are met.

II. AUTHORITY

The following Rules shall be in effect upon their adoption by the City Council until such time as they are amended or new Rules adopted.

In order to efficiently and effectively complete City business facing a Board, all meetings must be conducted in an orderly and respectful manner. These Rules are intended to provide guidelines for the procedures to be followed for the conduct of all Board meetings.

If any Rule, on its face or as applied, conflicts with applicable provisions of the [Home Rule Charter of the City of Louisville](#) or ordinances, those provisions shall apply and that Rule shall not. Nothing herein shall prevent a Board from adopting its own rules of procedure specific to its roles and responsibilities so long as they do not conflict with these Rules.

III. MEETING CIVILITY

- A. CIVILITY AMONG MEMBERS OF THE BOARD: The Board shall preserve reasonable order and decorum and confine members of the public to discussion of the questions under consideration.

During Board meetings, members shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey

the order of the Chair or the Rules. Every member of the Board desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the questions under debate. Once recognized, no member of the Board shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member.

- B. MEMBERS OF THE PUBLIC: Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record.

IV. **GENERAL RULES**

- A. LOCATION: All in-person Board meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. OPEN TO THE PUBLIC: All meetings, including those conducted by Electronic Participation pursuant to Section V.F, shall be open to the public. A Board may conduct executive sessions only in accordance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. MEETING NOTICE: Notice for all meetings sessions shall be given as required by the Charter and as set by administrative rule. At the first regular meeting of every year, each Board shall designate the locations for posting of notices of its meetings.
- D. MINUTES: Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City.
- E. QUORUM: A quorum is needed for the transaction of business at each meeting of a Board. A quorum shall be defined as a majority of the members of the Board holding office at the time of the meeting.
- F. ABSENCES: No member of the Board shall miss more than twenty-five percent (25%) of regular Board meetings during any calendar year. Missing more than twenty-five percent (25%) of meetings shall be cause for removal.
- G. APPLICABILITY OF THE OPEN GOVERNMENT POLICIES AND CODE OF ETHICS: Each member of the Board shall adhere to the City's Open

Government Rules and the Code of Ethics (Charter Section 5-6).

- H. DISCLOSURE OF INTEREST AND RECUSAL: Any member of the Board who has an interest in, or whose interest would be affected by, any proposed official action before the Board shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the Board, any public body, or any employee in connection with the action; and shall leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- I. CHAIR: The Chair is the member of the Board who presides over a Board meeting and shall do so according to these Rules and applicable law. The Chair serves as Chair of all Board meetings at which the Chair is present. In the Chair's absence, the Vice-Chair will serve as Chair. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

V. MEETINGS

- A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.
- B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.
- C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.
- D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.
- E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

- F. **ELECTRONIC PARTICIPATION:** When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.
1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
 2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
 3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.
- G. **FULLY REMOTE MEETINGS:** The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

- A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.
- B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.
- C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.
- D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.
2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

B. CHAIR'S DISCRETION & RIGHT OF APPEAL The Chair shall have reasonable discretion in the application of these procedures subject to section XI.A.

C. AGENDAS: Each board will have a formal agenda for each meeting. The agenda will be set by staff for quasi-judicial boards and set by the chair in conjunction with the staff liaison for advisory boards. Each agenda will be posted as required prior to the meeting. Items cannot be added to the agenda at the meeting.

D. PUBLIC COMMENTS AT MEETINGS: All Board meetings, including Committee meetings, shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at Board meetings.

The following provisions apply to any section of the agenda where public comments are allowed.

1. Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their name, and are requested to state their place of residence (by city, town, or county of residence).

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.
 3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.
 4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.
- E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.
2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.
3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

communicate with the Board members if a response will take more than two (2) business days.

B. **ADVOCACY:** The Staff Liaison will advocate ideas to City staff and leadership on the Board's behalf. The Staff Liaison will advocate for budget requests and CIP requests from the Board through the City's established budget process.

C. **MEETINGS:**

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.
2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.
3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. **COLLABORATION:**

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.
2. The Staff Liaison will include Board members on relevant communications, when appropriate, with outside organizations and individuals.

IX. EXPECTATIONS OF BOARD MEMBERS

A. **COMMUNICATION:**

1. There will be open and consistent communication between Board members and the Staff Liaison.
2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.
4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.
5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.
6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.
2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.
2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.
3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

1. Quasi-judicial decisions are a determination of the rights, duties or obligations of a specific individual or entity. Board members making quasi-judicial decisions must do so based on the facts developed at a public hearing and through the application of presently existing legal standards of policy considerations of the facts.
2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

B. DUE PROCESS: A quasi-judicial public hearing must include property public notice, a meaningful opportunity for interested parties to be heard, and basic fairness in procedure.

C. PREPARATION: Board members will review the meeting packet prepared by staff, understand the scope of the hearing, and be familiar with the relevant decision criteria in a case. Board members must act as impartial decision makers

D. EX PARTE CONVERSATIONS: Board members will not speak with one side or the other before or outside of the hearing process. This includes via email. Board members will disclose any unavoidable “ex parte” conversations and participate only if they are sure they can still make an unbiased decision.

E. CONDUCTING THE HEARING: Follow uniform/consistent steps for all hearings.

- Introduce Item
- Call for Disclosures
- Open Public Hearing
- Staff Report
- Applicant Presentation
- Public Comment
- Questions by Board members
- Close Public Hearing
- Deliberations
- Action

Once a hearing is closed the Board will not re-open it to hear only certain individuals, if a hearing is re-opened anyone who has not already spoken

may have the opportunity to speak.

If the Board holds and closes a hearing at one meeting and deliberates at the next, the Board cannot reopen the hearing without providing additional notice.

F. MAKING THE DECISION

1. Board members shall not make their decision on the basis of irrelevant criteria. Board members shall not base a decision on things a member “knows” but did not “learn” at the hearing. Board members will not participate in the decision if they cannot be fair and unbiased.
2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

If a public hearing is opened and then continued to a later meeting, a member who missed the first meeting may review the video and all materials from the first meeting and then participate in the next one. This should be disclosed at the hearing.

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.
4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. PARLIAMENTARY PROCEDURE

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.
- B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.
- C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

D. PROCEDURES FOR MOTIONS: The following is the general procedure for making motions:

1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

E. DISCUSSION: Board members shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.

F. MOTION TO END DEBATE: Any member of the Board may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Board present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.

G. ALL MEMBERS MAY SPEAK: Each member of the Board shall have the right to speak and ask questions prior to a vote.

H. AFTER VOTING: Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.

XII. REMOVAL FROM BOARD

(City Council Resolutions No. 16, Series 2009 & No. 59, Series 2016)

A. The City Council greatly appreciates the contributions made by City residents who volunteer their time to serve on the City’s various boards and commissions. 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.

B. To help maintain this environment the City Council has established that, during the term of office, a board member shall be removed only for cause. Cause shall include but not be limited to:

1. Violation of city or state ethics laws;

2. Conviction of a felony or of any other crime involving moral turpitude;
3. Absence from more than 25 percent of the regular meetings in any 12-month period;
4. Inefficiency, neglect of duty or malfeasance in office;
5. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
6. Physical or mental disability rendering the board or commission member unable to perform his or her duties;
7. 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;
8. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
9. 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
10. Other grounds constituting cause as established by law.

C. The procedure for removal of a member of a City board or commission shall be as follows:

1. Any person who believes that there is cause to remove a member of a City board or commission as provided above shall present the evidence of such cause to the City Manager.
2. The City Manager (or their designee) 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 removal or other action is warranted.

3. If the City Manager determines there are grounds for removal, the City Manager shall present a proposed resolution for removal to the City Council for its consideration and action. The member shall be provided written notice of the grounds for removal 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 grounds for removal. Removal of a member shall require the affirmative vote of a majority of the entire City Council.
4. A member may resign from a board or commission at any time by providing a written resignation letter to the Mayor or City Manager. A resignation is effective upon submission or such later date as stated in the resignation letter, without requirement for acceptance thereof.



Memorandum

To: Historical Museum Advisory Board
From: Gigi Yang, Museum Services Supervisor
Date: January 15, 2025
Re: Museum Services Supervisor's Report

The Museum is starting off 2025 with a newly re-organized exhibit space in the Jacoe Building. The new arrangement of display cases and artifacts was completed in December and now allows visitors to learn about Louisville history in a more chronological sequence and with greater self-guided interpretation and panels. Exhibit cases were also brought over to the Jordinelli House that will help highlight different aspects of Louisville history paired with the large model of the original downtown plat of Louisville. Staff will continue to update the cases and interpretation throughout the upcoming year.

In September 2024, the Museum received significant funding from the Scientific and Cultural Facilities District (SCFD) of \$25,361.28 as a Tier III institution. This generous funding will assist with improving collections care and developing programming for all ages.

We continue to explore Louisville's experience of the Vietnam War with Part II of the article in the Louisville Historian that looks at the homefront and return of Vietnam vets. We greatly appreciate the community's interest and generosity in sharing personal stories and photographs which contribute tremendously to our understanding of this time in Louisville's history. The front window exhibit will be updated in February with additional content.

The Museum will be adjusting our programming by hosting First Friday events in May through October to match scheduled events planned by the Downtown Business Association. We will hold separate workshops and presentations in February, March, and April and continue to explore and highlight the diversity of voices and experiences of Louisville residents, past and present.

Lastly, the Museum thanks Jonathan Ferris for his term as secretary for the Historical Museum Advisory Board that ended in December 2024 and we welcome Jeanette Bangs and Barbara Taylor as the newest members to join HMAB in 2025.

Louisville Historical Museum Advisory Board

Work Plan 2024

The Louisville Historical Museum Advisory Board's primary role is to serve as an advisory body to the City Council on all issues pertaining to the operation of the Museum.

In addition to this role, the Library Board of Trustees' 2024 Work Plan will include the following priorities:

Equity, Diversity and Inclusion

In line with City Council's work plan item 2m "Equity, Diversity and Inclusion":

The HMAB will receive training in EDI principles and practices in order to meaningfully support this initiative.

The HMAB members will work with Museum staff to do continuous and ongoing review of policies and practices to identify those that no longer align with EDI ideals.

The members of the HMAB will attend, volunteer at, or assist with Museum programming that supports the aims of the City's EDI initiatives. Historical Museum Advisory Board will work to attract a diverse pool of candidates for selection by Council to serve on the Board.

Economic Vitality

The HMAB members will support the Museum's role as a community resource and tourist destination, creating welcoming spaces and engaging programming that will bring community members into the Historic Downtown area, supporting the City's vision of creating a great small-town feel.

Advocacy

Louisville History Month – HMAB members will actively participate in Louisville History Month activities, and will "get the word out" about History month topics and activities.

HMAB members will start building awareness in the community and with City Council for an expansion of the Museum and/or Museum campus to include archival collections storage, programming space, and other amenities.