

# ***Cultural Council***

## ***Agenda***

**Thursday, May 18, 2023**  
**Louisville Public Library – First Floor 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 (719) 359-4580, Webinar ID #847 8880 5269*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/lcc](http://www.louisvilleco.gov/lcc).*

*The Cultural Council will accommodate public comments during the meeting. Anyone may also email comments to the board prior to the meeting at [ESchmitt@LouisvilleCO.gov](mailto:ESchmitt@LouisvilleCO.gov).*

1. Call to order
2. Roll call
3. Approval of this month's agenda
4. Approval of previous month's minutes
5. Public Comments
6. Chair Report
7. Informational item: Upcoming LCC and LCC Arts Grant events Erica
8. Action Item: Discuss and approve modified Soul Penny Circus show (2023 Art Grant recipient)
9. Informational item: Volunteer opportunities for upcoming events. Volunteer spreadsheet. JR

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or [MeredythM@LouisvilleCO.gov](mailto:MeredythM@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.

10. Informational item: Summer Concerts in the Park (Bands, Volunteers, Food Trucks, etc.) (see Attachment) JR
11. Discussion item: Cultural Caravan Fire Station event (June 8). Cultural Caravan Popup (date TBD). Shows, guidelines, roles, responsibilities.
12. Action item: Discuss and approve expenses for Sound System (see attachment)
13. Action Item: Set/Approve late Summer/Fall events (Crisosto Apache, Salome Songbird, Fresh Apples, Mark Diamond, Mayan Healing Ceremony, Jody Ash)
14. Discussion Item: calendar through 2024
15. Action Item: set next monthly LCC meetings
16. Discussion item: Boards and Commissions – questions from City Manager (see attachment)
17. Staff Report
18. Items for next agenda
19. Adjourn

## *Cultural Council*

### **April 2023 Minutes**

Thursday, April 20, 2023, 6:30 PM

1. Meeting called to order by JR Ketelsen at 6:36PM.
2. Board members present: JR Ketelsen, Beth McLennan, Sarah Staunton (via Zoom). City staff present: Erica Schmitt, Sharon Nemechek. Members of the public present: Rita Valle, Arabella Tattershall, two students
3. Beth: Motion to approve April 2023 Agenda. Sarah: seconded. All in favor, none opposed.
4. Sarah: Motion to approve March 2023 Meeting Minutes. JR: seconded. All in favor, none opposed.
5. No public comments.
6. Scott Sala (former Secretary) is moving out of Louisville, and resigned. JR: motion for Sarah to be Secretary. Beth amends motion – Beth will cover for Secretary when Sarah isn't well enough. Beth: Seconded. All in favor, none opposed. Sarah Staunton is now the LCC Secretary through the end of the year.
7. Discussion of Community Resilience sculpture.
8. Chair Report.
9. Sarah: motion to approve \$6,875 for Third Harmonic for sound for the 2023 Concerts in The Park series. Beth: seconded. All in favor, none opposed.
10. Informational: LCC Programming Subcommittee approved having the Semplice Baroque ensemble perform on April 28, 2023. (Minutes attached)
11. Informational: Cultural Caravan will be running a “block party” at Fire Station #1 on June 8, 2023. The LCC has contracted with the Cultural Caravan to run one “Summer Concert in the Park”, the 06/08/23 block party, and one additional pop up event (details of this TBD).
12. Beth: motion to approve \$300 fee for Crisosto Apache talk/poetry reading, contingent on available dates for artist and Library First Floor Meeting Room. Event will be 20-minute talk/20-minute poetry reading/15-20-minute Q&A. Sarah: seconded. All in favor, none opposed.
13. Beth: motion to approve \$300 fee for Jody Ash to present Gardening and Landscaping for Water-Saving and Pollinators. Contingent on availability and coordinating dates. Sarah: seconded. All in favor, none opposed.

14. Discussion: Other potential 2023 programming. JR will reach out to Opera Colorado on May 16<sup>th</sup> with dates at Louisville Center for the Arts

15. Discussion Item: Event coverage. LCC openings will be advertised once legal investigation is concluded. Applicants would be appointed to serve through. New members would need training and orientation from City Hall and the LCC.

LCC members have access to a volunteer sign up sheet through Google Drive (run by JR – not a City document). Need to assign LCC roles for the following events:

- Semplice Baroque (04/28). Beth, JR, and Sarah will be there. JR taking the lead.
- Cultural Caravan “pop-up” block party (06/08). All LCC members?
- Cultural Caravan second “pop-up” concert (June – date TBD). JR to reach out to Cultural Caravan to secure dates.
- Summer Solstice (06/21/23). City staff running this; would love to have someone from the LCC come if they’re able.
- Summer Concerts in the Park
  - i. Cultural Caravan (06/15)
  - ii. That Eighties Band (06/22)
  - iii. Groove N Motion (06/29)
  - iv. Quemando Salsa Band (07/13)
  - v. Selasee and the Fa Fa Family (07/20)
- Opera Colorado (date TBD)
- Crisosto Apache (date TBD)
- Gardening and Landscaping for Water-Saving and Pollinators (date TBD)

16. Brief overview of 2020, 2022, 2023 Art Grants updates from Erica. Full details in her Staff Report.

17. Items to include on May 2023 agenda include Meredyth’s email sent on Tuesday, 04/18/23 to all Board and Commission members. There is a list of important questions for everyone to think about and be ready to discuss in the May 2023 LCC meeting.

18. JR: motion to adjourn. Beth: seconded. All in favor, none opposed. Meeting adjourned at 8:55PM.

Attachments:

- March 2023 Draft LCC Monthly Meeting Minutes
- April 11, 2023 LCC Special Meeting Agenda
- April 11, 2023 LCC Special Meeting Minutes
- March 2023 Staff Report
- Rendering of potential areas for “Community Resilience” sculpture
- 2023 Board and Commission Chair Training (April 10, 2023)

2023 Louisville Cultural Council Events as of 5/10/23

DATE		START TIME	TITLE	LOCATION	## ATTENDANCE	LEAD	VOLUNTEER	VOLUNTEER	VOLUNTEER
4/28/2023	Friday	7:00 PM	Semplice Baroque Esemble	Center for the Arts	71	JR	Sarah - I can't lift anything		
			Cultural Caravan concert at Fire Station #1						
TBD			Cultural Caravan pop up #2	TBD					
6/21/2023		8:00 AM	Summer Solstice	Arboretum					
TBD			Mayan Flower Ceremony	Center for the Arts					
			Fresh Apples (Family Music)						
			Mark Diamond (Jazz)						
			Salome Songbird						
			Silent Movie						
9/5/2023			Concerts on the Plaza						
9/12/2023			Concerts on the Plaza						
9/19/2023			Concerts on the Plaza						
9/26/23			Concerts on the Plaza						
9/27/2023	Wednesday	7:00 PM	crisosto apache	Library					

SUMMER CONCERTS - COMMUNITY PARK				OPENER	Lead	ICE & WATER	LCC TENT/TABLE	PARKING	Food Trucks
6/15/2023	Thursday	6:00	Zimbira (Cultural Caravan)	Robin and Cat	JR				
6/22/2023	Thursday	6:00	That 80s Band	Valerie Vampola	JR				
6/29/2023	Thursday	6:00	Groove-n-Motion	Kevin Slick	JR				
7/13/2023	Thursday	6:00	Quemando	Cordlé & Rice	JR			Sarah- I might be back in action by then but put me as a stand-by	
				Jack Campbell &					
7/20/2023	Thursday	6:00	Selasee & the FaFa Family	Emily Wagner				Sarah- I can help with whatever is needed	

LCC PA System Cost Sheet

	Good			Better			Portable PA Single Speaker Wireless	
<b>2 Speakers</b>	\$300.00	\$600.00	Behringer Eurolive B212D 550W 12 inch Powered Speaker	\$400.00	\$800.00	Mackie Thump12A - 1300W 2 inch Powered Speaker	\$500.00	Behringer MPA200BT 200W Speaker with Microphone
<b>Stands</b>	\$30.00	\$60.00	Amazon Basics Adjustable Speaker Stand - 4.1 to 6.6-Foot, Steel	\$30.00	\$60.00	Amazon Basics Adjustable Speaker Stand - 4.1 to 6.6- Foot, Steel		
<b>2 Monitors</b>	\$300.00	\$600.00	Behringer Eurolive B212D 550W 12 inch Powered Speaker	\$400.00	\$800.00	Mackie Thump12A - 1300W 2 inch Powered Speaker		
<b>Mixer</b>	\$300.00	\$300.00	Behringer Xenyx QX1222USB Mixer with USB and Effects	\$600.00	\$600.00	Behringer X Air XR16 16- channel Tablet-controlled Digital Mixer		
<b>Vocal Mics (3)</b>	\$100.00	\$300.00	Shure 58	\$100.00	\$300.00	Shure 58		
<b>Mic Stand</b>	\$75.00	\$225.00	K&M - König & Meyer 21020.500.55 - Tripod Microphone Stand	\$75.00	\$225.00	K&M - König & Meyer 21020.500.55 - Tripod Microphone Stand		
<b>Cables</b>								
<b>Mic (XLR)</b>	\$24.00	\$98.00		\$24.00	\$98.00			
<b>Speaker (XLR)</b>	\$20.00	\$100.00		\$20.00	\$100.00			
<b>Instruments (1/4)</b>	\$20.00	\$80.00		\$20.00	\$80.00			
<b>Total</b>		<b>\$2,363.00</b>			<b>\$3,063.00</b>		<b>\$500</b>	

Message on Behalf of City Manager Jeff Durbin:

Board and Commission members,

As most of you know, the City Council is having discussions about potential changes in regards to all of our Boards and Commissions. This discussion is to address some frustrations that have been expressed by some members of City Council and members of Boards and Commissions. The goal is to ensure that the mission and role of each board is clear, and to maximize the effectiveness of all of these bodies that serve in advisory roles to City Council.

City Council has asked me for some analysis and recommendations. I've been working with all of our staff liaisons as an initial step to understand their perspectives. Now, I'd like to ask all of you for your input.

I suggest you have an item on an upcoming board agenda to discuss among your members, and perhaps address, the following questions:

- What do you consider to be the purpose and role of your body? Do you have suggestions on changing that role in the future?
- What have been your greatest successes? What about your greatest failures?
- How is your process to develop your annual work plan? How does it align with Council's work plan?
- If Council will be considering changes, what changes would you recommend?
- Do you feel that your body has been effective or ineffective? Why?
- City Council has an informal policy of managing meeting time and canceling or reducing meeting times when agendas are light. What are the practices of your body in regards to agenda development, meeting duration, and meeting tempo?
- What is the ideal number of members for your board? At what point is the board too cumbersome, or too small?
- Should there be term limits? (Board members, or Board chairs)

I remind you that any group discussion MUST be done at your public meeting in accordance with open meetings laws.

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***Feedback must be submitted to City Clerk Meredyth Muth prior to May 26, 2023.***



May 2023  
Louisville Cultural Council  
Staff Report – Erica Schmitt

### **Art Grants**

#### **2020 Art Grants:**

- Art grant evaluation still pending from Dona Laurita.

#### **2021 Art Grants:**

- Grace Gee’s Art Grant project “Bubbling Up” will remain up at the Louisville Public Library through June 15. The exhibit was highlighted in [5280 Magazine](#) on May 1, 2023

#### **2022 Art Grants: *Projects must be completed between March 1, 2022 and July 31, 2023.***

- “Not All Men” songwriting workshops and performance showcase series for women, LGBTQ+, and gender-diverse folks began on 04/27. This series is free, but requires online registration. The series will complete in the autumn.
- Ambient Experience will present their project at the Louisville Center for the Arts on Sunday, June 11, 2023.
- Soul Penny Circus’ aerial rigging does not fit at Steinbaugh, so they are proposing bringing a different show to the space for their June 17 performance.
- Rita Valente-Quinn/Motus Theater is confirmed for Saturday, Sept. 30, 2023 at the Arts Center.
- No updates on Celebrate EDU.

### **Public Art**

“Community Resilience” by artists Rita Vali and Arabella Tattershall (City Hall sculpture)

- Signed contract received
- Still need W-9 from each artist
- Still need insurance from each artist
- Can’t cut the first check without these things.
- Artists would like to move the sculpture from the grassy area near flagpole (where public notice sign was put up) to the standalone flowerbed at the north side of City Hall. We are working with the Parks Superintendent, Planning Manager, Assistant City Manager, and Chief Building Official to see whether this location would work. Considerations include: visibility, safety, irrigation, and other uses of the space (had been designated as a “pollinator garden” as part of the “Bee City” movement).

“Heart of the Community” by artist Darla Okada (Library Plaza mural)

- Signed contract received
- W-9 received
- Artist’s proof of insurance received (COI listing the City, and auto insurance)
- First check has been mailed to the artist
- Will begin painting once construction contractors have finished the concrete stain (delayed by the weather). Darla has been communicating closely with the City throughout this process.

“South Street Sculpture” by artist Greg Fields (South Street pedestrian underpass)

- Have approval from Public Works
- Have approval from planning
- Engineering approved the pedestal to hold the sculpture's weight
- Requested carryover of LRC funds
- Sculpture placement is not confirmed. Need:
  - Railroad protective liability insurance
  - Adjustment of the City's lease
- Sculpture has not gone through public notice, an LCC vote, or City Council approval
- Economic Vitality says LRC funds can only be distributed following the completion of the project (Section 2.b. of the cooperation agreement). Erica is working with EV to try to find an exception.

### **Venue Availability**

The LCC may produce events at any available City location, including:

- Arts Center
- Steinbaugh
- City Parks
- City Open Space
- Library
- Rec/Senior Center

The staff liaison can assist with confirming the availability and making reservations for any of these locations.

### **Marketing**

#### **Upcoming marketing deadlines:**

- July 10, 2023: The autumn (September/October/November) print community newsletter.
- Oct. 9, 2023: The winter (December/January/February) print community newsletter

To ensure that there is space in these publications, preliminary graphics and text should be submitted approx. 4-6 weeks in advance of the deadline. These are hard deadlines that involve the Communications team, outside designers, printers, and mailing houses.

Events that are smaller (i.e. a one-off event at the Arts Center, with a fire code of 80) are more appropriate for promotions through email newsletters and social media, rather than being printed and distributed to approx. 21,000 residents.

(For an overview of what details are needed to successfully market an event, please see the April 2023 Staff Report.)

“Summer Concerts in the Park” have been included in the **May utility inserts, Summer Community Newsletter (June/July/August), and Rec. Center Summer Catalogue.**

**Board Member Updates:**

Results of the investigation were given to City Manager Jeff Durbin for review. The next steps lie with City Council. This process must be complete before the City Clerk can advertise the vacancies.

Midyear appointed board members will serve through the end of the 2023 calendar year, with the option to reapply at the end of the year. City Hall has various trainings and onboardings that new members need to complete, and the LCC is encouraged to consider ways that the new members could be quickly brought up to speed before said members are appointed.

City Council is looking at boards and commissions to ensure that the mission and role of each board is clear and to maximize the effectiveness of all of these bodies that serve in advisory roles to City Council.

The Cultural Council is encouraged to think about these questions *in advance of the May meeting*.

- What do you consider to be the purpose and role of your body? Do you have suggestions on changing that role in the future?
- What have been your greatest successes? What about your greatest failures?
- How is your process to develop your annual work plan? How does it align with Council's work plan?
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