



PRESENT	GUESTS	ABSENT
Anna Tatman, Chair	Todd Smith	Elmer Lucille Allen
Miranda Lash		
Sarah Lindgren		
Bob Marino		
Gretchen Milliken		
Chris Reitz		
Cathy Shannon		
Glen Stuckel		
Shannon Westerman		

The meeting was called to order at 3:11p and Anna Tatman, Commission Chair, welcomed meeting attendees. Commissioners reviewed the December meeting minutes. Bob Marino made a motion to approve the minutes; Gretchen Milliken seconded the motion. The minutes were approved unanimously. Ms. Tatman reminded Commissioners to complete the Financial Disclosure Form and turn it in at the end of the meeting. She also announced that the appointment of Elmer Lucille Allen to the Commission was approved by the Metro Council at their February 8th meeting.

Sarah Lindgren, Public Art Administrator, provided the following project updates and reports:

- Bike Sense Louisville – artist Todd Smith was in attendance to present updates on his project Bike Sense Louisville. More information available at <http://toddcsmith.com/Bike-Sense-Louisville>, and <https://www.bikesense.net/>.
- Love in the Street – artist Lance Newman’s first round of poetry selections was presented to Commission for consideration. The Commission recommended that the artist reconsider some of the proposed poems, and to further review opportunities for greater geographic diversity in the selections. With these recommendations, Miranda Lash made a motion to defer project approval until the March meeting; Chris Reitz seconded the motion. The motion to defer was unanimous.
- W/Field Workshop – the project has been cancelled due to the unfortunate passing of a member of the artist collaborative. Project funds have been unencumbered. After a brief discussion the Commission recommended that no further project be planned with the funding at this time, rather to focus on completing current projects in development. The Commission is saddened by this unexpected event, and for the affected family members.
- The Louisville Knot – project plans have been sent to KYTC for permitting. Additional permitting and review through Federal Highways will also be required.
- Julius Friedman Poster Collection – the proposed donation of the collection was presented to Metro Council and was approved, giving Mayor Fischer authority to accept the donation.

- Louisville Public Space Art Fund – a new draft summary of the grant opportunity was presented to the Commission for review. Commissioners made recommendations to clarify the opportunity is for one or multiple projects, to move forward in selection some possible “pre-approved” sites, and to review the document again at the March meeting.
- Collection Management Update – artworks in the collection, including General John B. Castleman and George Prentice, were vandalized over the evening of February 6. At this time, efforts to conserve the artworks will be held until the Public Art and Monuments Advisory Committee meetings have concluded in June 2018.
- There were no new project proposals to review at this meeting.

Chris Reitz and Cathy Shannon, as representatives of COPA to the Public Art and Monuments Advisory Committee, gave a report on the Committee and summary of their meeting on February 7. They described the meeting format, which began with a “meet and greet” during which members of the public discussed and gave input to the Committee members. Dr. Reitz and Ms. Shannon also noted that the first meeting was focused on determining the Committee’s strategy for the forthcoming meetings and Committee process. [More information on Advisory Committee at <https://louisvilleky.gov/government/public-art/public-art-and-monuments-advisory-committee.>]

On behalf of the Policy Committee, Ms. Tatman presented final drafts of the Commission Vision Statement and Policies, and a review of the Committee’s work over the past several months. Ms. Lash made a motion to approve the Vision Statement and Policies as presented and to recommend these documents to the Mayor’s Office for implementation; Councilman Glen Stuckel seconded the motion. The motion to approve was passed unanimously. [Approved final drafts included on pages 4-8.]

Ms. Tatman reminded Commissioners to review the “Mark Your Calendars” and “Reminders for the New Year” sections of the meeting packet, which included the 2018 meeting schedule and links to relevant web pages and social media to visit and share.

The meeting concluded at 4:43 pm.



We believe...

- **Public art is vital to building a dynamic and equitable city for everyone**
- **Public art encourages dialogue across economic, social, racial, political, historic and religious differences**
- **Public art inspires and provokes the viewer**
- **Public art is necessary in all communities**



Louisville Metro Commission on Public Art

POLICIES

Draft January 22, 2018

The Commission on Public Art was established by Ordinance Number 68, Series 2010, and adopts policies and other rules as it deems necessary for its organization and proceedings consistent with the laws, ordinances and resolutions of the Commonwealth of Kentucky and Louisville/Jefferson County Metro Government.

ARTICLE I: Members

1.1 The business, activities and affairs of the Commission shall be managed by its members who shall be:

- 1.1.1 The Mayor, or his/her designee;
- 1.1.2 A member of the Council appointed by the President of the Council;
- 1.1.3 The Public Art Administrator (non-voting member); and
- 1.1.4 Seven citizens appointed by the Mayor with the approval of the Council; two who shall be civic/business leaders in Louisville Metro; one who shall be a faculty member of the art department of a university of college in Louisville Metro; and four who shall be professionally involved in visual arts in Louisville Metro.

1.2 The terms of the members serving on the Commission pursuant to 1.1.1, 1.1.2, and 1.1.3 above shall be coterminous with their office or position. The members appointed pursuant to 1.1.4 shall serve a four-year term, or until their successor is appointed, and may be appointed for one succeeding term. Should a vacancy occur in an appointed position, the Mayor shall appoint a person to serve for the unexpired term.

1.3 A member shall commence service at the next meeting of the Commission following the member's appointment and approval by the Metro Council. A member of the Commission shall be removed from the Commission if the member has missed two or more Commission meetings in one calendar year without sufficient communication accepted by the Commission. [See Attendance Policy.]

1.4 The Commission shall elect a chairperson who shall serve for a one-year term, and may be reappointed for three successive one-year terms. The Commission may also elect a vice-chairperson of the Commission.

- 1.5 The chairperson shall preside over meetings, shall enforce order at meetings, and shall sign all reports issued by the Commission. The chairperson may call special meetings of the Commission, may cancel regularly scheduled meetings, and may appoint members of standing or special committees of the Commission.
- 1.6 The vice-chairperson of the Commission shall exercise the duties of the chairperson at any meeting where the chairperson is absent or otherwise unable to perform his/her duties as chairperson. In the absence of a chairperson or vice-chairperson, the Commission members present shall elect a chairperson pro tem.
- 1.7 The Commission may create standing and temporary committees for such purposes and needs as may arise in the performance of the Commission's duties.

ARTICLE 2: Meetings

- 2.1 Regular meetings of the Commission shall occur no less than quarterly, at the discretion of the chairperson, the time and place of which shall be fixed by the Commission at its first meeting of each calendar year. All meetings of the Commission shall be conducted in accordance with KRS 61.800 – 61.850.
- 2.2 The chairperson, Mayor, or Mayor's designee may call special meetings of the Commission and shall cause notice of such special meetings to be made pursuant to KRS 61.823.
- 2.3 The chairperson may cancel a regularly scheduled meeting of the Commission upon no less than 24 hours' notice to the members of the Commission.
- 2.4 All meetings of the Commission shall be open to the public and shall be conducted in conformity with KRS 61.800 – 61.850.
- 2.5 The proceedings of the Commission meetings may be electronically recorded, at the discretion of the Commission, when it anticipates there will be significant public commentary.
- 2.6 Written minutes of all Commission meetings shall be prepared by staff and approved at the next Commission meeting.
- 2.7 A majority of the current membership of the Commission shall constitute a quorum for the transaction of business.
- 2.8 The affirmative vote of a majority of the Commission members present at a meeting shall be necessary for the adoption of any motion, measure or resolution. Voting shall be by voice vote or roll call.
- 2.9 If any Commission member has a conflict of interest concerning any matter being considered by the Commission, he/she shall not vote, shall refrain from discussion, and shall publicly disclose the existence and nature of the conflict. Members shall comply with the conflict of interest rules as provided in Louisville Codified Ordinance 30.25 through 30.28 and with the Code of Ethics (Louisville

Codified Ordinance 36.210 through 36.216). For the purpose of voting, abstaining members shall be counted toward the quorum.

ARTICLE 3: Consideration of Applications for Artwork on Public Properties

3.1 The Commission shall have such powers as delegated to them by the Legislative Council of the Louisville/Jefferson County Metro Government pursuant to Chapter 32, Ordinance Number 68, Series 2010, and any amendments thereto, and they shall undertake their duties in accordance with the provisions of said Ordinance and these Policies.

3.2 The Commission shall delegate to the Public Art Administrator responsibility for the following:

3.2.1 Classify all applications as being exempt, requiring staff review, or requiring Commission review.

3.2.1.1 Exempt – applications for project sites that are not public right-of-way or otherwise administered by Louisville Metro Government agencies.

3.2.1.2 Staff Review – applications for artwork in the right-of-way or public property where there is not a transfer of ownership and/or future maintenance by Louisville Metro Government required, unless the nature or content of the proposed artwork requires Commission review, at the discretion of the Public Art Administrator and Commission Chairperson.

3.2.1.3 Commission Review – applications for artwork in the right-of-way or public property where a transfer of ownership is required, or any application in which the nature or content of the proposed artwork requires Commission review, at the discretion of the Public Art Administrator and Commission Chairperson.

3.2.2 Coordinate review of applications with Public Works, Risk Management, and other Metro Government departments or agencies as needed.

3.2.3 Review applications requiring staff review and issue recommendation to the Mayor’s Office for final approval. Report applications classified for staff review at Commission meetings.

3.2.4 Provide assistance to applicants.

3.3 At any meeting at which Applications are considered, the following procedures shall be followed:

3.3.1 Written notice of the Commission meeting at which an Application is to be considered shall be sent to the applicant, and a general public notice or sign will be posted at the proposed site or a relevant site determined by the commission, for at least thirty days prior to the meeting.

3.3.2 The chairperson shall preside over the meeting and shall regulate the course of the proceedings in a manner that will promote the orderly and prompt conduct of the meeting.

- 3.3.3 For each application, the staff shall furnish written findings of fact and analysis of adherence to the guidelines with recommendations.
- 3.3.4 Following the presentation by the staff, the applicant, or a representative, shall be permitted the opportunity to address the Commission concerning his/her application, provide documentary or other evidence concerning his/her application, and may be questioned by the members.
- 3.3.5 The chairperson shall permit other interested parties to comment either orally or in writing subject to the right of the chairperson to limit repetitious comment and to exclude irrelevant comment.
- 3.3.6 After the presentations of the staff, the applicant and any other parties, the Commission by vote as provided herein, shall recommend to the Chief of Louisville Forward and the Mayor's Office one of the following actions:
- 3.3.6.1 approve the application,
 - 3.3.6.2 approve the application with conditions,
 - 3.3.6.3 deny the application, or
 - 3.3.6.4 defer consideration of the application.
- 3.3.7 A written report shall be prepared by staff and shall contain the recommendation of the Commission and the findings supporting the recommendation. The report shall be signed by the chairperson, and a copy of the report shall be provided to the applicant.
- 3.3.8 The written report shall be sent to the Chief of Louisville Forward and the Mayor's Office. A final decision to approve, approve with conditions, or deny the application rests with the Chief of Louisville Forward and/or the Mayor's Office. The decision shall become effective upon issuance of the License Agreement from Louisville Metro Public Works.
- 3.4 The staff shall give preliminary review of proposals when requested by an applicant. Based upon the information submitted by the applicant during the preliminary review, the staff may indicate its preliminary findings regarding the application, subject to the submission of the formal application that is consistent with the information provided at the preliminary review.
- 3.5 Appeals. For any application that the Commission recommends to deny, the applicant may appeal. Such appeal shall be in writing and submitted by the applicant within 30 days. At any meeting of the Commission at which appeals are considered, the following procedures shall be followed:
- 3.5.1 Written notice of the Commission meeting at which an Application is to be considered shall be sent to the applicant, and a general public notice or sign will be posted at the proposed site or a relevant site determined by the commission, for at least thirty days prior to the meeting.
 - 3.5.2 The chairperson shall preside over the meeting and shall regulate the course of the proceedings in a manner that will promote the orderly and prompt conduct of the meeting.

- 3.5.3 For each application, the staff shall furnish written findings of fact and analysis of adherence to the guidelines with recommendations.
- 3.5.4 For each appeal, the staff shall furnish the record of the prior proceedings. The Commission shall review the Application and the record of the prior proceedings.
- 3.5.5 At the discretion of the chairperson, the staff or Commission members and the applicant, or a representative, shall be permitted the opportunity to address the Commission or introduce new or revised information concerning the appeal and may be questioned by the members.
- 3.5.6 The chairperson may permit other interested parties to comment either orally or in writing subject to the right of the chairperson to limit repetitious comment and to exclude irrelevant comment.
- 3.5.7 Upon review of the record and any new or revised information, the Commission, by vote as provided herein, shall adopt a written determination either upholding or overturning the previous recommendation of the Commission. When the Commission finds that new or revised information provided by the applicant, or a misinterpretation in the previous proceedings, justifies overturning the previous recommendation to deny it shall then recommend approval of the Application or approval of the Application with conditions.
- 3.5.8 A written report regarding the appeal shall be prepared by staff and shall contain the recommendation of the Commission and the findings supporting the recommendation. The report shall be signed by the chairperson, and a copy of the report shall be provided to the applicant.
- 3.5.9 The written report regarding the appeal shall be sent to the Chief of Louisville Forward and the Mayor's Office. A final decision to approve, approve with conditions, or deny the application rests with the Chief of Louisville Forward and/or the Mayor's Office. The decision shall become effective upon issuance of the License Agreement from Louisville Metro Public Works.

ARTICLE 4: Amendments

- 4.1 These Policies may be amended by a vote of the Commission.

Table of Amendments: