



## **Meeting Minutes**

**3:30 p.m., September 15, 2016**

**Room 326, City-County Building**

### **1. Call meeting to order and establish quorum (Susan Steffens, Acting Vice Chair)**

- a. Appoint minutes taker – Becky Lawson
- b. Welcome Mary Vandenbosch
- c. Attendees: Susan Steffens, Becky Lawson, Chris Riccardo, Mitch Carroll, Carol Montgomery, Kathy Macefield, Mary Vandenbosch, Chip Clawson, Ed Noonan, Abigail St. Lawrence.

### **2. Approve minutes from August 18**

- a. motion to approve: Chip
- b. seconded: Chris.

### **3. HPAC emails**

- a. Review and discuss John's memo
  - Ed: Discussion on emails – since there was a quorum and discussion was occurring, it is not an approved way for a public committee to occur. If decision making is discussed, the public must have an opportunity to provide feedback.
  - Ed: perhaps subcommittee meetings would be helpful in order to have more discussions between major meetings.

### **4. Parking garage mural**

- a. Finalize RFP for artists
- b. Mary to add appropriate department reference at bottom of RFP.
- c. Steps with City to issue call in October (start with Debbie Havens)
- d. Allow for all submissions to be made by CD.
- e. City of Helena to define the legalities of submission (i.e. where to turn it in, who, etc).
- f. Motion to approve RFP as amended by Abby: Chip. Mitch approved. Passed.
- G: Becky to send site photos to Mary.

### **5. Traffic Signal Boxes**

- a. Draft RFP was discussed.
- b. Information exchange with Public Works
- c. Becky to send out example images of completed ones to Carol.
- d. Much of the same edits apply to this draft RFP as the other one.
- e. Abby to revise and email out updated draft RFP.
- f. Chip will ask Signs Now for a template.
- g. Ed will support the RFPs as they move forward. He will bring back any comments to the committee.

## **6. Plaques on parking meters**

- a. Adjustments to meter heads complete
- b. HPAC meter undergoing repair

## **7. Inventory and inspection of public art installations**

a. Discuss which installations to inspect (draft list on hand). Make the following changes per Kathy.

- Great Northern art is not owned by the city
  - 6<sup>th</sup> Avenue Parking Garage has murals inside and outside
  - Confederate Fountain should be added to the list.
- b. Discuss criteria
  - c. Split up installations among HPAC members

## **8. Letter for Bike Walk Montana**

- a. Discuss John's draft, suggest changes
- b. Approve final version
- c. This is tabled until up next month's meeting.

## **9. Public comment**

- a. Susan: Great ideas for Chalk Up at next meeting.
- b. Susan: Coordinate exhibit at area galleries at next meeting.
- c. Susan: do we have bylaws? We do not.
  - Ed: as part of our budget prep for next year, we need to update / create our mission and wording. This needs to be an agenda item so that we discuss and document it. Mary to bring the existing wording to our next month meeting for discussion.

## **10. Next meeting October 20**

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**[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)**

**316 North Park, Avenue, Room 440, Helena, MT 59623**

# HPAC Inventory and Inspection of Public Art

## Installations

- Take it Easy – traffic circle at Butte & Sanders
- Women’s Mural – Broadway
- Extra! Extra! – Walking Mall near parking garage
- Metal Sculptures – Centennial Park
- Confederate Fountain – Women’s Park
- Queen City Gateway – Sixth & Hibbard
- The Prospectors – Walking Mall & Broadway
- Bullwhacker – Walking Mall near Holiday Inn
- 6<sup>th</sup> Avenue Parking Garage Murals
- All of the Above, None of the Above – Pioneer Park
- Bronze Plaques by Lindy Miller – ?
- 150<sup>th</sup> Mural – Performance Square
- Standing Stones – Lazy Green Park
- Bandshell – Memorial Park

## Criteria

### Condition of art work

Intact?      Clean?      Any damage?      Any vandalism (what type)?

### Condition of foundation

Intact?      Clean?      Any damage?      Any vandalism (what type)?

**Other notes:**