



Minutes
3:30PM, October 15th, 2020
Via Zoom

1. Call meeting to order by Susan Steffens at 3:30.

A quorum was established

In Attendance: Susan Steffens, Kristin Drees, Nick Ladas, Chelly Hasquet, Abigail St. Lawrence, Jennie Stapp, Kathy Macefield (volunteer), Peggy Benkelman (coordinator)

Excused: Lou Archambault, Wilmot Collins

Guests: Melinda Reed (Interim City Manager), Dannai Clayborn (Interim City Clerk), Troy Sampson (Facilities Manager), Thomas Jodoin (City Attorney) Amanda Reese

2. Approve minutes from September, 2020

A motion was made to approve the September minutes. Motion seconded. No additions or comments for discussion. Unanimous vote. Minutes approved.

3. Discussion of unveiling ceremony for Equity Fountain

Ron Waterman wants to wait until spring for ceremony – hopefully there will be a COVID vaccine by then. No updates or further communication from Ron.

4. Discussion of Ghost Signs Preservation

The carry over budget request was accepted in the amount of \$13,000. HPAC may have enough to complete one Ghost Sign – usually the cost is approximately \$15000. Kristin Drees has been trying to contact the On Broadway building owner to discuss. HPAC needs to have an agreement (written and provided by the city) with the building owners. Chelly Hasquet will be emailed the packet provided by Pam Attardo with all the Ghost signs within the city. Jennie Stapp asks about how the HPAC will proceed. HPAC needs to narrow down possible choice locations, determine exact budget, and have contract prep (provided by the city) with artist Nancy Bennett as well as have an agreement (provided by the city) with building owners. If building owners agree to Ghost Sign update, HPAC would like to see that the building owners would have some sort of financial input.

5. Discussion of HPAC decision to move HPAC under Facilities Department

Melinda Reed states the city has been undertaking a review of all Advisory Boards and aligning with Best Practices. HPAC doesn't have a home and the Facilities Department would be a good one in that it has contracting and procurement expertise.

Margaret Strachan doesn't understand this concept of "having a home". Does HPAC not have a home as HCC does?

Melinda Reed: HCC is its own entity and is not the same as an Advisory Board within the city. All Advisory Boards operate and are aligned with a department within the city.

Margaret Strachan: is concerned moving the HPAC to a larger Department will cause it to be forgotten or lost in the shuffle. She wants to make sure that HPAC doesn't lose its ability to get projects completed.

Melinda Reed: states she understands Margaret's concern, but feels Facilities would be a better home for HPAC and would have more support there.

Margaret Strachan asks for the document entitled *Best Practices*. Melinda says there is not a specific document. The city has been working with the MSU Local Government Center who works with MMIA (Montana League of Cities and Towns). <http://www.msulocalgov.org/> They are doing a survey within Helena on how boards interact and communicate with local governments. Dannai Clayborn says Dan Clark or a member of his staff will be a good person to reach out to for more information. Dannai will forward contact information to Peggy for distribution should a HPAC member want it.

Jennie Stapp appreciates Peggy's work. It does sound like moving to Facilities will be a positive step ensuring staff and expertise will be available. Jennie looks forward to more communication about budget changes and requests.

Thomas Jodoin clarifies that HPAC is not under HCC. HCC is stated within the City Charter and is an independent entity. HPAC operates as an Advisory Board. HPAC is engaging in a lot more procurement which could be a problem for the city if correct procedure is not followed. HPAC has to carefully comply with the city's rule on expenditure of public funds.

Troy Sampson introduces himself. He has worked for the city for 21 years. The Facilities department has in depth experience with procurement and contracting. He feels like his staff is ready to move ahead and support HPAC. Susan Steffens suggests the staff person have "a heart" and love for art as does Peggy.

6. Update on Boundy Memorial Installation

Public comment on the Boundy sculpture was sent out to all HPAC members. These comments were secured by the Helena Parks Department. The only negatives were the size of the sculpture and that it may take up too much open space where children often play. The Boundys said they would entertain a new location. Some new locations suggested by Parks Department were: Yund (across the street from the Civic Center), Kay McKenna Park (behind the Civic Center) and a small park near Reeder's Village. These locations were sent to HPAC members. Chelly Hasquet doesn't understand why the Parks Department may feel that the park (Wesleyan) is too small. Chelly also suggests that the Reeder's Village location not be considered. There is no visibility there. Abigail St. Lawrence agrees that the Reeder's Village location is not a good one. Abby mentions that during public outreach for comments, there is always some negativity. Since most of the responses were positive, she hates to see this project delayed again. Jennie Stapp worries about the overall cost to the artist as the RFP stated the piece would be placed in Wesleyan park and it was designed to go there. Continually delaying the project puts extra pressure on the artist. He needs to begin work and receive the initial check before too much of the winter season has gone by. Chair Steffens makes a recommendation (not a formal motion) to keep the sculpture at Wesleyan Park. HPAC

members agree – no other comments were given. The HPAC committee wishes will be forwarded on to the Kristi Ponozzo at the Parks Department and discussions will continue both with the Boundy family and the Parks Department.

7. Traffic Signal Boxes

All seven of the new Traffic Signal Box Wraps have been installed. They look great. Susan Steffens received a phone call from Fast Signs stating that the size of the 2020 boxes were larger than the ones covered in 2017. This larger size means increased cost. The new invoice is \$5198. Susan Steffens made an executive decision to Fast Signs to go ahead and proceed with the wraps knowing that HPAC had the money to cover the added expense, and that the upcoming winter weather could again delay the wrap fittings (as did COVID and the heat of the summer). The HPAC committee would like to see a Social Media outreach where the wraps are displayed. Maybe one of the Chairs and an artist can appear on the news (HPAC would need to include David Knoepke as he is a department head). Information on the wraps is on the HPAC webpage.

8. Update on Rodney St. Traffic Signal Box removal

Each artist signed an agreement when their Traffic Signal Box Wrap was chosen. When the HPAC heard that one of the boxes at 6th and Rodney was to be removed, we wondered what HPAC's involvement may be. Abigail St. Lawrence asked Peggy to send her a copy of the agreement. As it turns out, the box may not be moved for another year, so HPAC will continue to discuss. A question was raised about HPAC's liability or need to reproduce the wrap and move it elsewhere. Abigail says she didn't see any commitment for HPAC to do anything – she also states there needs to be further discussion as she cannot give legal advice on the matter. Peggy Benkelman states that the city Attorney Jodoin viewed the template agreement and approved it for HPAC's use in relation to the 2020 Traffic Signal Box Wraps. City Attorney would like another copy of the agreement with an explanation of the context sent to him and Troy Sampson. If the wrap in question is reproduced and placed at an alternate location, there would be a cost of approximately \$750. City Attorney asked if there was an official contract/agreement arranged with Fast Signs. Peggy Benkelman stated she would try to locate, but chair Susan Steffens thought the HPAC utilized them as before because of lower cost and professionalism. Chair Steffens has invoices from January 2020 and September 2020 showing the increase in cost due to box size.

9. New Member and New Chairman/Vice Chairman Discussion

Chair Steffens will be stepping down as of 12/31/20, so there is a need to fill her position. HPAC should then be recruiting for 3(three) empty seats on the board. Abigail St.Lawrence's term is up 12/31/21. Jennie Stapp's term is up 12/31/ 20 but she can re-apply. Dannai Clayborn says she did advertise HPAC's open positions via the City of Helena, but has received no applications. She encourages the HPAC committee to reach out and recruit new members. They must fill out a new application and submit it the Clerk of Commission office. The application is then

approved by the Mayor and the Commission. Both Margaret Strachan and Chelly Hasquest suggest reaching out to the Holter, the Archie Bray and the Montana Historical Museum for new committee members. Abigail St. Lawrence says in the past HPAC has solicited membership from the Bray and the Holter and yes, we should make another effort.

10. Public comment

Kathy Macefield asks if there are pictures of the Traffic Signal Boxes anywhere. Peggy Benkelman says there is a picture of the wrap, the artist's name and the location of each wrap on the HPAC webpage. There is also a poster on the HPAC Facebook page.

Amanda Reese joined our meeting. She is interested in becoming a member. She is very interested in promoting public art in Helena. She is a free-lance artist living in Helena. Amanda will be forwarding her application to the City Clerk.

11. Meeting was Adjourned at 4:20 PM

12. Next meeting November 19, at 3:30pm, 2020 via Zoom

