



**Great Falls-Cascade County
Historic Preservation Advisory Commission**

February 11, 12:00 PM

**Great Falls Civic Center
PCD Conference Room Suite 112**

Agenda

Public comment always welcome!

1. Approval of Meeting Minutes – January 14, 2025
 - Action Item with Public Comment
2. HPO Report to the HPAC
3. Boston and Montana Barn
 - Montana Historic Preservation Grant – Action Item with Public Comment
4. Preserve MT Workshop Proposal
 - Action Item with Public Comment
5. Semiquincentennial Report
6. Vinegar Jones Cabin Committee Report
7. Reports from Commissioners
8. Public Comment
9. Adjourn Meeting

Great Falls-Cascade County Historic Preservation Advisory Commission

January 14, 12:00 PM

Present: Ken Robison, Ken Sievert, Meghan Kelly, Channing Hartelius, Jeanne Price, Rich Ecke, Megan Sanford

Staff: Andrew Finch, Sam Long on Zoom

Commissioners: Joe McKenny

1. Approval of Meeting Minutes – November 12, 2025

Changes: None

Motion to Approve: Ken R.

2nd: Meghan K.

2. Election of Officers

- Chairman – Channing Hartelius nominated by Ken R., 2nd by Jeanne P.
- Vice Chairman – Jeanne Price nominated by Ken R., 2nd by Meghan K.
- Secretary – Megan Sanford nominated by Ken R., 2nd by Rich E.

3. HPO Report to the HPAC

- Public comment available for City Growth Policy – bring your questions!
- Union Bethal AME Church Final Payment made!
- Grant Season is on – 2 completed
- Currently no applications for TIF funding
- Preserve MT wants to do a window preservation and repair workshop. For a full day workshop it would \$2500. In 2021, we hosted a half day workshop for 1,240. Item will be put on next months agenda.

4. St. Peter's Mission Report

- Signs are in and look good, project complete!

5. Boston and Montana Barn

- Proposal for Fencing:

- Cost of fence installation would be covered by a private donor. Donor is willing to commit but wants reassurance from the city that they would give the group time to take care of the barn, not just turn around and tear it down.
- Joe Mc. Thinks there's enough votes with in the city/county commission to move forward with the new fence.
- Big Sky Country Heritage Area is sponsoring the grant application for the barn and may be interested in the building themselves.

- HPAC Letter of Support for FMH Grant:

-Channing H. is willing to sign a letter of support on behalf of HPAC for the donor to do the fence and the agreement of the city not to tear the barn down after it's installation.

Motion: Rich E.

2nd: Ken R.

6. Montana History Foundation Grant

- Request for Matching Funds - \$1500 for a group of signs, 2 replaced in Gibson Park, 2 new signs in Verde Park, and 4 signs along the River's Edge Trail.

Motion: Megan S.

2nd: Meghan K.

7. Semiquincentennial Report

-There is a working group for events in the County, but there is not much federal funding available. It was decided to participate in a synchronized reading of the Declaration of Independence on July 8th and the creation of a website listing local celebrations.

8. Vinegar Jones Cabin Committee Report

- nothing new to report

9. Reports from Commissioners

-Joe Mc.: Working together is great, reach out please if anyone needs anything.

- Ken R.: June 21-24 Lewis and Clark Trail Alliance Conference in Great Falls, Grand opening of the Center for Montana History June 25-28, Montana Historical Society Conference in September.

-Channing H.: Sign up for the Montana Historical Society Conference early, Mary Fields community bust for sale soon.

- Jeanne P.: Thank you History Museum for the Christmas party!

- Megan S.: The History Museum is 50 this year, come to our 2nd Saturday programs and new book coming out!

10. Public Comment

- none

11. Adjourn Meeting

Motion: Ken S.

2nd: Ken R.

HPO Report to HPAC

February 2025

Parks Interpretive Signs Grant

As discussed in Nov. and Jan., submitted a grant to the Foundation for Montana History requesting \$5,000 to install interpretive signs in Verde and Gibson Parks and on the Rivers Edge Trail.

CLG Grant Delay

The January appropriations bill included funding for State Historic Preservation Offices, so CLG funding is secured for another year. The MT SHPO is reviewing their process and hopes to offer their regular \$6K passthrough grants in addition to a new competitive grant for special projects. Details should be sent out soon, but the application process will be later than usual.

Ornament Sales Report

Expenses	Design	(175.00)
	Manufacturing (250)	(2237.50)
	Shipping	(62.54)
Revenue	Sales (170)	3400.00
NET		924.96

Montana Historic Preservation Grant

The City is applying for a MHPG from the State Dept. of Commerce to replace the roof on the Zellerbach Building (old children's museum), and I will be assisting the city's grants manager with the application.

National Main Street Conference

April 12-15



Window Maintenance Workshop Project Proposal

Project Description: One day workshop to teach owners of historic homes and carpenters the basics of window maintenance

Scope of Services: Preserve Montana will conduct a workshop teaching the basic skills for maintaining historic wood windows. This will include a discussion about scraping paint, minor wood repairs, cutting and replacing glass, glazing, and painting. The first portion of the class will be a discussion focused around the anatomy of a window, how to remove sash from the jamb, and an overview of the skills which will be covered. If folks bring a window sash that they are interested in restoring, then we will advise them at this point and tailor a portion of our demo to them. We will also briefly show the lap joint that was made in the previous class as a preview of the next class and advertise for part two of the class which will be hosted in mid November. The day will conclude with a hands on experience for the students in which they will learn how to cut glass, prime frames with historic finishes, install the glass, and glaze the installed glass. We will use the mock frame for glass cutting and demo sashes which have glass inset in them already for glazing.

Class size can be up to 8. Students will be expected to bring lunch, and whatever they need to be comfortable on their feet for the full day. No open toed shoes, or loose clothing. Proper safety equipment and tools will be supplied.

Time of Completion: October 24, 2026

Summary of Professional Service Fees:

Description of Costs		TOTAL
Personnel		
Staff (2 people @ \$70/hr)	20hrs	\$1,400.00
Planning (1 person @ \$70/hr)	8hrs	\$560.00
	Subtotal:	\$1,960.00
Expenses		
Glazing	1 tub	\$100.50
Linseed Oil	1gal	\$55.00
	Subtotal:	\$155.50
Travel Costs		
Mileage (total miles @ \$.72/mi)	184mi	\$132.48
Hourly (2 people @ \$45/hr)	6hrs	\$270.00
	Subtotal:	\$402.48
TOTAL:		\$2,517.98