



Yellowstone Historic Preservation Board

A certified local government (CLG)
Program representing four governing bodies

City of Billings
City of Laurel

Crow Tribe
Yellowstone County

AGENDA

JANUARY 19, 2021 MEETING TIME: 8:30 a.m.

NOTICE TO THE PUBLIC

****ATTENTION****

Due to the COVID-19 health concerns, this meeting will be held in a virtual videoconferencing environment. Yellowstone County Historic Preservation Board members will attend the meeting via a remote location, using a virtual meeting method. The regular meeting rooms will be closed during the meeting. In order to honor the Right of Participation and the Right to Know in Article II, sections 8 and 9, of the Montana Constitution, the City/County Planning Division is making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- View the meeting live online at Facebook:
<https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 8:00 AM on the meeting date. All emails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
 - Email: mattoxl@billingsmt.gov
- Call in during the Public Comment periods as indicated on the agenda:
 - Citizens may call in during specific Public Comment periods at **406.237.6165**.

All callers will be placed in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be limited to 3 minutes of testimony as is customary. Future delivery methods may be explored as best practice is learned.

Please direct questions to Historic Preservation Officer Lora Mattox at mattoxl@billingsmt.gov or 406-247-8622.
Thank you!

1. **Call to Order-YHPB: Welcome! YHPB Chair**
 - a. **Public Comment Period** - As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Yellowstone Historic Preservation Board will not take any action on these items at this time, but could choose to add an item to the next meeting's agenda for discussion.*
2. **Motion. Approval of the minutes of: December 15, 2020**
3. **Old Business**
4. **New Business**
 - a. Discussion/Motion: FY21 CLG Grant Application
 - b. Discussion/Motion: 2021 Work Plan
 - c. Discussion/Motion: Electronic Downtown Walking Tour
5. **Other Business**
 - a. Discussion: 2021 YHPB Roundtable....To be or not to be? That is the Question!

- b. Consultant's Report
 - c. Historic Preservation Officer's Report
 - d. **Announcement:** The next Yellowstone Historic Preservation Board meeting will be held as announced.
6. **Future Agenda Items**
- a. 2021 YHPB Roundtable
7. **Adjournment**

YHPB Agenda

2.

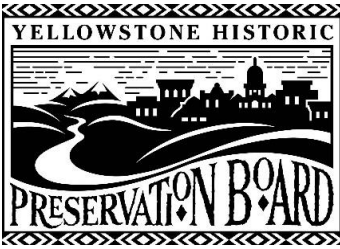
Meeting Date: 01/19/2021

Subject

Motion. Approval of the minutes of: December 15, 2020

Attachments

December 15, 2020 Minutes



Yellowstone Historic Preservation Board

*A Certified Local Government (CLG)
Program representing four governing bodies:*

*City of Billings
City of Laurel*

*Yellowstone County
Crow Tribe*

MEETING MINUTES

December 15, 2020

Via Zoom

2825 3rd Avenue North

Members Present – Blain Fandrich, Zachary Garhart, Becky Jeter, Keith Edgerton, and Kevin Nelson

Members Absent – Evan Bruce, and Sue Mueller

Staff Present –Lora Mattox, Kevin Kooistra and Cecelia Gravinsky

Others Present – John Boughton and Kate Hampton

Call to Order

Public Comment – No public comment.

Minutes – Keith motioned, seconded by Zach to approve the minutes of the November meeting. Motion approved.

Old Business:

Pioneer Park National Register Nomination:

Discussion continued from last month regarding the nomination for Pioneer Park. Kate Hampton and John Boughton from SHPO joined the meeting to offer clarifications or provide discussion. Blain started the discussion with the comment that he may have taken a different approach with the nomination with less contributing features. He states that overall the nomination was written very well and that he has little concern overall. He may have added this as an addendum to the North Elevation District as contributing to the district rather than a stand-alone property. Some features of the park would be considered non-contributing such as the wading pool. There was also discussion about extending the period of significance to 1972 to match the master plan. John thinks this can be done with little justification.

Kevin Kooistra mentions that the Western Heritage Center has been working with SHPO to update dates and make some suggestions on the narrative.

Becky asks if changing out wading pool for a new splash pad will change nomination. No as the wading pool is non-contributing.

Blain asks John and Kate that if the City wanted to rehabilitate the Fire Station, could historic features be re-introduced? He was thinking of something similar to the Maverick Fire Station. John says, absolutely yes!

Kate asks that we keep asking Parks and the City to look for Dorothy Grays master plan for the park. Lora will send a note over asking them to keep looking.

Keith motions to recommend approval of the submittal of the Pioneer Park National Register Nomination to the State National Register review board, seconded by Kevin. Approved.

New Business: None

Other Business:

Consultant Report:

Cecilia and Kevin shared the following from the Western Heritage Center:

- Contact was made with Lynelle from Ethnoscience and A&E for the YHPB Roundtable Awards for 2020. Both were very pleased and excited.
- Riverside nomination is progressing, Ann Manning and Michelle Caron are working on it including the architectural descriptions. Blain mentions that when he was at Laurel City Hall during the Exxon oil spill, he saw original blueprints for the park. He suggests contacting Laurel city hall.
- The demolition of the house on North 31st was missed, happened quick!
- Worked with SHPO on the Pioneer Park nomination and retook photos for McKinley School.
- Took photos of the Metra Grandstands before they were demolished. Also documented some of the horse barns that are scheduled for demolition.

Historic Preservation Officer Report: Nothing more to add

Lora reported the following:

Board Roundtable:

- Kevin Nelson reported that Alberta Bair is trying to be done, not much of the original historic features are left, however there is some of the original art deco brick work exposed on the interior.
- Blain mentioned that while surveying for MDT at 1st and Main they did find an older warehouse (1929-30) from the Yale Oil Company to recommend for listing. Also, there are several Siberian Elm trees along the original entrance to the Metra and along the Highway 87 side that will be recommended for listing as contributing to MetraPark.
- Kevin asks if there are any board openings. Lora had submitted an application to the county for a county position but never heard back, she will check. The only other opening is for a representation from the Crow Tribe.

Future Agenda Items:

Next YHPB Meeting: TBD

YHPB Agenda

4. a.

Meeting Date: 01/19/2021

Subject

Discussion/Motion: FY21 CLG Grant Application

Attachments

FY21 CLG Grant

Certified Local Government Grant Application

April 1, 2021 to March 31, 2022

Application Deadline

February 12, 2021

**Montana State Historic Preservation Office
PO Box 201202
Helena, MT 59620-1202
(406) 444-7715**

2021-2022 GRANT APPLICATION

CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: City of Billings/Yellowstone County

Address: 2825 3rd Avenue North, 4th Floor, Billings, MT 59101

Contact Person: Lora Mattox, AICP, Historic Preservation Officer, Transportation Planner

Tax ID: 816001237

Period of Grant Request: April 1, 2021 to March 31, 2022

Scope of Work: The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize regular work duties (not including special projects) – products or projects starting or completing, meetings to be attended, etc., and more specifically, ways in how the federal grant funds will help the local program to grow and develop. Please tie your tasks to your community’s Preservation Plan. If not, please explain.

Check if Scope of Work is continued on additional pages.)

The Cities of Billings and Laurel, Yellowstone County, and the Crow Tribal Council entered into an inter-local agreement in July 1993 establishing the Yellowstone Historic Preservation Board (YHPB). Along with the inter-local agreement, the four governmental entities adopted ordinances setting up a multi-government YHPB, appointed nine (9) qualified board members, and a Historic Preservation Officer. Since that time, the YHPB has been meeting monthly as warranted and has continued to develop and refine an encompassing Historic Preservation Program. The board continues to implement the 2016 Growth Policy for the Billings Urbanized Area. An area of the policy identified “Place Makers” as a community goal and states, “The Billings area should continue to make places that we all enjoy by preserving and improving public space as well as the natural and historic landscapes to bring the community together where people are comfortable and share activities. These places are ones that you go back to, share with visitors and recall when someone asks you to describe your community”. One of the objectives includes protection and preservation such as historic preservation controls, preservation of view sheds, preservation of natural areas and the preservation of historic places.

2020 was a challenging year with COVID-19. In March, the Planning Division transitioned to teleworking and closed the offices to the public until July. The office continued functioning through electronic applications and a drop-off location for physical copies of documents. March is traditionally the YHPB Roundtable, unfortunately, with the virus, we had to cancel the event at the last minute. We did present the annual awards to the recipients in November and photographed that happening to post on Facebook and notified the local press. The YHPB overall didn’t meet for several months due to the virus and local shutdowns. When things reopened in July, the board determined not to meet unless action was required on items and only met via Zoom.

This year the CLG funding for half-time staff is \$6,000. The local cash match for these funds is provided by the City of Billings, City of Laurel, and Yellowstone County in the amount of \$2,500. This amount combined with the \$6,000 from the CLG provides \$8,500 for consulting services provided by the Western Heritage Center. In addition to the

local funds, the Planning Division also provides in-kind match through the HPO salary, room usage, all though we anticipate to continue using Zoom for meetings, and supplies. Also, Historic Preservation Board member's time is also counted toward the in-kind match. As mentioned above, the CLG and local funds are used to contract services with the Western Heritage Center and assist in carrying out the following activities:

- Assist the Board and Historic Preservation officer in undertaking action to meet short and long-range goals established by the Board. See Attachment A.
- Provide professional services to assist the Board, Historic Preservation Officer, and the City in performing duties and responsibility identified in the City's Historic Preservation Ordinance MCA 27-500.
- Act as a historic preservation center by providing technical assistance, direction, and literature on the following:
 - Historic preservation tax credits
 - National Register
 - Federal historic preservation regulations, and
 - Secretary of Interior Standards related to historic preservation activities.
- Attend community meetings related to preservation activities, on behalf of the Board upon request.
- Plan and coordinate activities and publicity during National Preservation Week in May.
- Carry out the responsibilities for the CLG program as outlined in "The Certified Local Government Program in Montana".
- Submit semi-annual reports on the historic preservation efforts of the community carried out by the City under the CLG grant.

BUDGET

4-1-2021 to 3-31-2022 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits	\$42,240.00	HPO-\$44/hr x 80 hrs/mo x 12 mos CI/CO			\$42,240.00
B. Office Rental			\$100.00 Conference room @ 2 hrs/mo x \$50/hr x 2 mtgs/yr	CI/CO	\$100.00
C. Equipment			*	CI/CO	
D. Supplies & Materials Itemize major categories			*	CI/CO	
E. Postage			*	CI/CO	
F. Telephone & Internet			*	CI/CO	
G. Photocopies			*	CI/CO	
H. Preservation Commission Number of hours X * rate X number of members X number of meetings			\$1,892.80 8 members x 2 hrs/mo x \$23.66 x 5 mtgs/year	YHPB	\$1,892.80
I. Volunteers Hours X * rate X number of volunteers.					
J. Travel Mileage Number of miles X \$0.56. Include funds for HPO and/or Commissioners to attend CLG annual training			*	CI/CO	
K. Travel Meals # of Meals X rate: Breakfast - \$7.50 Lunch - \$8.50 Dinner - \$14.50			*	CI/CO	

L. Lodging \$96.00 plus tax X number of nights			*	CI/CO	
M. Project (s) Expenses – fully itemized	\$6,000.00 \$2,500.00	F CI/CO			\$8,500.00
N. Other Expenses – fully itemized.					
M. Total Expenses	\$50,740.00		\$1,992.80		\$52,732.80

SOURCE KEY:

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is \$23.66 per hour.

SOURCES OF REVENUE/FUNDING

AMOUNT

Itemized Cash Match Source

<u>City of Billings (Tax ID #: 816001237)</u>	<u>\$1,031.00</u>
<u>City of Billings</u>	<u>\$42,240.00</u>
<u>City of Laurel</u>	<u>\$ 469.00</u>
<u>Yellowstone County</u>	<u>\$1,000.00</u>

Itemized In-Kind Match Source

<u>Room rental for board meetings</u>	<u>\$ 100.00</u>
<u>YHPB member time</u>	<u>\$1,892.80</u>

Federal HPF Grant Request from SHPO

<u>CLG Funds</u>	<u>\$6,000.00</u>
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TOTAL REVENUE	<u>\$52,732.80</u>
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Certified Local Government
Historic Preservation Commission Chairperson or President

Signature _____ Date _____

Name (typed) Blain Fandrich

Address 3120 Smokey Lane

Telephone 406-656-6928

Certified Local Government
Chief Elected Official

Signature _____ Date _____

Name (typed) William A. Cole

Title Mayor, City of Billings

Address Mayor, City of Billings

Telephone 406-657-8433

(The local government administrator may sign **in addition** to the Chief Elected Official.)

Certified Local Government
Historic Preservation Officer

Signature _____ Date _____

Name (typed) Lora Mattox

Address 2825 3rd Avenue North, 4th Floor, Billings, MT 59101

Telephone 406-247-8622

Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members' names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.

YHPB Agenda

4. b.

Meeting Date: 01/19/2021

Subject

Discussion/Motion: 2021 Work Plan

Attachments

2020 YHPB Work Plan

Yellowstone Historic Preservation Board Work Plan 2020-2021

Goals & Objectives:

- I. Promote the preservation of historic buildings, sites or neighborhoods.
- II. Increase community awareness on the benefits of historic preservation activities.
- III. Promote increased awareness of preservation activities and the work of the YHPB through the four governing bodies represented on the Board.
- IV. Comply with the duties and responsibilities of historic preservation organizations under the State Certified Local Government Program and the requirements of the Inter-local Agreement.

2020-2021 Projects

1. Complete a National Registration for McKinley Elementary School.

Time Frame: August 1, 2020
Who: YHPB Board, HPO/WHC, State Historic Preservation Office (SHPO)
Status: SHPO has allocated an additional \$5,000 to the CLG to contract with WHC to complete the nomination. The draft nomination is due July 15, 2020 with the nomination completed and submitted to the State by August 1, 2020.

2. YHPB will continue to explore opportunities to list individual properties/districts to the National Register. The Billings Mausoleum is currently being developed with an anticipated submittal date of March 2020. YHPB continues to work with the City of Laurel on Riverside Park. It is anticipated that the city will make a decision on listing the park in the spring of 2020.

Time Frame: 2020-2021
Who: YHPB, WHC, HPO,
Status: Initial research on Riverside Park is complete; the YHPB is waiting for Laurel to make a decision on whether to move forward with a nomination. The Billings Mausoleum will be submitted for state review this spring.

3. YHPB will continue collaborating with AT&T, SHPO, and the City Parks Department in the preparation of a Memorandum of Understanding and the development of a National Register Nomination for Pioneer Park. This project was developed as part of a mitigating impact to the placement of a cell tower on the Montana Power Building in the downtown.

Time Frame: 2020-2022
Who: YHPB, WHC, HPO, PRPL, Montana SHPO
Status: New MOU finalized, work will continue until nomination is complete.

- 4. YHPB will look at offering a program or education opportunity during Preservation Month in May. A suggested subject is the History of Riverside Park, Laurel Montana.**

Time Frame: 2020 - Preservation month (May) is a possible time. Held in Laurel
Who: YHPB, WHC, HPO
Status: Discussion stage

Annual Board Activities

- 1. Continue the review of building permits submitted for properties located within the designated historic district.**

Time Frame: Ongoing
Who: Committee and HPO

- 2. Continue the review of Community Development Block Grant rehabilitation projects as needed.**

Time Frame: Ongoing
Who: YHPB/WHC

- 3. Continue to review and update the information relating to the Downtown Billings Electronic Walking Tour. Discuss with the City of Laurel to include its new downtown historic district in the application.**

Time Frame: Yearly
Who: Committee/WHC

- 4. To continually update the local governing bodies of the activities undertaken by the YHPB, annual PowerPoint Presentations will be made to the City of Billings, the City of Laurel and Yellowstone County.**

Time Frame: Yearly
Who: Chair/WHC/HPO
Status: The scheduling of these meetings will take place yearly during spring.

- 5. To provide up to date information to the general public, continually update the web site and social media sites on activities and programs.**

Time Frame: Ongoing
Who: WHC

- 6. Provide resources to property owners who are interested in listing a property to the National Register. Including State Historic Preservation Office contacts, literature and technical assistance.**

Time Frame: Ongoing
Who: YHPB Board/HPO/WHC

7. Expand YHPB meetings to alternate locations. To take advantage of some of our many historic venues, the board wishes to expand meetings to alternate locations.

Time Frame: Ongoing
Who: HPO/WHC

8. Due to a loss of potential historic buildings within the City of Billings, an effort is being made to notify WHC and a member of the board about upcoming demolitions. The Building Division notifies HPO on the release of demolition permits, HPO notifies members of the demolition and a determination is made to either document/photograph building.

Time Frame: Ongoing
Who: HPO/WHC/Board

9. Continue exploration of grant opportunities to provide additional funds to the YHPB for historic preservation projects.

Time Frame: Ongoing
Who: HPO/WHC

10. Consultant, Historic Preservation Officer and YHPB will attend training meetings as needed. Historic Preservation Officer will attend the required annual Montana State Historic Preservation Conference.

Time Frame: Ongoing
Who: WHC/HPO

11. To provide a forum for Historic Preservationist to share their successes and discuss projects and to present historic preservation awards, continue to host the Historic Preservation Roundtable yearly.

Time Frame: Yearly
Who: WHC/HPO/Board
Status: Preservation Month - March

12. Celebrate National Historic Preservation Month. Board will decide on a program, speakers and other events to commemorate this event.

Time Frame: Yearly
Who: Committee/WHC
Status: This event will occur yearly during May.