



## **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 17, 2023, MEETING TIME: 8:30 a.m.  
1st Floor Large Conference Room, Miller Building  
2825 3rd Avenue North, Billings, Montana 59101**

- 1. Call to Order-YHPB: Welcome! YHPB Chair**
  - a. Public Comment Period: As required (3-minute maximum per person). Any member of the public can be heard on any subject that is not scheduled as a public hearing. If there is a public hearing scheduled for the board, members of the public are invited to speak during the public hearing scheduled for the board, members of the public are invited to speak during the public comment period of the public hearing. Items not on the agenda may be commented on, however, the board will not take any action on those items at this time, but could choose to add an item to next meeting's agenda.
- 2. Acceptance of the minutes of: December 13, 2022**
- 3. Old Business**
  - a. Restoration Toolkit Update
  - b. Montana History Foundation Grant Update
  - c. Roundtable
- 4. New Business**
  - a. Discussion/Motion 2023YHPB Work Plan
  - b. Discussion/Motion FY23-24 CLG Grant
- 5. Other Business**
  - a. Consultant Report
  - b. Historic Preservation Officer Report
  - c. Board Roundtable: Any items by YHPB members on activities outside the board.
  - d. **Announcement:** The next Yellowstone Historic Preservation Board meeting will be on February 14, 2023
- 6. Future Agenda Items:** Roundtable awards; Preservation Month - Potential for Lincoln Center Tunnel Tour
- 7. Adjournment**

YHPB Agenda

2.

Meeting Date: 01/17/2023

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Subject

Acceptance of the minutes of: December 13, 2022

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**Attachments**

December 13, 2022

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## ***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 13, 2022**

**Moss Mansion, 914 Division Street**

**Members Present** – Keith Edgerton, Linda Lien, Becky Jeter, Evan Bruce, and Zach Hassler

**Members Excused** – Brenna Moloney and Zach Garhart

**Staff Present** –Lora Mattox and Kevin Kooistra

**Others Present** – None

#### **1. Call to Order and Welcome**

**a.** President Edgerton opened the meeting. There was no public present.

**2. Minutes** – The November were accepted as submitted.

#### **3. Old Business:**

##### **a. Restoration Toolkits Update/Regroup**

Not much to report since last month, Kevin did send an email to Sean Tharp of the BAA about support. More of this is included in the Consultant Report.

**b. Montana History Foundation Grant** – Lora gave an update on the progress of the grant application. She and Kevin are working in tandem on the narrative and it is in good shape. Evan also reviewed the narrative and provided good comments and suggestions. Brenna is working on a general support letter to send out to DBA, BSED, Chamber, etc. Keith submitted one from MSU-B. Should be in good shape to submit the grant in January.

**c. Montana Hidden History** – after review of the submittal requirements, Lora decided not to apply for the small stipend for marketing. We have a couple projects that would work for a similar program in Billings. School District 2 gave the okay to hold a tour in the tunnels! That will be a great opportunity to raise some funds for preservation activities. The other is the Chandler Cohagen house tour. We will continue to look at these options.

#### **4. New Business:**

**a. 2023 YHPB Roundtable** – Lora reminded the board of the Roundtable coming up. The save the date is out there and Lora has had a call from someone that is looking to make a nomination. Lora has a couple suggestions for the board to review as well. The event will be March 21<sup>st</sup> at 8:30 a.m. at the Western Heritage Center. Board members will be asked to bring a snack to share. Evan is working on a potential speaker.

**b. YHPB Work Plan** – for next meeting, the board will review the work plan and make updates as needed.

## **5. Other Business:**

### **a. Consultant's Report:**

#### **ACTIVITY**

Contacted Sean Tharp at BAA about window restoration kit funding support. Asked for \$2,670.

- YHPB is looking for funding support for a window restoration kit that can be borrowed a week at a time. Preserve Montana, previously known as the Montana Preservation Alliance, has created a kit for window restoration (\$1,690.00) and will provide a professional training workshop in Billings on how to use the kit (\$980.00). The kit size is a large single bin that could be housed and checked out at a selected facility, such as the Library, Western Heritage Center, or architectural firm.

Kevin Kooistra met with Lora Mattox about three projects:

- Writing the narrative and budget for the Montana History Foundation grant by the January 10, 2023 deadline. Asking for support of our on-line walking tour.
- Potential for a downtown "tunnel" tour at Lincoln School during the summer of 2023.
- Considering a Chandler Cohagen architectural home tour near Pioneer Park /North Elevation.

Kate Hampton of the SHPO contacted Lora and I about gathering ideas for potential historic and architectural survey projects in Montana CLG programs. Here are some ideas:

- We've talked about a multiple property listing for the cluster of Chandler Cohagen designed homes near the North Elevation and Pioneer Park. A handful of these properties were researched when we did the first round of the North Elevation including his first commission on Beverly Hills Blvd and the Lyle Home on North 32<sup>nd</sup> (west side of North 32<sup>nd</sup>). There might be as many as eighteen homes in the vicinity (several mission- styled).
- We've had neighbors asking about the inclusion of historic homes on Avenues B, C, D, E and F as part of an extension of the North Elevation (another 100 homes?). That would capture all homes between Pioneer Park and North Elevation (part of North Elevation).
- As for an underrepresented community, the Billings Southside, around South Park / Sugar Factory and / or Highland Park, would be a big project that might fit for a survey.
- Of course, we could always survey the area near the Moss Mansion, roughly from Broadwater to Lewis and Division Street to 4<sup>th</sup> Avenue West. I would focus on Wyoming Ave, Yellowstone Avenue and Clark Avenue (up to 4<sup>th</sup> Avenue West).
- There's always Laurel, Broadview, Worden or rural Yellowstone County.

#### **LOCAL BUSINESSES AND HOME RESEARCH:**

We've done about thirty home / business searches in the past three months. The last two were 2227 Spruce Lane and 548 Park Lane.

**DEMOLITION:**

Large industrial warehouse building (over 10,000 square feet) at 2224 Minnesota Avenue is slated for demolition. BILLINGS ORIGINAL TOWNSITE, S03, T01 S, R26 E, BLOCK 134, Lot 7 – 18, Date of construction is 1918 with remodel in 1975. Great Northern Tool & Supply Company, an oil & gas tool manufacturing company, was at the property from the 1920s-1970s. In 1958 they had their roof torn off the building by high winds / tornado. Midland West Manufacturing occupied the space by 1980, until purchased by Dovetail in 2020 (Sevier).



**b. HPO Report:**

Lora didn't have any additional information today other than the annual CLG grant will be due in February.

**c. Board Roundtable –**

Evan, the American Legion is working on a building rehab in Riverside Park. Lora mentioned that it may be possible to tour the Yellowstone County Museum storage.

**d. Announcement:** The next YHPB meeting will be held on January 17, 2023 at 8:30 a.m. in the first-floor conference room at the Miller Building.

**Future Agenda Items:** Restoration toolkit discussion, Hidden History, Roundtable, Local government presentations in 2023.

YHPB Agenda

4. a.

Meeting Date: 01/17/2023

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Subject

Discussion/Motion 2023YHPB Work Plan

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**Attachments**

2023 Work Plan

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# Yellowstone Historic Preservation Board Work Plan 2023-2024

## 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.

## 2023-2024 Projects

### **1. Complete a National Registration Riverside Park in Laurel.**

Time Frame: Draft nomination by summer 2023  
Who: YHPB Board, HPO/WHC, City of Laurel  
Status: YHPB has allocated hours to allow the WHC to work on the nomination. Board has also volunteered to assist in reading over narratives and other tasks associated with the creation of the nomination.

### **2. YHPB applied to the Montana History Foundation requesting funding to redevelop the mobile walking tour application. WHC will act as the consultant for the project and explore using ThingLink, a platform that allows photography and programs to include information regarding the item in the photograph. The board will look to expand this tour outside of the Billings downtown. This link shows an example of the program: <https://www.ywhc.org/exhibit/be-tween-the-lines-bees-their-people/>**

**If the grant is unsuccessful, the HPO will review currently funding availability locally to complete the project.**

Time Frame: Summer, 2023  
Who: YHPB, WHC, HPO  
Status: The YHPB was provided cash and in-kind match for the Montana History Foundation Grant.

### **3. YHPB is looking to develop a Window Restoration Toolkit with assistance locally and from the Preserve Montana organization. As part of this toolkit which will be available to check out, Preserve Montana will conduct a hands-on work shop to teach basic window restoration.**

Time Frame: Throughout 2023  
Who: YHPB, WHC, HPO  
Status: Identifying local partners in the building of the toolkit.

- 4. YHPB will look to develop a local program similar to the State Historic Preservation Offices' Montana Hidden History. Two suggestions have been a tour of the Lincoln Center Tunnels and a Cohagen House Tour. This would be an opportunity for the YHPB to generate some income towards historic preservation activities, such as funds for local match of grants, program development, limited survey and national register work, etc.**

Time Frame: Throughout 2023 and beyond – Lincoln Center Tunnels during May (Preservation Month)

Who: YHPB, HPO, WHC

Status: Early stages of discussion and development

### **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. 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.

- 4. 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

- 5. 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

- 6. 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

- 7. 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

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

Time Frame: Ongoing  
Who: HPO/WHC

- 9. 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

- 10. 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

- 11. 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.

- 12. YHPB will investigate and identify opportunities to display the YHBP banners.**

Time Frame: Yearly  
Who: YHPB, HPO, WHC

YHPB Agenda

4. b.

Meeting Date: 01/17/2023

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Subject

Discussion/Motion FY23-24 CLG Grant

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**Attachments**

CLG Grant Draft

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**Certified Local Government  
Grant Application**

**For the grant period  
April 1, 2023 to March 31, 2024**

**Application Deadline**

**February 15, 2023**

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

## 2023-2024 GRANT APPLICATION

### CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: City of Billings/Yellowstone County

Address: 2825 3<sup>rd</sup> Avenue North, 4<sup>th</sup> Floor, Billings, MT 59101

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

Tax ID: 816001237

Period of Grant Request: April 1, 2023 to March 31, 2024

**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 special projects, products or projects starting or completing, meetings to be attended, regular work duties, etc., and specifically, ways in which the federal grant funds will help a project or program beneficial to the growth and development of the local program. 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.

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, 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**

4-1-2022 to 3-31-2023 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
<b>A. Salaries, Wages, Benefits</b>	\$42,240.00	HPO \$44/hr x 80 hrs/mo x 12 mos CI/CO			\$42,240.00
<b>B. Office Rental</b>			\$400.00 Conference room @ 1 hrs/mo x \$50/hr x 8 mtgs/yr	CI/CO	\$800.00
<b>C. Equipment</b>			*		
<b>D. Supplies &amp; Materials</b> Itemize major categories			*		
<b>E. Postage</b>			*		
<b>F. Telephone &amp; Internet</b>			*		
<b>G. Photocopies</b>			*		
<b>H. Preservation Commission</b> Number of hours X * rate X number of members X number of meetings			\$2,965.76 7 members x 2 hrs/mo x \$26.48 x 8 mtgs/year	YHPB	\$2,965.76
<b>I. Volunteers</b> Hours X * rate X number of volunteers.					

<b>J. Travel Mileage</b> Number of miles X <b>\$0.625. Include funds for HPO and/or Commissioners to attend CLG annual training</b>			*	CI/CO	
<b>K. Travel Meals</b> # of Meals X rate: Breakfast - \$7.50 Lunch - \$8.50 Dinner - \$14.50			*	CI/CO	
<b>L. Lodging</b> \$98.00 plus tax X number of nights			*	CI/CO	
<b>M. Project (s) Expenses – fully itemized</b>	\$6,000.00 \$2,500.00	F CI/CO			\$8,500.00
<b>N. Other Expenses – fully itemized.</b>					
<b>M. Total Expenses</b>	\$50,740.00		\$3,365.76		\$54,505.76

**SOURCE KEY:**

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

\* Federally approved minimum rate for volunteers is \$26.48 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>\$ 800.00</u>
<u>YHPB member time</u>	<u>\$2,965.76</u>

**Federal HPF Grant Request from SHPO**

<u>CLG Funds</u>	<u>\$6,000.00</u>
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**TOTAL REVENUE**

**\$54,505.76**

**Certified Local Government**  
**Historic Preservation Commission Chairperson or President**

Signature  Date 1/17/2023

Name (typed) Keith Edgerton

Address 1140 N. 32<sup>nd</sup> Street, Billings, MT 59101

Telephone 406-861-2845

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**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.)

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**Certified Local Government**  
**Historic Preservation Officer**

Signature Lora Mattox Date 1/17/2023

Name (typed) Lora Mattox

Address 2825 3<sup>rd</sup> Avenue North, 4<sup>th</sup> Floor, Billings, MT 59101

Telephone 406-247-8622

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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.