



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 16, 2024, MEETING TIME: 8:30 a.m.

**3246 King Avenue East (Big Metal Building between Interstate and County Shops)
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. **Motion. Acceptance of the minutes of: December 19, 2023**
3. **Old Business: None**
4. **New Business**
 - a. Dave Wanzenried: Boothill Cemetery/Coulson Park Discussion
 - b. 2024-2025 YHPB Work Plan Review/Action
 - c. FY24-25 CLG Grant Application Review/Action
5. **Other Business**
 - a. Consultant Report
 - b. Historic Preservation Officer Report
 - c. Board Roundtable: Any items going on outside of board activities.
 - d. **Announcement:** The next Yellowstone Historic Preservation Board meeting will be February 20, 2024
6. **Future Agenda Items: Roundtable Awards and Activites, Window Restoration Kit Housing/Workshop**
7. **Adjournment**

YHPB Agenda

2.

Meeting Date: 01/16/2024

Subject

Motion. Acceptance of the minutes of: December 19, 2023

Attachments

December 19, 2023 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 19, 2023

Moss Mansion

914 Division

Members Present – Keith Edgerton, Zachary Garhart, Evan Bruce, and Linda Lien

Members Excused – Becky Jeter and Ginger Aldrich

Members Absent – Brenna Moloney and Zachary Hassler

Staff Present –Lora Mattox, Dave Green, Kevin Kooistra, and Tam Rodier

Others Present – None

1. Call to Order and Welcome

a. President Edgerton opened the meeting. No public comment.

b. Historic Preservation Officer Changes – Lora announced that she has been promoted to the Transportation Planning Coordinator for the Billings Metropolitan Planning Organization and will no longer be able to act as the Historic Preservation Officer. In her place, Dave Green will be stepping in. Dave has been with the Planning Division for many years as the Subdivision Coordinator. At one time, he worked with Lora on historic preservation. Dave will do a great job and Lora will be just down the hall and help him transition into the position over the next couple months.

2. Minutes – The October minutes were accepted as presented.

3. Old Business:

a. Toolkit Update – Lora informed the board that the toolkits have been ordered and paid for! She also found out that the workshop is limited to about 12 participants. With that in mind, the board will have to determine who is the best to invite. The option is to include a few that could act as trainers for future workshops. Evan is going to check to see if we could host the workshop at the Lions Club building at Riverside Park.

4. New Business:

a. CDBG Review: 1709 – Tam Rodier from Community Development gave an overview of the property being proposed for the use of CDBG funds for rehabilitation. The property located at 1709 Saint Johns Avenue was in foreclosure and in very poor condition. Work proposed include

the front and rear doors, handrails, roofing, removal of the chimney, repair/replacement of siding, soffits, fascia and trim, repair/replacement of windows and removal of vegetation. After review, Evan motions to approve the rehabilitation, seconded by Linda. The property does not appear to be eligible for the National Register. Motion approved.

5. Other Business:

a. Consultant Report:

Yellowstone Historic Preservation Board (YHPB) – November/ December 2023

Kevin Kooistra - WHC Lead.

RESEARCH UPDATES

Reviewing and writing the Riverside Park, Laurel, nomination. We are about 95% completed. Kooistra put in 20 hours with writing and research in the past two months. There are five buildings of historic interest. Will try to send out to the SHPO in early January, 2024.

Kooistra will begin the National Register nomination for Chandler Cohagen multiple property nomination in February (7 key properties near Pioneer Park and North Elevation). Target deadline is June 01, 2024.

Lauren Hunley is leading the digital walking map project. She put in another 14 hours this past month – It will be completed by March of 2024.

NEWS

23rd Annual YHPB Historic Preservation Roundtable. Hosted on March 19 at 8:30 by the Art House Cinema & Pub at 109 North 30th. Mailing for Awards and announcements in January, 2024.

Lora Mattix / Dave Green switch discussion at Rock Creek on December 12.

LOCAL BUSINESSES AND HOME RESEARCH:

- Working with Dave Wanzenried for Boothill Cemetery Project / research about Sacrifice Cliff story. Sent articles and also did TV interview.
- Montana Leather Company Building Research.
- Jordan Hotel, Glendive research.
- Location of Coliseum / KKK for Dr. Edgerton.
- 716 N 32nd Street - Moler house / Joan Brownell.
- Andy Nelson (Pawn shop) research photos for window replacements on properties on Montana Avenue (Losekamp Building).
- Calamity Jane cabin photo to Jaci Webb at Laurel Outlook.
- Parkhill / Alderson question about street names.
- Exchange Café & Arlington Rooming House Locations.
- Research into World War II and Veterans Park in Billings.
- Airport Hangar (northside) – need to photograph.

Note: *Away from Home: American Indian Boarding School Stories* opens at Western Heritage Center on April 9, 2024 - May 24, 2024.

b. Historic Preservation Officer Report – Next meeting items will include the review/development of the annual workplan, review of the CLG grant and discussion on the Roundtable.

c. Board Roundtable – Evan shared that the Lions Club has taken over the Jaycee Hall in Riverside Park. Have a new signed lease. They plan on making repairs to the building with backing from the city. Zac informed the board that the museum facility will be doing upgrades to the facility. The January meeting may be held at the storage facility.

a. Announcement: Next meeting January 16, 2024.

YHPB Agenda

4. b.

Meeting Date: 01/16/2024

Subject

2024-2025 YHPB Work Plan Review/Action

Attachments

2024-2025 YHPB Work Plan

Yellowstone Historic Preservation Board Work Plan 2024-2025

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.

2024-2025 Projects

1. Complete a National Registration Riverside Park in Laurel.

Time Frame: Draft nomination by summer 2024
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. Complete an update to the YHPB Downtown Walking Tour Application. With funds from SHPO, this is currently being updated through the Western Heritage Center.

Time Frame: Summer, 2024
Who: YHPB, WHC, HPO
Status: The YHPB was provided cash and in-kind match for the SHPO fund.

3. Through additional SHPO funds, the YHPB was able to purchase two Window Restoration Toolkit from Preserve Montana. This spring the YHPB will host hands-on work shop to teach basic window restoration.

Time Frame: Spring, 2024
Who: YHPB, WHC, HPO, Preserve Montana
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

- 5. Complete an MPD for Chandler Cohagen properties with the City of Billings. Additional SHPO funding has been allowed for this project. The WHC is currently developing this package.**

Time Frame: Through fall of 2024

Who: WHC, YHPB, HPO

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. c.

Meeting Date: 01/16/2024

Subject

FY24-25 CLG Grant Application Review/Action

Attachments

2024 CLG Application

**Certified Local Government
Grant Application**

**For the grant period
April 1, 2024 to March 31, 2025**

Application Deadline

February 15, 2024

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

**2024-2025 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: Dave Green, Historic Preservation Officer, Subdivision Coordinator

Tax ID: 816001237

Unique Entity Identifier (UEI): MLYDN89CLXL5

Period of Grant Request: April 1, 2024 to March 31, 2025

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.
- Attending 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

4-1-2024 to 3-31-2025 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits	\$47,001.60	HPO \$48.96/hr x 80 hrs/mo x 12 mos CI/CO			\$47,001.60
B. Office Rental			\$400.00 Conference room @ 1 hrs/mo x \$50/hr x 8 mtgs/yr	CI/CO	\$400.00
C. Equipment			*		
D. Supplies & Materials Itemize major categories			*		
E. Postage			*		
F. Telephone & Internet			*		
G. Photocopies			*		
H. Preservation Commission Number of hours X * rate X number of members X number of meetings			\$3,121.44 7 members x 2 hrs/mo x \$27.87 x 8 mtgs/year	YHPB	\$3,121.44
I. Volunteers Hours X * rate X number of volunteers.					

J. Travel Mileage Number of miles X \$0.64. Include funds for HPO and/or Commissioners to attend CLG annual training			*	CI/CO	
K. Travel Meals # of Meals X rate: Breakfast - \$8.25 Lunch - \$9.25 Dinner - \$16.00			*	CI/CO	
L. Lodging \$107.00 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					

SOURCE KEY:

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is \$27.87 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>\$47,001.60</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>\$ 400.00</u>
<u>YHPB member time</u>	<u>\$3,121.44</u>

Federal HPF Grant Request from SHPO

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

\$59,023.04

Certified Local Government
Historic Preservation Commission Chairperson or President

Signature _____ Date _____

Name (typed) Keith Edgerton

Address 1140 N. 32nd Street, Billings, MT 59101

Telephone 406-861-2845

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) Dave Green

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

Telephone 406-247-8666

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.