



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

MAY 20, 2013

Members Present – Nancy Curriden, Renee Flood, Diane Jung

Members Absent – Julie Larsen, Darrell Aaby

Staff Present – Lora Mattox, Kevin Kooistra and Tabitha (Western Heritage Center)

Others Present –

The minutes were not reviewed this month due to this being a retreat meeting.

Public Comment – None.

Introductions – With Tabitha attending her first meeting, introductions were made.

YHPB Meeting Day/Time – This was discussed to determine if the current schedule is okay or if something new should be looked at. Currently, the board meets on the 3rd Tuesday of the month at 8:10 a.m. It was determined that the day is okay, but moved the time to an 8:30 start time. Lora will check with Jennifer at the Depot to see if the board could meet there in July and get an update from Jennifer on happenings at the Depot, they have been busy!

Review Work Plan – Content/Form – See the attached work plan to see changes.

Board Participation/Recruitment – May need to make some type of contact with Laurel regarding Darrell's lack of participation or of any correspondence from him. Could talk to Heidi Jensen, see if the city planner would be interested. We do have an application to review for a museum representative. Lora will again contact the architecture firms to see if she can drum up interest.

Board Roundtable – Just a couple items, the first being that the board on June 20th may go out and use a smart phone or comparable device to test the walking tour, second Lora will look at the development of YHPB name tags.

The next meeting will be held on June 18, 2013 at 8:30 a.m.

Meeting adjourned.

**Yellowstone Historic Preservation Board Work Plan
2013-2014**

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.

2013- 2014 Projects

1. Confirm interest from School District #2 and McKinley Elementary School for the completion of a National Register of Historic Places nomination of McKinley Elementary School.

Time Frame: 2013-2014
Who: YHPB Board and HPO/WHC, North Elevation Task Force
Status: Kevin will contact the school district and McKinley Elementary School principal to gauge interest. If agreed upon, begin development of the nomination.

2. To assist North Elevation Task Force in the development of a Historic Residential District, provide technical assistance as needed.

Time Frame: Continuing until complete
Who: YHPB Board, WHC and staff, North Elevation Task Force
Status: WHC finalizing the completion of the site inventory forms. When the McKinley School nomination is complete, that narrative will be useful for the North Elevation Task Force to complete the nomination for the residential neighborhood.

3. Prepare an architectural education trunk for area youth organization to use on a loan basis.

Time Frame: 2013-2014
Who: YHPB, WHC, HPO
Status: WHC will send out a survey to the local teachers to gauge interest in the availability of an architectural education trunk. If the interest is there, assistance will be sought from the Billings Architectural Association to compile a trunk.

4. Contact MSU-B to inquire about taking the lead on contacting property owners to potentially list 2 or 3 historic barns, silos or other historic detached structures in Yellowstone County.

Time Frame: 2013-2014

Who: WHC
Status: If no MSU-B interest, project will be eliminated.

5. Locate a source of funding to pay for a workshop on archiving historic documents. The funds will be used to host a workshop with Ellen Crain of the Butte archives.

Time Frame: 2013-2014
Who: YHPB, WHC, HPO, Yellowstone Genealogy Forum, possibly Montana SHPO
Status: Funding is being sought.

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. Discuss with the City of Laurel to include their new downtown historic district to 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 Department 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.