Livingston Urban Renewal Agency Agenda

The regular meeting of the Livingston Urban Renewal Agency Committee has been scheduled for February 25, 2025 at 4:30 PM in Community Room, City/County Complex. This meeting will be facilitated by Allison Vicenzi.

https://us02web.zoom.us/j/87895524901?pwd=VlVg1mioAswU1axnv9VvMhg3P2zH0y.1

Meeting ID: 878 9552 4901
Passcode: 158035

1. Roll Call

- Allison Vicenzi
- Lisa Garcia
- Julie Evans
- Chris Raley

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM JANUARY 28, 2025, REGULAR MEETING

Chris motioned to approve minutes with corrections seconded by Lisa. Unanimously approved.

3. New Business

A. APPROVAL OF CONTRACT WITH BRIANNE DOWNEY

Lisa asked the City Manager about ownership of material.

The City Manager clarified that in section 8 that the ownership of all materials created under this contract are property of the URA.

Lisa also asked about payment and computing times.

The City Manager stated his thought process for the contract was to have certain task orders that would be for discreet pieces of work with Brianne, and one idea is that there could just be a general support task order. Another route could be a marketing specific operation to market the grant programs and that would be a different task order. Each grant would have a specific scope of service, different durations, and cost estimates with each task order.

Lisa asked for an example of a task order.

The City Manager stated that he would help the board come up with a scope and present it to Brianne, then she would identify cost and time, then they would write up a 1 page task order.

Lisa asked if billing would be done on a project basis.

The City Manager stated yes.

Allison stated she envisioned having small group meetings with Brianne and wondered if that fell under this agreement and task orders.

The City Manager stated it could be its own task order, or just rolled into her general task order.

Chris asked if there is an end date to this contract.

The City Manager clarified that this is an open ended contract up to $25,000.

Allison asked if they could add clarifying language about task orders be submitted via email.

The City Manager stated he will add that.

Lisa motioned to approve this contract seconded by Julie. Unanimously approved.

4. Old Business

A. DISCUSSION OF WARMING CENTER FUNDING

Brian from HRDC reminded that they run a season shelter here in Livingston and are typically open November to March if funding is available to support that time frame. He stated it is a 20 bed shelter and it costs about $45,000 a month to run. He stated they are about to stay open until March 7th this year due to some funding shifts and things came in lower than expected in February.

Chris asked what normal operating hours are.

Brian stated they are open 7 pm to 7 am. He stated the biggest line item for them is salary and it starts at $27.50/hr.

Chris asked about other operating costs.

Brian stated they are pretty minimal but include rent, space, supplies, and utilities.

Lisa asked if they are looking for funding for March 8th – March 31st.

Brian stated yes, and $35,000 would get them to the end of March.

Lisa asked if they were seeking funds from other sources.

Brian stated yes, but they do have a diversified funding source. He stating they raised around $50,000 from the community which they matched with operational funds, they have $25,000 from the City of Livingston, Park County Community Foundation and a few other funding sources. He reminded there are no state or federal funding dollars for operational costs.

Lisa commented that she would like to help as a onetime thing and not something she thinks the URA should do every year. She would like to see an option where in the future they are more proactive rather than a last minute push to help them stay open.

Chris asked if the money is considered a grant, or is it a donation.

The City Manager stated it would be a grant to the warming center operations.

Lisa asked about funding being approved for the $35,000 and what if the warming center is not open until the end of March.

The City Manager stated it would be wise to structure this as reimbursement up to the $35,000.

Brian offered being able to give a year end summary as receivers of grant funding.

Julie asked about warmer weather and keeping the shelter open.

Brian stated if they were committed to be open, had funds and the need for it to be open to the end of March the temperature outside would not necessarily matter.

Allison read comments on behalf of Melissa Nootz who expressed plans forward should be proactive for things like this, and feels this request should go through the City Commission and not the URA reminding URA funds infrastructure and facades.

Allison recalled that URA has a line item for Community Amenities and sees how funding the warming center could fall in that category. She said she would be in favor for supporting this, but feels they should stay within the amount that the City has already given, which is $25,000.

Chris shared that he agrees that this doesn’t really fit into to their grant programs, but as a citizen he does want to help.

Lisa expressed that even though they do have specific grant programs that many board members have expressed want to do more for the community.

The City Manager reminded that there are restrictions on state code to how URA funds can be used.

Allison wondered if there is an option for them to help with funding in a way that would give support long-term.

Clarifying comments were made between URA members.

Allison asked for clarification on how the funding would work.

The City Manager reminded that the money would be a grant up to a certain amount that would be reimbursable and could request stipulations.

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Lisa motioned to fund warming center operations through March 31st up to $35,000 with the stipulation that the URA funds are used last an do not roll over to the following fiscal year. Seconded by Julie. Unanimously approved.

B. CONSIDERATION OF DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

Lisa read comments on behalf of Sarah who shared being excited about that changes made to the Downtown Enhancement Program Guidelines.

Lisa expressed liking the examples and likes the idea of a subcommittee. Can they engage Brianne in these guidelines? She asked if $2000 is too low.

The City Manager stated he is welcome to input on the $2000.

Chris asked about funding upfront.

The City Manager stated that he did look into other URA's and almost all are reimbursement based.

Members discussed the 3 year time frame and enforcement.

The City Manager reassured changes can be made as they see fit.

Allison expressed that she liked seeing the language of third spaces, but as a standalone doesn't explain really what it is for folks that don't know. She would like to see it explained better, or added in a section that would help explain what it is.

The City Manager stated he will bring this back at the next meeting with changes.

5. Public Comments

6. Board Comments

Lisa asked if she can create a subcommittee

The City Manager stated it would help to have a formal vote. Lisa motioned to add this to the next agenda seconded by Allison. Unanimously approved.

Lisa also introduced the concept of a downtown meeting with other groups. A discussion was held about an early April meeting.

Chris inquired about the feasibility of having the downtown master plan consultants return for a meeting. The City Manager noted that he'd attempt to have the team join the meeting.

7. Adjournment

6:03 pm Chris motioned to adjourn seconded by Lisa. Unanimously approved.