

Livingston Urban Renewal Agency Minutes



The regular meeting of the Livingston Urban Renewal Agency Committee has been scheduled for January 28, 2025 at 4:30 PM in Community Room, City/County Complex. This meeting will be facilitated by Allison Vicenzi.

<https://us02web.zoom.us/j/86928526857?pwd=WqKd2drdbZo4j7s1o5krE6MW5h1IxU.1>

Meeting ID: 869 2852 6857

Passcode: 991593

1. Roll Call

- Allison Vicenzi
- Lisa Garcia
- Julie Evans
- Sarah Knoebl
- Chris Raley
- Melissa Nootz

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM NOVEMBER 26, 2024, REGULAR MEETING

Lisa motioned to approve minutes seconded by Julie. Unanimously approved.

3. New Business

A. ELECTION OF OFFICERS

Allison motioned for herself to remain Chair and Lisa remain as Vice Chair seconded by Julie. Unanimously approved.

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B. FAÇADE GRANT APPLICATION FOR 116 S. MAIN STREET

Ron Judkins introduced himself as the applicant for and gave a brief presentation of the project.

Allison questioned a portion of the application regarding interior finishing, and wondered if it would be façade related to the outside of the building due to strict rules in the grant process.

Ron clarified it is inner window frame work.

Melissa asked how misc. and dump charges go into the grant and how does city staff work with the URA to determine what qualifies.

The City Manager stated they are included in the grant program guidelines in the packet.

Allison asked about the overhead number listed in the application.

The City Manager reminded that per the guidelines that funds are for direct costs for the exterior work. He clarified that interior would not qualify for funds along with a few other things in the application.

Allison clarified that if the application is approved by URA today the applicant would work with city staff on funding and costs.

Chris asked about approving the application today and if amounts are able to change through the process.

Allison clarified the process being approval of application contingent upon the double check of allowable costs. She is not comfortable giving out a number today without the double check.

Ron, the applicant, asked about overhead being part of a typical part of a project.

The City Manager clarified that yes, it is, but the grant guidelines establish that this reimbursement is for direct cost, and overhead is considered and indirect cost.

Julie motioned to approve the application with what is allowable second by Sarah. Unanimously approved.

C. FAÇADE GRANT APPLICATION FOR 124 W. LEWIS STREET & 127 S. SECOND STREET

Warren Mabe introduced himself as the applicant for and gave a brief presentation of the project.

The City Manager disclosed that he had a clarifying conversation with the applicant and stated the applicants request is for the \$14,999 which is half of the total project.

Julie asked about the building and if the stone under the stucco is in good shape.

Warren, the applicant, stated there is no way of knowing.

Julie asked if the building to the right was added later.

Warren, the applicant stated, yes, it was added later on.

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Sarah asked if this building project has to go to Historical Preservation Commission.

The City Manager stated not for this specific project.

Melissa commented that Warrant and his wife are very familiar with downtown buildings, and trusts that Warren's intent for the project is for the long-term benefit of downtown Livingston.

Melissa motioned to approve this application seconded Chris. Unanimously approved.

D. DOWNTOWN MASTER PLAN IMPLEMENTATION GRANT PROGRAM

The City Manager stated the guidelines for the grant program come from the Downtown Master Plan and the guidelines are intended to provide small grants of money to the downtown area to help implement some of the projects and programs that come directly from the Downtown Master Plan. This item has been left open ended at this time pending URA input and the City Manager would like to reference projects that can be implemented within 90 days and would be limited to \$25,000 for 75% of project cost, whichever is lower, and will be a reimbursement program.

Allison asked about property interests and recalls discussing that this grant program would be great to use for engagement of the community for folks that don't own or rent property. She wondered how they could facilitate partnerships within the community between citizens and property owners.

Melissa asked for clarification on the perspective and how the citizen might be connect with the owner and asked the City Manager for a possible example.

The City Manager recalled the mural painted on the underpass where a school teacher approached the City about doing this work on a piece of property owned by the City.

Melissa asked what this looks like for property not owned by the City.

The City Manager stated he would encourage a direct conversation between citizen and private property owner.

URA members and the City Manager discussed finer details about connecting property owners and citizens.

Lisa expressed that reimbursements seem like a deterrent sometimes and wondered about switching it to a program for money upfront, or a combination of both. She also wondered if they could include inspirational ideas and samples within the guidelines as reference. She would like to see outreach plans for the URA.

The City Manager talked about the pros and cons to an initial grant program vs. reimbursement program and it will be considered for the guidelines.

Allison discussed and conversation Lisa had with the Downtown Master Plan consultants and they are willing to come give additional input to the URA for their role in the Downtown Master Plan. Allison feels this would be great to do and hopes to plan for this so everyone can come prepared for this presentation and discussion.

Sarah shared agreement with including examples in the application.

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Melissa expressed concern with a portion of the guidelines around URA members accessing a project and the timeline. She feels it seems out a line with other processes and procedures.

The City Manager stated it was pulled as something similar from another grant program, and intent is so URA is able to verify funds are being used appropriately. He confirmed they can bring back something with more clarity.

Melissa commented that she is excited to see the program happening.

Chris expressed that it will be great once it's implemented.

The City Manager brought up the topic of project implementation of 90 and asked for feedback on this.

URA members had a brief discussion and expressed it's a good starting point.

4. Old Business

A. WARMING CENTER DISCUSSION

The City Manager stated he has had some discussion about the warming center with HRDC and that it is funded to be open at least through March 7th. The hope was to operate the facility to the end of March, so they are missing funding for those last 3 weeks of March. He stated URA funds could be used to support the warming center as it does fall in the district.

Chris asked what the operating costs would be for the last 3 weeks.

Brian, from HRDC, stated it's about \$45,000 a month for shelter operations.

Julie reminded the shelter opened late this year.

Brian confirmed the usually like the season to November 1st to the end of March. He stated due to finding shortages they did not open until December 20th. He said fund raising is still happening in hopes to extend the end of March.

Julie asked how they would share funds with HRDC if they choose to do so.

The City Manager stated there would be an agreement places on a future agenda between the URA and HRDC.

Melissa asked how much the city is already providing HRDC.

The City Manager stated the amount is \$25,000 this year and last year each.

Melissa recalled the City supports multiple things for HRDC and asked for clarification on that.

The City Manager stated they not only support the warming center, but also the housing coordinator position that is \$25,000.

Melissa explained why she asked for clarification on what the City gives for HRDC and stated she likes to be mindful of what taxpayer dollars are used for and likes to provide big picture for situations like this.

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Allison expressed concern about reaching a decision about funding before the March 7th deadline and also supporting a project on a sustainable level for years to come not just a year by year basis with something like this.

The City Manager stated the high end of money that could be given to HRDC would be around \$33,000, but reminded they are able to declare a number they see fit for this situation.

URA members and Brian from HRDC talked about funding and what it takes to house people in the warming center each year.

Julie motioned to enter an agreement with HRDC for funding in the amount of \$35,000 that is subject to change upon further review seconded by Sarah. Unanimously approved.

5. Public Comments

6. Board Comments

Chris encouraged the community to look at the Downtown Master Plan.

Melissa thanked Planning Director Severson and the City Manager for working in all the places that board members cannot be.

7. Adjournment

6:03PM Allison motioned to adjourn seconded by Chris. Unanimously approved.