

Livingston Urban Renewal Agency Agenda



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

Join Zoom Meeting

<https://us02web.zoom.us/j/81906208193?pwd=6MN7nitR6GVIVhnTUKpJ1uuoebbar.1>

Meeting ID: 819 0620 8193

Passcode: 537023

1. Roll Call

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

City Staff in attendance: Planning Director Jennifer Severson & City Manager Grant Gager

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM FEBRUARY 25, 2025, REGULAR MEETING

Julie & Allison asked for a couple minor corrections

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

3. New Business

A. DISCUSSION AND CREATION OF BOARD SUBCOMMITTEES

Lisa introduced the idea of a marketing subcommittees. This would be used to promote the new downtown enhancement program, and just marketing the URA to help highlight grants. Lisa and Sarah expressed interest in this subcommittee.

Melissa Nootz raised concerns about this process and reminded that everything has to come back for a vote, so no decisions can just be made in the subcommittee. She also pointed out noticing for some types of meetings, recordings, staff may need to be present

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and minutes may need to be recorded. She is overall concerned that this does not align with City Commission goals because it would be relying on the same staff.

Allison asked for clarification on recordings and having staff in attendance, and is concerned that she has not heard that these things would need to be done in subcommittees.

Melissa clarified that she has spoken with the City Manager and these subcommittee meetings will require staff present, and expressed concern as to why this type of thing cannot be taken care of during regularly scheduled meetings.

Allison stated this intent is to further along outreach and things like that in between the monthly URA meetings.

Lisa wondered if the issue is that they are making it an official subcommittee because her thought is that it would be no different than her meeting with Sarah to discuss URA topics because they will not have a quorum.

Melissa stated it would be great to get answers to these questions from the City Manager. She feels it might be better to understand and work out the URA goals, then develop these subcommittees.

Lisa stated the marketing subcommittee was already decided on and came from strategy sessions, so they know that is an area that they want to move forward with.

Melissa expressed that half the board is new it's good to figure out the goals and have those discussions first.

Lisa expressed concern about this taking too long to get going when her and Sarah can already be discussing marketing strategy in between meetings.

Melissa would like to get clarity on the process.

Chris asked if they would be able to just establish the subcommittees today without holding subcommittees meetings, just until they get clarification from the City Manager.

Melissa stated she would like to know the process around subcommittees first.

Planning Director Severson expressed that it would be best to hold off on forming subcommittees until the City Manager can address the concerns brought forward by Melissa. She clarified that her understanding is that there should not be discussions about topics under their purview outside of a public meeting, and reminded that everyone should keep that in mind.

Melissa reminded of ex parte communication which do have legal implications, and asked the board to be mindful of this and gave the example of speaking to grant applicants.

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Public Comment was offered by:

- Patricia Grabow expressed that she was a City Commissioner on the URA board and does not recall ever having subcommittees.
- Bob Ebinger stated there is concern about HB214 that could impact boards like URA, and he has reached out to the City Manager about this.

Allison expressed understanding that it has not been done before, but thinks it would be helpful for the URA to do this. They are not looking to do anything outside of what is legal, but sees a need for the URA to expand work, and is looking for a way to do that.

Allison motioned to bring this back on the next agenda seconded by Sarah. Unanimously approved.

B. DISCUSSION OF APRIL 8, 2025, DOWNTOWN PARTNERS MEETING

Lisa has been working with Kris King about hosting a downtown partners meeting. She reviewed funds and hosting logistics such as refreshments and printing flyers or posters.

Melissa asked if this event was discussed and voted on in a previous meeting.

Lisa stated yes, at the last meeting she was given approval to host this meeting.

Allison state this was discussed at the last meeting, and they do have marketing and collateral expenses in their budget for things like this, and this is Lisa pulling this event together with Kris, so it falls outside of voting necessity.

Melissa explained voting is important for things like this, so they understand the capacity in which the board is being represented. She reminded that a single City Commission member does not go out to things like this representing the whole City Commission, she stated there would be discussion and a vote by the Commission showing they want to be there.

URA members discussed event details and times, also quorum noticing requirements.

Allison expressed she would like something to hand out there for folks to take away, such as a brochure.

Public comment was offered by:

- Jack Luther stated HPC will be in attendance
- Patricia Grabow expressed that this event is a good idea, and would like to have something to take away explaining who does what.

Allison motioned to attend/host this event using URA marketing funds for space rental, light refreshments, and flyers and/or brochures seconded by Lisa. Unanimously approved.

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4. Old Business

A. CONSIDERATION AND APPROVAL OF DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

Allison stated in C.1.a she would like to include the words “or owner approval” because they’ve previously stated these may be citizens seeking to do these projects with owner approval. She would also like to include something that states that folks applying may not bill for their own personal time to execute downtown enhancement program projects.

Lisa asked if they are able to reach out to Brianne to review this and gather her input.

Sarah expressed that this seems like it could be greatly used in the summertime and would like to see this rolled out sooner than later.

The City Manager stated on page 3 and 4 they could include the “owner approval” inclusions that Allison wanted.

Melissa motioned to approve this item with changes listed by Allison seconded by Sarah. Unanimously approved.

5. Public Comments

6. Board Comments

Melissa thanked the board for their understanding with her process questions.

Allison reminded that they have good intentions with subcommittees and are trying to find the best way to continue work between meetings.

Lisa asked if the Warming Center was able to find other funding, or if their funds were used for this year.

The City Manager stated that the Warming Center did use URA funds and they will get an invoice.

Allison stated there is language in the grants that talks about an agreement, and she asked if there needs to be a signed agreement for each facade grant.

The City Manager stated that on reimbursements in the Facade grants there is no owner participation agreement because the work is done before the dollars move out the door, but if they get into prefunding they would utilize that agreement. He stated on the Residential Rehabilitation grants they will use the agreements no matter what.

7. Adjournment

Allison motioned to adjourn seconded by Melissa. Unanimously approved.