

LIVINGSTON URBAN RENEWAL AGENCY
REGULAR MEETING FEBRUARY 17, 2021, 4:30 P.M. ZOOM
MINUTES

Zoom Meeting called to order at 4:39pm.

1. Attendance: Bob Ebinger, Rick VanAken, Kyra Ames, Allison Vicenzi, Warren Mabie
2. Consent – Review and approve minutes from 12/9/2020 meeting and 1/20/2021 meeting. Bob had one correction to the minutes from 1/20, in that the Campion building has some windows on Main Street that may not be in compliance with Historic Preservation requirements. **Motion to approve the 1/20/21 minutes with the amendment, made by Rick and seconded by Kyra. All in favor. Motion to approve the 12/9/2020 minutes made by Rick and seconded by Kyra. All in favor.**
3. Scheduled Public Comment – none
4. Old and Continuing Discussion Items
 - a. Grants Schedule – The notice for grants has been published and the grant deadline is April 5.
 - b. Membership applications – Memberships for the URA seats will expire for Bob, Karla and Kyra this year, June 2021. Applications will be accepted from April 7 through May 7. Bob, Kyra and Karla each indicated they plan to re-apply.
5. Action Items:
 - a. Street Furniture: Clark Smith, reserve funds. The City has requested URA funds for new benches, bike racks and garbage cans in the amount of \$15,290. The URA has \$20,000 in reserve that could be applied to the furniture expense. **Allison made a motion to expend \$15,290 for street furniture. Kyra seconded. All in favor, motion passed.**
6. Progress reports –
 - a. Utility/traffic signal box wraps – Kyra gave an update. The project is budgeted for 3 large and 2 small boxes. Kyra said there may be more than 5 boxes that would be appropriate for wraps. The budget is \$6000. The company that installs the wraps, Clean Slate Wrap, would like to complete the project by May. Generally, URA pays out funds upon completion of a project. Invoices are paid after the work is complete. However, in the case with the flower baskets, the URA will pay ½ in advance and the other ½ later in the season. The same method of payment would apply to the utility box wraps. The URA/city would pay the invoices when they are due.
 - b. Flower baskets – the budget is \$12,000. The vendor is Woods Rose Market. The actual cost will be over budget by \$1580. Half of the cost, \$6790 will be paid in advance. The URA will vote to approve the additional amount at the next URA meeting.

7. URA Commission Comments – Allison asked about ways to advertise the URA façade grant program. Members are encouraged to promote the program within the URA downtown boundary parameters. The grant application is on the city website. The LBID will be promoting the grant as well.

Meeting adjourned at 5:05 pm. Next meeting March 17, 2021 at 4:30pm (meeting will be cancelled if there is nothing on the agenda)

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