

**REGULAR MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

**Tuesday, April 4, 2017 – 10:00 AM
Staff Conference Room - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

MINUTES

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FDBIRD Board of Directors and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the District's attorney on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

1. Call to Order

Chairman Stilley called the meeting of April 4, 2017, to order at 10:02 a.m.

2. Roll Call

MEMBERS PRESENT:

Chairman David Stilley
Vice Chairman Karen Kinne-Herman
Member Antoinette Beiser
Member John VanLandingham

MEMBERS ABSENT:

Member Tim Kinney

Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Elizabeth A. Burke; Downtown Business Alliance Director Terry Madeksza.

3. Approval of Minutes of the Board Meeting of January 3, 2017.

Staff was asked to provide brief detail under DOWNTOWN WIFI in the minutes.

Vice Chairman Kinne-Herman moved to approve the minutes of January 3, 2017, as amended; seconded; passed unanimously.

4. Approval of Financial Statements for:

- A. December 2016
- B. January 2017
- C. February 2017

Member VanLandingham moved to approve Items 4A, 4B and 4C; seconded; passed unanimously.

5. Consideration of Authorization of Semiannual Payment to Flagstaff Downtown Business Alliance in the amount of \$79,250.

Vice Chairman Kinne-Herman said that the Flagstaff Downtown Business Alliance (FDBA) is doing a fabulous job and **she moved to authorize the semiannual payment to the FDBA in the amount of \$79,250; seconded; passed unanimously.**

6. Discussion of FY2017-2018 Budget and Proposed Calendar.

Ms. Suda reported that other than the regular expenses, they have spent \$6,600 of the \$17,000 approved for the infrastructure project. Ms. Madeksza noted that there will still be a charge related to their installation, but that will be done in July in conjunction with the kiosks installations, and would probably be under \$5,000.

Ms. Kjellgren noted that the FDBIRD was committed to spending at least \$15,000 for the infrastructure project. It was agreed that since the Board had previously approved spending up to \$17,000 for the project, Ms. Madeksza was authorized to order additional bike racks to increase the amount spent on the project.

The Board agreed to go with the schedule proposed by the Treasurer to hold special meetings on June 6 and June 27 related to the 2017-2018 Budget.

7. Discussion of Potential Board Members.

Chairman Stilley noted that they have been having difficulty getting Member Kinney to attend meetings. He has sent him an e-mail, but they have not yet been able to discuss the issue. He and the Vice Chairman have compiled a list of potential board members for consideration. Ms. Kjellgren reminded them that any vacancy must be filled by appointment by the Flagstaff City Council.

After further discussion, Chairman Stilley agreed to continue trying to contact Member Kinney, and contact some of the potential members to see if they had any interest. He would then meet with the City Manager to bring the issue forward to the City Council for action.

8. Discussion of County Request for Information re New Courthouse Facility.

Vice Chairman Kinne-Herman said that she had recently read an article in the newspaper about the Request for Information submitted by the County for ideas related to the downtown court facility and potential commercial corridor. She voiced concern that property owners in the downtown district had not heard about this.

Ms. Madeksza noted that she and Mr. VanLandingham were invited to a meeting with Sue Brown, Director of Facilities for the County, on Friday morning as she and the County Manager, Cynthia Seelhammer, were trying to engage downtown stakeholders in the process. She said that at this time they are only seeking concepts. After they go through the Request for Information process, they will go through a Request for Qualifications process to see who might be qualified, both with experience and financially, and then they would move into the Request for Proposals phase where it becomes more real.

She said that at this point, this was more of an education and information sharing. There was not an opportunity to provide input as to what was included in the RFI. She and Mr. VanLandingham were clear they would like to have someone from the FDBA or FDBIRD involved so they had representations as they go through the entire process. Mr. VanLandingham said that their request was heard, but there was no commitment made.

Vice Chairman Kinne-Herman said that she was glad to know they were there and made that request. At present, the taxing district does include the County space so it does involve the FDBIRD and they need to be represented at some level.

Ms. Madeksza noted that the RFI was not just about the courthouse. She said that the County has all sorts of needs and they currently have the funding to do quite a bit. The bond that was part of the last election was for the City's participation in the shared courthouse; the County already has the cash in hand.

It was noted that the deadline for the RFI submittals is May 3. Ms. Kjellgren noted that most of the properties being considered are in the county districts of Supervisor Liz Archuleta and Art Babbott and it may be worthwhile to contact them directly to ask for representation. Chairman Stilley noted that he would contact Supervisor Babbott.

9. Quarterly Report by FDBA Director Terry Madekzsa.

Ms. Madeksza gave an Annual Update, following Exhibit A attached hereto and made a part hereof. She said that they have been going block by block, gathering and inputting information on property owners, business owners, number of employees, where they park, etc. She said that they are doing it for all floors of a building and it is being input into a GIS system for easy access.

She reported that they secured a \$25,000 check to manage the painting of all downtown assets green and an additional \$5,000 to manage the public outreach for the new parking system.

With regard to parking, she said that they continue to move ahead as planned. They have no concerns or issues throwing them off path. There is a City ordinance which requires a separate accounting of monies generated from the kiosks to ensure those funds will not be used for other things. There is another ordinance that requires a minimum of 20% of the gross revenues to be deposited in a separate fund dedicated to future parking supply. Brief discussion was held on the benefit of it reading "minimum of 20%" so that more than that amount could be deposited, if available. She added that the important thing is that all stakeholders agree on this program.

Member VanLandingham said that was the value of the advocacy component of the district's formation. He said that these are long-term strategic processes and they will bear

long-term fruit. He tied them directly to the formation and hiring of Terry Madeksza as their Executive Director.

Ms. Madeksza said that the footers for the kiosks are in the ground and the hours of operation signs are complete. They were originally proposed to be six hours a day, but will now be seven hours a day. She said that the kiosks and signs will be going in the last week of July. She said that the FDBA is managing the outreach for the parking program. They have a website and will begin to see a big push around 60 days.

She reported that they are getting ready for the Movies of the Square to begin, on May 27. Also, Locals Night is the third Tuesday of every month and the currently have over 20 businesses participating. They are also creating some vibrancy on Heritage Square, where they will have a band playing on April 18 and in May they will have music in businesses.

Ms. Madeksza reported that in February they had a Mardi Gras event, which was more successful than she had anticipated.

She completed her report by saying that there is some real energy coming from the south side and they have been working hard over the last two years to build relationships. People want to organize on the south side and she thinks that the FDBA is positioned to help facilitate that organization.

10. PUBLIC PARTICIATION

Public Participation enables the public to address the Board about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed.

None

11. Report of Board of Directors.

None

12. Adjournment

The regular meeting of the Flagstaff Downtown Business Improvement and Revitalization District held April 4, 2017, adjourned at 11:06 a.m.

David Stilley, Chairman

ATTEST

Elizabeth A. Burke, District Clerk