

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

**Tuesday, August 4, 2015 – 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 VanLandingham called the meeting to order at 10:04 a.m.

2. Roll Call

Present:

Absent:

Chairman John VanLandingham
Vice Chairman Dave Stilley
Member Antoinette Beiser (arrived at 10:06 a.m.)
Member Karen Kinne-Herman

Member Tim Kinney

3. Approval of Minutes of the Board meeting of July 7, 2015.

It was noted that Dana Kjellgren's name was missing an 'a' at the end.

Vice Chairman Stilley moved to approve the minutes as amended; seconded; passed unanimously.

4. Discussion and possible action on selection of a new Board Chairman.

Member Kinne-Herman moved to accept Chairman VanLandingham's resignation as Chairman of the Board; seconded; passed unanimously.

Member Kinne-Herman moved to nominate Vice Chairman Stilley as Chairman; seconded; passed unanimously.

5. Update on Public Infrastructure Project.

Ms. Kjellgren said that she spoke with Anja Wendel with the City Attorney's Office about her interpretation of the deliverable that was due September 4. She had explained to her

that the District had entered into a contract with the DBA to carry out this work. Ms. Wendel said that if the DBA had entered into a contract for design of the bicycle racks that would satisfy the deliverable. She said that if that was not possible, she was fine taking an amendment back to the Council in early September to extend that date or to change the language of the deliverable. She said that she and Ms. Madeksza thought that may be a good thing to do and give the DBA the opportunity to tell the Council and public about their plans.

Ms. Madeksza said that she has looked at what other communities are doing, and she does not think that it would take much time to issue a Call for Artists and have a panel review the submittals, select, and enter into an agreement. She said that if the Board decided to move forward with a request for an extension they would only need an additional month or two.

She said that it may not be a bad idea, not only to explain the project, but also to show that they are engaging the community. She said that one of the dynamics they are going to have to address is the neighborhoods not feeling they are engaged. This would show they are reaching out. She said that they could turn it into a positive story so when parking comes right on the heels it will be easier to digest.

Member VanLandingham asked what would happen if they did not meet that deadline. Ms. Kjellgren said that there was a monetary fine of \$5,000. Member VanLandingham said that he is hesitant in entering the political realm, as it oftentimes opens them up to all sorts of issues.

Discussion was held on where in the process they would be at the date of September 4. Member Kinne-Herman suggested they would be meeting the deliverable in that the DBA was at a point of having done the Call for Artists and in the review process. Ms. Kjellgren said that another thing that may be helpful would be to share with the City a plan where the racks might be located and provide a status report on the Public Works approval process. Member VanLandingham noted that they plan to replace the existing racks so they would have some locations available now.

After further discussion, it was agreed that they would move forward with the Call for Artists and begin the review process. Ms. Kjellgren suggested they could also share with the City a draft contract that would be used with the artists. It was noted that the Board has delegated this process to the DBA as one of their deliverables so it would not have to go back to the Council.

Ms. Madeksza said that she could send a report to the Board members. Ms. Kjellgren said that the Board does not have an obligation to report to the City on this issue, although if called on it they would have to produce something. They are only required to provide an annual report and the next one would not be due until February of 2016.

Ms. Kjellgren added that Mr. Eberhard would be reporting to the City Attorney's Office and he is very supportive of this project and has offered to help find additional funding that might be applied.

Ms. Madeksza said that she has a call into Martin Ince with the FMPO. She said that she has pulled up a lot of information on the infrastructure in Flagstaff and he may also be able to identify additional funds. She also located the Call for Artists issued in 2008 for the bike racks on the south side and Mr. Ince was the contact for that project.

6. Update on Parking Program.

Ms. Madeksza reported that since the Board's last meeting there was a City Council meeting held where a Parking Plan was presented, but the Council did not take action on it. They backed off and said that they need to seek a comprehensive solution so she appreciated the support from the Board that allowed her to speak in that direction. The City's leadership team has invited her to be a part of their discussions and they had their first meeting last week which went very well.

She said that they discussed the need to step back and talked about a vision, with a need to identify the problem first. Then they will create solutions to address the problems. They were successful in slowing down the process and starting with a much broader view. She said that they plan to have something back to the Council within six months.

Chairman Stilley asked if anything had materialized in the way of parking with the hotel group. Ms. Madeksza said that the Shumways are continuing with their process with a surface lot; however, there are still conversations going to look at that site for a structure down the road.

Member Kinne-Herman asked if there was any sense at the meetings that the City would be willing to be at the table financially. Ms. Madeksza said that there is a possibility; there are conversations taking place regarding various locations around town.

Member VanLandingham said that he mentioned at the meeting that this is a comprehensive program being put together and as a community they have failed to address it in the past. They need to make whatever decisions they are making now be good for the next decade. He said that Ms. Madeksza has already been successful in getting a partnership created on the issue, but there will be difficult decisions to make in the future. He would think that in the end, not everyone, including themselves as a downtown community, will be 100% happy with the final results.

Ms. Madeksza said that there will be a time for the Board to be vocal, and she would let them know when that time is.

Member Kinne-Herman said that one of the meetings she is excited about is on August 19 when the Board and DBA hold a Meet and Greet with President Cheng of NAU. After brief discussion on the format of this gathering, staff was requested to post it as a Possible Quorum.

7. 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.

Ms. Kjellgren said that she had previously been asked for a legal opinion on the District's ability to enter into an agreement with the City for parking enforcement. She has done her research and does not believe there is any impediment. In the past, statutes prohibited private parking enforcement, but that changed a few years ago and the City made the ordinance changes in order to contract for private enforcement. She added that any type of contract for that service would require the City to go through a public procurement process.

Ms. Madeksza handed out her monthly Activity Report, attached hereto and made a part hereof.

8. Report of Board of Directors.

None

9. Adjournment

The August 4, 2015, meeting of the Flagstaff Downtown Improvement and Revitalization District Board adjourned at 10:35 a.m.

David Stilley, Chairman

ATTEST:

Elizabeth A. Burke, District Clerk