

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

**Wednesday, October 12, 2016 – 2:00 PM  
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 October 12, 2016, to order at 2:03 p.m.

2. Roll Call

PRESENT:

Chairman David Stilley  
Member Antoinette Beiser  
Member John VanLandingham

ABSENT:

Vice Chairman Karen Kinne-Herman  
Member Tim Kinney

Others present: District Attorney Dana Kjellgren; District Clerk Elizabeth Burke; FDDBA Director Terry Madeksza.

3. Approval of Minutes of the Board meeting of June 21, 2016.

**Member VanLandingham moved to approve the minutes of June 21, 2016; seconded; passed unanimously.**

4. Approval of Financial Statements for:

- A. May 2016
- B. June 2016
- C. August 2016

**Member VanLandingham said that he reviewed the following financial statements and moved to approve the financial statements for May, June and August of 2016; seconded; passed unanimously.**

5. Acceptance of the FY15 Audited Financial Statements.

**Member VanLandingham moved to accept the FY 15 and FY 16 Audited Financial Statements as presented; seconded; passed unanimously.**

6. Acceptance of the FY16 Audited Financial Statements.

See No. 6 above.

7. Authorization of second semiannual payment to Flagstaff Downtown Business Alliance in the amount of \$79,250.

**Member VanLandingham moved to approve the semiannual payment to Flagstaff Downtown Business Alliance per contract (\$79,250); seconded; passed unanimously.**

8. Authorization of payment to Flagstaff Downtown Business Alliance in the amount of \$15,000 for the design, fabrication and installation of bike racks for the Infrastructure Project.

Brief discussion was held on the fact that while an actual invoice was received, and paid by the FDBA, for design and fabrication of the bike racks, they have not yet been installed and, therefore, do not have an invoice for installation.

It was noted that although the budgeted amount for the project was \$25,000, the District was contractually obligated to a threshold of \$15,000 for the project, so the invoice for \$15,000 should be paid.

Ms. Kjellgren said that in accordance with public financing, she would always encourage them to be on the conservative side, especially with regard to finance, and have an invoice for actual services.

Ms Madeksza said that the City had requested that the installation be held off until they were also installing the parking kiosks, which will probably be in January 2017.

After further discussion, **Member VanLandingham moved to pay the FDBA per invoices submitted, related to the infrastructure project, in total amounts not to exceed \$15,000 and that the Board Chairman and Treasurer be authorized to make said payments and sign said documents; seconded; passed unanimously.**

9. Quarterly Report by FDBA Director Terry Madeksza.

Ms. Madeksza briefly reviewed the FDBA Executive Director's Report, Exhibit A attached hereto and made a part hereof.

She said that yesterday there was both a Board of Supervisors work session and a City Council work session where parking was discussed. She said that the County has agreed unanimously to continue their participation in the program, and although there were questions, there were no concerns that would stop their participation.

She said that the County lots will be managed by ParkFlag. During daytime hours the County staff will park there, but they will then be opened up for free parking, and signed as such, in the evenings and weekends.

She said that there were no concerns raised at the City Council meeting and while an alternative implementation plan had been submitted, after last night's discussion and her testimony, that plan went away and they informally supported implementing the plan as is.

Ms. Madeksza reported that they started a Locals Night to bring in residents downtown to spend money. The first one held in September had over 16 businesses participating. They were able to measure and track who is participating. They will report that information back to the District Board and the DBA Board. She said that the next one is scheduled for October 18, 2016, and she encouraged everyone to look at their Facebook page, both Local Flagstaff and the DBA, for specials located there.

She said that they are in the midst of going door to door collecting information on all businesses, on both the north and south side, with an intern doing the work. They are trying to establish accurate contact information and also trying to get baseline data on the number of businesses downtown, number of employees, and also those on second and third floor tenants.

She said that they are also collecting information from businesses within the District on the type of business and description, to go into a searchable directory on their website.

She said that they had one-on-one meetings with all candidates and invited sitting Council members to participate. She said that they reviewed with them the District's priorities and vision, and how they can work together. She said that they were extremely productive conversations.

Ms. Madeksza reported that they went through a public process and received participation from more than 800 stakeholders and residents on a new brand and identity for the District. Implementation of the brand is underway, with such things as business cards, flyer templates, office sign, headers for social media, etc.

Mr. VanLandingham said that they founded the District on Downtown management, advocacy and parking, and he believed that the District was getting tremendous value on those three items and beyond. Ms. Madeksza noted that her reports address each of those areas of focus.

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 meeting of the Flagstaff Downtown Business Improvement and Revitalization District held October 12, 2016, adjourned at 2:25 p.m.

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David Stilley, Chairman

ATTEST:

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Elizabeth A. Burke, District Clerk