

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

**Tuesday, June 11, 2019 – 10:00 AM
Council Conference Room
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

Vice-Chairwoman Kinne-Herman called the Special Meeting of June 11, 2019 to order at 10:03 a.m.

2. Roll Call

MEMBERS PRESENT:

Chairman David Stilley (telephonically)
Vice Chairwoman Karen Kinne-Herman
Member Steve Chatinsky (telephonically)
Member John VanLandingham

MEMBERS ABSENT:

Member Jerry McLaughlin

Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Stacy Saltzburg; FDBA Director Terry Madeksza

3. Approval of Minutes of the Board Meeting of May 28, 2019.

Member John VanLandingham moved to approve the minutes of May 28, 2019; seconded by Chairman David Stilley; passed unanimously.

4. Public Hearing for 2019-2020 Final Budget and Property Tax Levy of Flagstaff Downtown Business Improvement and Revitalization District.

Vice-Chairwoman Kinne-Herman opened the public hearing.

Ms. Suda presented the final budget for the Board to consider.

Vice-Chairwoman Kinne-Herman noted that the payments in lieu of taxes for the municipalities have gone up. Ms. Suda explained that the municipalities pay the same rate as any other District owner and because the rate was kept flat there is a slight increase to them as well.

There being no public comment Vice-Chairwoman Kinne-Herman closed the public hearing.

5. Consideration of Resolution No. 2019-06: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff Adopting the budget for fiscal year 2019-2020

Member John VanLandingham moved to adopt Resolution No. 2019-16; seconded by Member Steve Chatinsky; passed unanimously.

6. Consideration and Action: Amendment Two to Hinton Burdick Agreement

Ms. Kjellgren stated that Ms. Suda discussed the concerns of the Board regarding cost with Hinton Burdick and they came back with a different proposal and a lower contract amount. Ms. Suda stated that the offer is for Hinton Burdick to do a review instead of doing a full audit. The review is not as detailed as the full audit, but it meets the legal requirements for the District. The price difference is about \$2,000.

Vice-Chairwoman Kinne-Herman asked if there was any concern about doing a review versus a detailed audit. Ms. Kjellgren indicated that she does not have any concerns. The District has no federal or grant monies and it is a smaller agency with one account. Ms. Suda added that there are a fair number of controls in place that provide adequate oversight and checks and balances.

Vice-Chairwoman Kinne-Herman indicated that the cost is going down, the term length is four years with an option for three additional one-year terms.

Chairman David Stilley moved to approve Amendment Two to the Hinton Burdick Agreement; seconded by Member Steve Chatinsky; passed unanimously.

7. Discussion and Direction: Draft Amendment Two to FDBIRD/FDBA Agreement

Ms. Kjellgren offered that there is an option to renew the existing agreement between FDBIRD and FDBA for an additional five years so long as the two parties agree to the amendments to the scope of work and compensation. There were some minor changes in the agreement and scope of work to reflect FDBIRD priorities, there was also the addition of the Downtown Vision and Action Plan and Parking Management. The draft Scope of Work is attached hereto as Exhibit A.

Ms. Kjellgren stated that she will be working on getting the proposed changes in the right format and once the updated budget is complete that can also be included. The amendment will be before the Board on June 25, 2019 for review and possible approval. Once she receives the updated budget from the FDBA she will forward the agreement, scope of work, and budget to the Board for their review and comments before the next meeting.

Chairman Stilley left the meeting at 10:26 a.m.

8. FDBA Director Report

Ms. Madeksza reported that most of the FDBA efforts right now are being focused on Movies on the Square; they just completed week three and there has been a lot of participation by the public. There are some great partnerships helping with the event; one partner brought in a pinewood derby track and kids could make cars and race them. There is a lot of work going into bringing people to the Square and enjoying the space. There are cornhole games, large Jenga, large Connect 4, and other games for people to enjoy. In addition to the different activities, Kinney Construction has sponsored a number of bistro tables that are being used in Heritage Square for people to sit and enjoy the area and activities. The DBA is currently looking for another sponsor that will allow them to bring in

musicians. The efforts have really created a vibrant space downtown for everyone to enjoy.

Ms. Madeksza reported that progress is being made on the Downtown Vision and Action Plan. City staff will be going before the City Council on June 25, 2019 to get Council support for the Plan. It is hoped that the partnership between the City of Flagstaff, Coconino County, NAIPTA, and FDBA; will bring a unified voice and vision so things can happen together and with consensus.

9. PUBLIC PARTICIPATION

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

10. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of June 11, 2019 adjourned at 10:31 a.m.

David Stilley, Chairman

ATTEST:

KH Herman

Karen Kinne-Herman
Vice Chairman

Stacy Saltzburg, District Clerk