

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

Tuesday, May 26, 2020 – 10:00 AM

To reduce the spread of COVID-19 and protect the safety of district members and the public, in person attendance at the district meeting has been suspended until further notice.

The public and the board members may access the online meeting via Zoom Video Conference at:

<https://us02web.zoom.us/j/83574412021?pwd=UUIGRFNoSzVKZU5rNEJdUxidTNwdz09>

Meeting ID: 835 7441 2021

Password: 327030

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 David Stilley called the Regular Meeting of May 26, 2020 to order at 10:03 a.m.

2. Roll Call

MEMBERS PRESENT:

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

MEMBERS ABSENT:

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

3. Approval of Minutes of the Regular Board Meeting of April 14, 2020

Vice Chairwoman Karen Kinne-Herman moved to approve the minutes of April 14, 2020; seconded by Chairman David Stilley; passed unanimously.

4. Consideration of Resolution No. 2020-01: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District (District) adopting the tentative estimates of the amounts required for the public expense for the District for the Fiscal Year 2020-2021; adopting a tentative budget; setting forth the receipts and expenditures; the amount proposed to be raised by District Property Taxation; and giving notice of the time for hearing taxpayers

Ms. Suda reported that the resolution is to approve the tentative budget for the District. The approval of the tentative budget sets forth the process to finalize the budget and the adoption of

the tentative budget has the effect of establishing an amount that cannot be exceeded in the final adoption of the budget. The adoption of the tentative budget sets into motion a legally mandated time sequence of actions to which the District must adhere to adopt a final budget and to levy property taxes.

In two weeks, the final budget will be presented for adoption and two weeks following that the property tax will be presented for adoption. The total budget is just over \$220,000 which includes a flat tax revenue which collects just over \$155,000 in tax assessments.

Chairman David Stilley moved to read Resolution No. 2020-01 by title only; seconded by Member John VanLandingham; passed unanimously.

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT (DISTRICT) ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNTS REQUIRED FOR THE PUBLIC EXPENSE FOR THE DISTRICT FOR THE FISCAL YEAR 2020-2021; ADOPTING A TENTATIVE BUDGET; SETTING FORTH THE RECEIPTS AND EXPENDITURES; THE AMOUNT PROPOSED TO BE RAISED BY DISTRICT PROPERTY TAXATION; AND GIVING NOTICE OF THE TIME FOR HEARING TAXPAYERS

Member John VanLandingham moved to adopt Resolution No. 2020-01; seconded by Member Steve Chatinsky; passed unanimously.

5. FDBA Director Report

Ms. Madeksza reported that the DBA continues to be the resource that communicates to all downtown businesses. They have shifted their focus from general information to providing resources about federal funding opportunities for businesses. They are communicating about businesses resuming operations and providing information to the public about what is open and at what capacities.

Some of the efforts that the DBA is involved in has included looking at best practices across the country. Many communities are asking for street closures to better provide people the ability to be physically distanced while in downtown through more space on the sidewalks and into the street. Street closures have also been beneficial for restaurants because it allows them the ability to set up outside to increase the number of people they can safely serve. The DBA is currently working with the City to develop a way to set up street closures to encourage people to come into the area and feel safe.

The DBA is also working with the City to have flowers downtown throughout the summer. There will be 11 light poles that will have double hanging flower baskets starting in mid-June. This is a pilot program and the maintenance will be provided by the City. A pollinator garden is also being planned for the planter in Heritage Square that will be funded and maintained by the City.

The Clean Team continues to work and do a great job throughout downtown. They are picking up litter and they are cleaning and disinfecting the trash cans, benches, and railings. Power washing sidewalks has also been added to their schedule.

Ms. Madeksza further reported that the coming weekend would have been the first Movies on the Square for the summer. The DBA is working to move Movies on the Square to a drive-in type set up. They plan to kick this off on the first Saturday in June and each following Saturday through the summer. The plan is to utilize the Coconino County lot at Cherry and Leroux for the event.

The set up includes a larger screen and provides sound directly to each vehicle through a specific radio station. Movie goers are being asked to sign up in advance for the event to prevent the lot from becoming overwhelmed with too many vehicles. It will be a ticketed event but will remain free. They are working with the businesses to develop box dinner options so people can order a meal in advance to pick up and enjoy during the movie. Sponsors for the event are welcomed and appreciated.

The Downtown Vision process has continued to move forward. There have been numerous one-on-one calls between the consultants and investors and business owners. The consultant is getting a good sense of Flagstaff, including parking and possible solutions. There has been a lot of progress made, and the consultants are discussing the possibility of a visit mid-June. DBA is working on a reception to welcome them and provide an opportunity for stakeholders to meet and interact with them in a safe format.

Ms. Madeksza indicated that she has been working with Mayor Evans and other downtown champions to develop a small business grant program. The goal is to raise \$200,000 and have a very short application process with a quick turnaround time to get some cash in the hands of small businesses that did not get other funding or resources related to the Covid-19 pandemic. They hope to launch the program in the coming week, and she will report more on it in the future.

Chairman Stilley offered that some downtown businesses are concerned about security and asked if there had been any discussion about utilizing staff to help walk areas and monitor activity. Ms. Madeksza stated that the Clean Team has been extra eyes and ears for the police to help monitor what is going on downtown. Their hours have been changed slightly, and they are coming in very early in the morning to do power washing. Those early morning hours are generally when they see nuisance behavior. They have also been working with the Police Department to have the officers covering downtown out of their cars and walking the areas.

Member McLaughlin asked about the proposed street closures and which streets were being considered for closure. Ms. Madeksza indicated that it is unknown at this point and it will depend on what the businesses are comfortable with. There have been initial discussions about Aspen and Leroux.

Member McLaughlin brought up concerns about restroom availability in the downtown area and suggested that with the street closures there should be portable restrooms and hand washing stations brought in. He also indicated that it would send a good message to people visiting downtown if the Clean Team would wear masks while working in the area. Ms. Madeksza indicated that the Team should be wearing face coverings and gloves consistently, so she will address that with them to make sure everyone is operating safely and setting an example for the public. Ms. Madeksza also indicated that with any street closure, there would be portable restrooms and hand washing stations brought in. She noted that the Heritage Square Alley restrooms have been opened and an extra restroom trailer has been placed at the library, so there are additional resources on the west side as well.

Vice Chairwoman Kinne-Herman indicated her support for hand washing stations downtown. She also asked how the soft opening of the businesses was going. Ms. Madeksza stated that it was very busy over the weekend and there were a lot of people up from the Valley. She has seen a hesitation and nervousness from businesses because many customers were not wearing masks. The City has developed messaging that is promoting Stay, Play, and Mask Responsibly, and they are working to get materials to the businesses for their promotion. There have been a range of different protocols put in place by businesses such as providing hand sanitizer and limiting the

number of people being permitted in the business. She estimated that 75% of the businesses were open and anticipates about 90-95% will be open by the end of May.

Member VanLandingham added that the City also developed a restroom map, and he suggested that the businesses be provided with the map so they may display it in their windows. Consistent signage throughout downtown is helpful to visitors.

Member McLaughlin discussed his experience over the holiday weekend and shared that his business required patrons to wear a face mask and provided a hand washing station with the requirement to wash hands upon entrance. He indicated that the measures were generally well received, with particular appreciation for the hand washing station. He indicated that he would like to see more mask wearing requirements and that it is important that the community lead by example.

Member Chatinsky offered that his business remained locked and people were permitted in for certain needs only. They limit the number of people that can enter at one time, and the process is working well for them.

Member VanLandingham reported that his businesses had been closed since May 18, 2020 and patrons are now being permitted by appointment only through June 1, 2020. After June 1st there will be limited capacity and people will have to wear a mask while on property. They are hiring security and greeting staff who will provide information to people about the rules.

Member VanLandingham also offered that the City Council has put out a great video about wearing masks, and Discover Flagstaff has put out their information attached to the CDC guidelines that encourages responsible behaviors. Having willing businesses put that messaging up in their windows will send a good message to the public

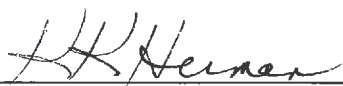
6. PUBLIC PARTICIPATION

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.

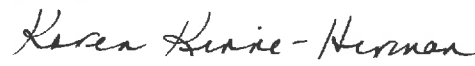
There were no members of the public in attendance.

7. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of May 26, 2020 adjourned at 10:35 a.m.



David Stilley, Chairman


Karen Kovic-Herman
Vice-Chairman

ATTEST:



Stacy Saltzburg, District Clerk