

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

Tuesday, June 23, 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/87538936216?pwd=M2IFdHJ1U1psb2lVU0JHQUdRb05qUT09>

Meeting ID: 875 3893

Password: 561963

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 June 23, 2020 to order at 10:02 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 May 26, 2020 and June 9, 2020

Vice Chairwoman Karen Kinne-Herman moved to approve the minutes of May 26, 2020 and June 9, 2020; seconded by Member Jerry McLaughlin; passed unanimously.

4. Public Hearing for 2020-2021 Final Budget and Property Tax Levy of Flagstaff Downtown Business Improvement and Revitalization District.

Chairman Stilley opened the public hearing.

Ms. Suda stated that the total budget for fiscal year 2021 is \$220,050 and includes a flat levy which means that the District will be assessing the same amount of taxes as the previous year.

There being no members of the public in attendance to offer comments, Chairman Stilley closed the public hearing.

5. Convene Special Meeting

Chairman Stilley convened a Special Meeting at 10:05 a.m.

6. Consideration of Resolution No. 2020-02: A Resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff adopting the budget for Fiscal Year 2020-2021

Member John VanLandingham moved to read Resolution No. 2020-02 by title only; seconded by Member Steve Chatinsky; passed unanimously.

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021

Member Karen Kinne-Herman moved to adopt Resolution No. 2020-02; seconded by Member Jerry McLaughlin; passed unanimously.

The Special Meeting adjourned at 10:08 a.m.

7. Reconvene Regular Meeting

Chairman Stilley reconvened the Regular Meeting at 10:08 a.m.

8. Consideration and Approval: Amendment Three to Hinton Burdick Agreement

Ms. Suda explained that the amendment is for the review of the District's financial statements. This will be the fifth year with Hinton Burdick, they provided three years of full audits and last year and this year will be a review of the financial statements only.

Vice Chairwoman Kinne-Herman asked if there would be any reason to return to full audits periodically. Ms. Suda explained that an audit provides a higher level of review of the financials. With the small budget that the District has and the other measures in place to provide checks and balances the review is practical, less expensive, and meets the requirements of the law. It is up to the Board if they would like to periodically have that higher level of review.

Ms. Suda suggested that next year the District do a Request for Proposals to solicit for audit or review services since it has been five years since the last solicitation. Ms. DeBoard agreed, stating that she would recommend a new solicitation next year.

Member Jerry McLaughlin moved to approve Amendment Three to Hinton Burdick Agreement; seconded by Member John VanLandingham; passed unanimously.

9. FDBA Director Report

Ms. Madeksza provided an update on the new "Movies off the Square" which is a drive-in style movie in place of the traditional Movies on the Square. Two movies have been completed thus far and they have gone very well. Participants are required to pre-register as they are only able to fit 65 to 70 vehicles and they want to avoid hundreds of people coming to the venue. It speaks to the success that the movie last Saturday was sold out in only four minutes. People can stay in their vehicles and they are able to preorder food from downtown restaurants. Ms. Madeksza indicated that there is enough funding to do one more Saturday and they are actively seeking donations and sponsorships to continue the movies into July.

Ms. Madeksza reported that another large effort has been working with the City for some creative uses of public space downtown. They are looking at different ways to utilize Heritage Square, parking lots, sidewalks, and other spaces to allow businesses to expand their capacity. Many restaurants are operating at 25-50% of their capacity and having the ability to expand onto the sidewalk and parking areas could be very helpful. The City Councilmembers have offered their support and she is working with the City Manager and Downtown Visioning consultant to develop a plan.

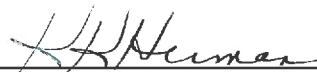
The Downtown Vision process is continuing to move forward. The consultants have been busy working with many businesses and partners and they appear to have a good feel for what is going on in Flagstaff. Working groups have been identified and will begin meeting to discuss the downtown experience, transportation and parking, the built environment, and the downtown connection center. The focus is beginning to shift towards the details of the plan and getting business owners involved to help shape the vision for the downtown.

10. PUBLIC PARTICIPATION

There were no members of the public in attendance.

11. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of June 23, 2020 adjourned at 10:20 a.m.



David Stilley, Chairman

Karen Kinnel-Herman
Vice - Chairman

ATTEST:



Stacy Saltzbourg, District Clerk