

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

**Tuesday, July 7, 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/81063444086?pwd=ZlF3RnRORhUzZ0VC9FTTBhWlRYUT09>**

**Meeting ID: 810 6344 4086**

**Password: 517168**

**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 July 7, 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 June 23, 2020

**Member Jerry McLaughlin moved to approve the minutes of June 23, 2020; seconded by Member Steve Chatinsky; passed unanimously.**

4. Consideration of Resolution No. 2020-03: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff adopting the property tax assessments for FY2020-2021

Ms. Suda explained that the resolution is to adopt the tax assessment based on the FY2020-2021 budget. The District will be adopting a flat revenue so the same amount of tax will be assessed as last year.

**Chairman David Stilley moved to read Resolution No. 2020-03 by title only; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.**

*A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX ASSESSMENTS FOR FY2020-2021.*

**Vice Chairwoman Karen Kinne-Herman moved to adopt Resolution No. 2020-03; seconded by Member Jerry McLaughlin; passed unanimously.**

5. Acceptance of Monthly Financial Reports:

- A. January 2020
- B. February 2020
- C. March 2020
- D. April 2020
- E. May 2020

Ms. Suda reported that when reviewing the bank statements, it was discovered that the County had not yet paid their payment in lieu of tax to the District. The County has been contacted and payment should be made soon.

**Member John VanLandingham moved to accept the monthly financial reports; seconded by Chairman David Stilley; passed unanimously.**

6. FDDBA Director Report

Ms. Madeksza reported that additional sponsorships had been received that provided the opportunity to provide two additional movies for Movies Off the Square. They will continue fundraising efforts in hopes of adding additional movie nights.

Ms. Madeksza reported that there is a proposal moving forward that will expand the use of public space downtown to give restaurants the ability to expand some of their operations outdoors to maintain proper social distancing and stay in compliance with the Governor's Declaration calling for only 50% capacity in restaurants. She attended the Council Meeting last Tuesday and received unanimous support from the Council on the proposal. The City and DBA are working together on the details and they hope to see something in place within the next two weeks.

Member McLaughlin asked if there were plans for portable restrooms and hand washing stations. Ms. Madeksza stated that those elements are being included in the plan discussions. She indicated that hand washing stations seem very doable but there are some concerns about the portable restrooms in Heritage Square and maintaining the proper cleanliness for the facilities. The discussions are ongoing, and she will be sure to update the Board as more information becomes available.

7. 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.

8. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of July 7, 2020 adjourned at 10:12 a.m.

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David Stilley, Chairman

ATTEST:

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Stacy Saltzburg, District Clerk

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