

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

**Tuesday, October 13, 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.**

**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 Karen Kinne-Herman called the Regular Meeting of October 13, 2020 to order at 10:01 a.m.

2. Roll Call

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Chairman David Stilley

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 July 7, 2020

**Member John VanLandingham moved to approve the minutes of July 7, 2020; seconded by Member Jerry McLaughlin; passed unanimously.**

4. Acceptance of Monthly Financial Reports:

A. June 2020

Ms. Suda stated that the June statement is ready for review and approval. July through September are being finalized and she is working on her review of the auditor's annual review.

Vice Chairwoman Kinne-Herman noted that at the last meeting Ms. Suda reported that the County had not yet paid their payment in lieu of taxes. She asked if that had been paid. Ms. Suda explained that it had not; the County had reissued the check, but it got lost in the mail again. They are currently working on setting up an

EFT account to have the payment directly deposited into the bank account. Hopefully this will eliminate any issues and expedite the process in the future.

**Member Jerry McLaughlin moved to accept the monthly financial reports; seconded by Member Steve Chatinsky; passed unanimously.**

5. Consideration and Possible Action to Approve Payment of the Semi-annual payment to the FDBA in in the amount of \$88,250.

Vice Chairwoman Kinne-Herman offered that she believes that the District gets great value from the services that the FDBA provides.

**Member Jerry McLaughlin moved to approve payment of the semi-annual payment to the FDBA in in the amount of \$88,250; seconded by Member Steve Chatinsky; passed unanimously.**

6. FDBA Director Report

Ms. Madeksza reported that the DBA has met with all the candidates for City Council and shared that it was a good opportunity to hear their perspectives on the downtown. They were good conversations and it allowed for relationships to be started with the non-incumbent candidates. The DBA will continue to work closely with the newly elected Council and will continue to push the downtown agenda.

Ms. Madeksza stated that the DBA led an effort to establish a small business relief grant and they were able to raise \$30,000 from NAU, Coconino County, and the City of Flagstaff to fund the program. The grants are meant to target small businesses with ten or less employees and those who were unable to receive federal funding. Businesses are struggling and this is an opportunity to help them. The grant just opened yesterday, and it will be open through noon on Friday, October 16, 2020. There is a group of stakeholders that will review and make awards. The grant is open to any small business in Flagstaff, not just downtown. If additional funds are secured the program could be expanded.

Ms. Madeksza reported that parking will remain free through March 2021 with a plan to go back to \$1.00 per hour in March. This will provide time to reset the marketing and messaging to the community while also supporting downtown businesses. She reported that the lockbox funds had not been utilized to fund operations since the program paused earlier in the year and it is not anticipated that they will need to be used. She also reported that there is a plan in place to continue the expanded use of right of way through the winter months. The traffic barriers will be taken down on October 19, 2020 in preparation for colder weather. The barriers are filled with water and will become hazardous should they freeze. White picket fences and crowd fencing will be used in place of the barriers that will allow the businesses along Aspen to extend their outdoor operations further into the winter season.

Ms. Madeksza reported that the DBA has formed a partnership with the Flagstaff Arts Council. The Arts Council will be helping with the marketing of the First Friday Art Walks and providing additional information and outreach to encourage more downtown businesses to participate. It is hoped that the partnership will result in drawing more people downtown to participate in the event.

Ms. Madeksza stated that the Downtown Vision Plan continues to move forward, and the vendor is currently working on the draft plan. There has been an effort to see some historic

preservation applied as well as integrating housing and connectivity with the Mountain Line connection center. She also reported that the Clean Team continues to operate and their efforts with power washing the sidewalks have been very successful.

Ms. Madeksza reported about upcoming holiday activities including a Halloween Bingo game that encourages people to visit and spend money downtown. For the winter holidays, she offered that instead of a single large tree lighting event that draws a large crowd downtown, they will be doing a lighting of the tree and downtown area nightly. People can come downtown and stroll, get some hot cocoa and enjoy the lights and decorations. There are a number of activities that are in the works including the luminary stroll and holiday passport. While it may be different than years past, downtown will look beautiful and people can expect the same holiday feel that they have always enjoyed in years past.

Vice Chairwoman Kinne-Herman asked about Tequila Sunrise. Ms. Madeksza stated that Homecoming was moved to November 7, 2020 and it will be a virtual event. This will certainly have an impact on how many people are out in person. She has reached out to many of the bars that traditionally participate in Tequila Sunrise and most of them have said that they would not be opening early. It may be that the event will be scaled back significantly due to the various restrictions in place.


#### 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 October 13, 2020 adjourned at 10:23 a.m.

  
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David Stilley, Chairman

ATTEST:

  
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Stacy Saltzburg, District Clerk