

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

**Tuesday, June 8, 2021 – 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

Chairman Stilley called the Regular Meeting of June 8, 2021 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 May 25, 2021.

**Vice Chairwoman Karen Kinne-Herman moved to approve the minutes of May 25, 2021; seconded by Member John VanLandingham; passed unanimously.**

4. Acceptance and Approval of Monthly Financial Reports:

- A. December 2020
- B. January 2021
- C. February 2021
- D. March 2021
- E. April 2021

Ms. Suda reported that revenues through April have been on the right on track and the District is where it should be. The in lieu of taxes bill went out to the County and City and those should be coming in by the end of the month.

Ms. Suda reported that she is working on the RFP for financial statement review services and should have it posted soon. She indicated that it may be necessary to hold a special meeting in late July or early August to award the contract.

**Member Jerry McLaughlin moved to approve monthly financial reports of December 2020, January 2021, February 2021, March 2021, and April 2021; seconded by Chairman Dave Stilley; passed unanimously.**

5. Recess into Special Meeting

Chairman Stilley recessed into a Special Meeting at 10:06 a.m.

6. Consideration and Adoption of Resolution No. 2021-02: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff adopting the budget for fiscal year 2021-2022.

No public comment was offered on the budget resolution.

**Chairman Dave Stilley moved to adopt Resolution No. 2021-02; seconded by Member John VanLandingham; passed unanimously.**

Ms. Suda stated that in two weeks the Board will consider and potentially adopt the fiscal year 2021-2022 primary property tax assessment.

7. Reconvene Regular Meeting

Chairman Stilley adjourned the Special Meeting and reconvened the Regular Meeting at 10:09 a.m.

8. FDBA Director Report

Ms. Madeksza reported that First Friday Art Walk was held on June 4, 2021; this was the first art walk post-COVID. Additionally, the DBA has joined with the Flagstaff Arts Council to partner on future art walks. Downtown businesses were concerned that the usual turnout for the art walks had declined so the DBA reached out to help with communication and assist with the marketing to hopefully reach a broader audience and reinvigorate the event.

The DBA has also partnered with the Flagstaff Community Market for a farmer's market in Heritage Square and along Aspen Avenue. The City has approved the event and the first market will be held on June 16, 2021. Additionally, they are working to begin activating the downtown alleys for pedestrians and use by vendors during the farmer's market. The market will be active between 4:00 and 8:00 p.m.

Ms. Madeksza also indicated that the DBA is moving forward with Movies on the Square beginning July 3, 2021 and monthly thereafter. They anticipate the movies will continue through at least September and then hopefully they can shift to the drive-in set up after September. She also reported that the DBA is joining with downtown businesses to host a job walk to encourage job seekers to come downtown, meet with businesses, and submit job applications. Businesses have been struggling to fill their vacant positions and it is hoped this might generate some interest.

The Park Flag annual report is currently at the printer and will be distributed soon. Overall revenues are up with a \$5,000 Saturday which is high. When looking at May 2019 compared to May 2021, the revenue is higher, even with reduced hours. This is great news. There are two surface parking lots coming online soon; the Flagstaff Senior Living lot on the north side of Cherry should be online in June however the old courthouse lot is taking a bit longer. There have been some challenges with utility relocation as well as abatement issues. She continues to work with the City to try and get it up and running sooner especially if the construction is not scheduled to begin until the fall.

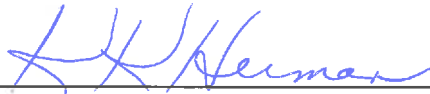
9. PUBLIC PARTICIPATION

*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.*

There were no members of the public in attendance.

10. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of June 8, 2021 adjourned at 10:17 a.m.



\_\_\_\_\_  
Karen Kinne-Herman, Vice Chairwoman

ATTEST:



\_\_\_\_\_  
Stacy Saltzburg, District Clerk