

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

**Tuesday, June 22, 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.**

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

**<https://us02web.zoom.us/j/85455189000?pwd=ZzJESERFNjVrNzllb2JkYit5V2ovUT09>**

**Meeting ID: 854 5518 9000**

**Password: 770351**

**A G E N D A**

**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
2. Roll Call
3. Approval of Minutes of the Regular Board Meeting of June 8, 2021.
4. Consideration and Adoption of Resolution No. 2021-03: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff adopting the property tax assessments for fiscal year 2021-2022.
5. FDBA Director Report
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.*

7. Adjournment

**CERTIFICATE OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Board with the District Clerk.

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

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

**Tuesday, June 8, 2021 – 10:00 AM**

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**M I N U T E S**

**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.

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Karen Kinne-Herman, Vice Chairwoman

ATTEST:

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Stacy Saltzburg, District Clerk

**FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT  
AND REVITALIZATION DISTRICT OF FLAGSTAFF, ARIZONA**

RESOLUTION NO. 2021-03

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF  
DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION  
DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX  
ASSESSMENTS FOR FISCAL YEAR 2021-2022

**WHEREAS**, by the provisions of State law, the resolution levying taxes for fiscal year 2021-2022 is required to be finally adopted not later than the third Monday in August, and

**WHEREAS**, the County of Coconino is the assessing and collecting authority for the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff, Arizona ("District").

**NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF, ARIZONA AS FOLLOWS:**

Section 1. There is hereby levied a secondary property tax which is a sum certain based on the 2020 Tax Year assessed value of all real property within the boundaries of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff, Arizona, except such property as may be by law exempt from taxation or is excluded from the District, which includes any story above the second floor, for the fiscal year ending on the 30<sup>th</sup> day of June, 2022.

Section 2. That the District Clerk is hereby directed to transmit a certified copy of this resolution to the County Assessor and the Board of Supervisors of the County of Coconino, Arizona.

Section 3. Effective Date. The tax levy imposed by this Resolution shall take effect August 1, 2021.

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 22nd day of June, 2021.

\_\_\_\_\_  
for Chairman

ATTEST:

\_\_\_\_\_  
District Clerk

APPROVED AS TO FORM:

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Attorney for the District

ATTACHMENTS:

Attachment A: Legal Description of District

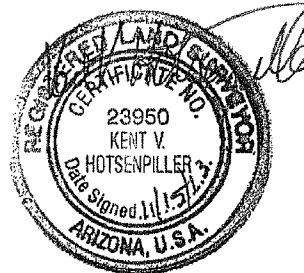
Attachment B: Assessment by Parcel within the District

EXHIBIT A

The following is a description of parcels of land as shown on the Flagstaff Plat as recorded in Book 1 of Maps, Page 16, Coconino County Records, situate in the SE¼ of section 15 and the SW¼ of section 16, Township 21 North, Range 7 East, G.& S.R.M., Flagstaff, Coconino County, Arizona being more particularly described as follows:

Lots 1 through 12, Block 3A of said plat;  
Lots 1 through 12, Block 34 of said plat;  
Lots 1 through 12, Block 33 of said plat;  
Lots 1 through 24, Block 32 of said plat;  
Lots 1 through 27, Block 2A of said plat;  
Lots 1 through 26, Block 19 of said plat;  
Lots 1 through 24, Block 18 of said plat;  
Lots 1 through 24, Block 17 of said plat;  
Lots 1 through 24, Block 1A of said plat;  
Lots 1 through 24, Block 6 of said plat;  
Lots 1 through 24, Block 5 of said plat;  
Lots 1 through 24, Block 4 of said plat;

Assessor Parcel 100-44-006A, ATSF Railroad;  
Assessor Parcel 100-44-001, BNSF Railroad;  
Assessor Parcel 100-44-002A, BNSF Railroad;  
Assessor Parcel 100-44-006B, Flagstaff Chamber of Commerce;  
Assessor Parcel 100-44-005A, City of Flagstaff;  
Assessor Parcel 100-44-004D, City of Flagstaff;  
Assessor Parcel 100-44-003E, BNSF Railroad;  
Assessor Parcel 100-44-003C, City of Flagstaff;  
Assessor Parcel 100-44-004E, City of Flagstaff;  
Assessor Parcel 101-27-002D, City of Flagstaff;  
Assessor Parcel 101-27-002C, ATSF Railroad;  
Assessor Parcel 101-27-001C, BNSF Railroad;



Expires: 8/31/15

Including the Rights-of-Way as shown.

Exclusions from District:

1. With respect to any multi-story building located in the district, any story above the second floor shall be excluded from the district. In the event a new building is constructed after formation of the district, the same rule shall apply. For district purposes, the property value of that portion of a multi-story building located within the district shall be determined by the Coconino County Assessor.
2. All personal property, as determined by the Coconino County Assessor.

Said parcels shown on the attached Exhibit B which by this reference is made a part hereof.

**Mogollon** Engineering and Surveying, Inc.

411 W. Santa Fe Ave. Flagstaff, AZ 86001- P.O.-Box 1952 Flagstaff, AZ 86002-mogollon99@aol.com- 928-214-0214

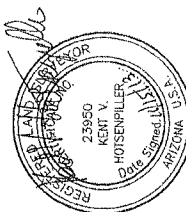
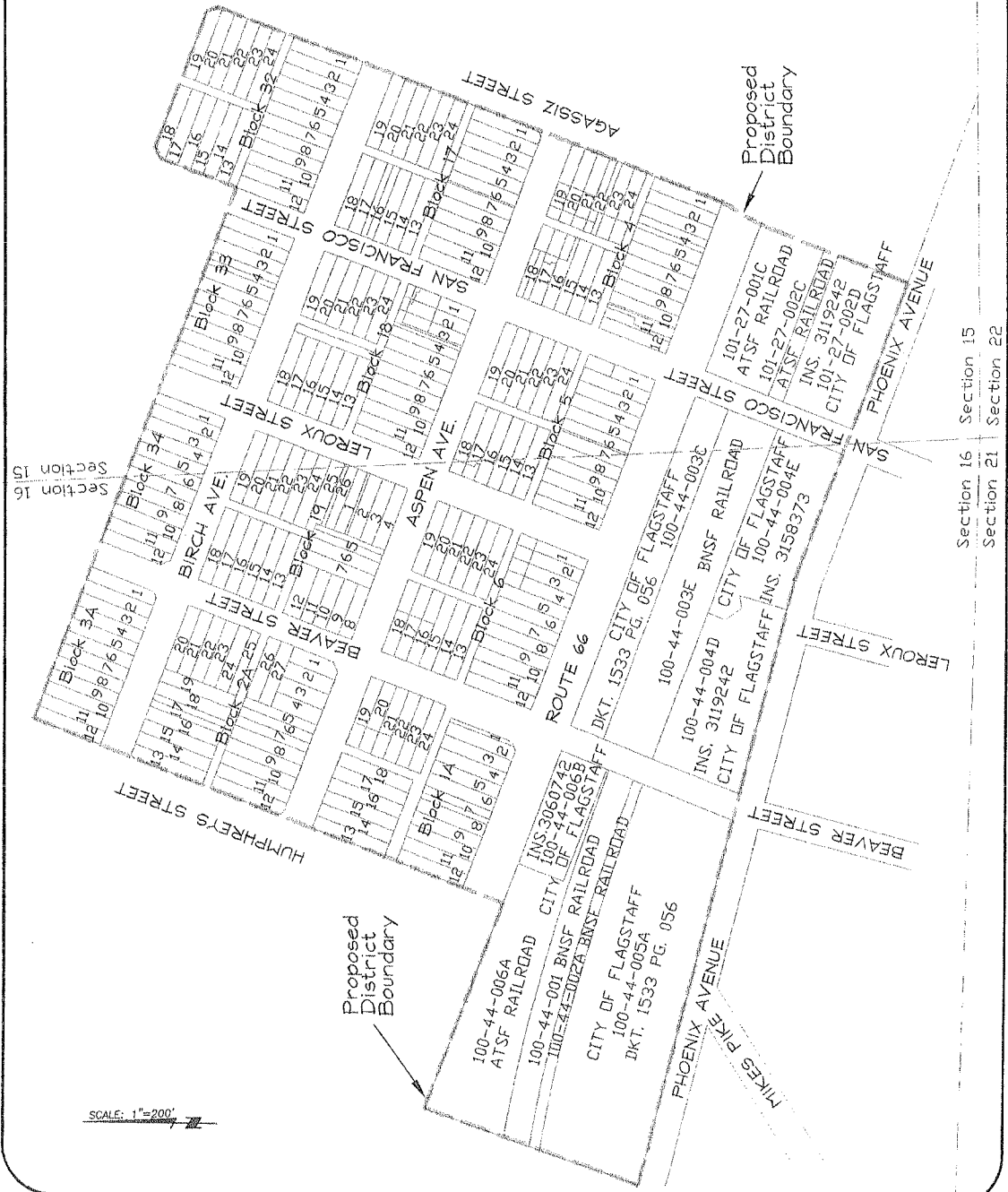
**FLAGSTAFF BUSINESS  
IMPROVEMENT AND  
REVITALIZATION DISTRICT  
LEGAL DESCRIPTION EXHIBIT**

FLAGSTAFF TOWNSITE, BOOK  
1 OF MAPS PAGE 16,  
COCONINO COUNTY RECORDS  
LOCATED IN THE SE1/4  
SECTION 16 AND THE SW1/4  
SECTION 15, T 21 N, R 7 E,  
FLAGSTAFF, COCONINO  
COUNTY, ARIZONA

Including the Rights-of-Way as shown.

**Exclusions from District:**

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2. All personal property, as determined by the Coconino County Assessor.



Expires on 3/31/12

Information shown hereon is from  
City of Flagstaff G.I.S. No field  
work was performed by **MOCOLLON**  
Engineering & Surveying, Inc.



**Flagstaff Downtown Revitalization District  
Special Assessments**

20001 - FLAG DWTN REV DIST					*Note: Salmon highlight indicates adjusted value calculated.
Tax Year:		2021			
Budget:	\$	155,934			
Factor		1.529			
Account Number	Parcel Number	Primary Net Assessed	Assessment Amount	Owner	
C0000058	99956795	41	1	CENTURYLINK COMMUNICATIONS LLC	
C0008407	99956729	575,598	8,801	QWEST CORPORATION	
C0030049	99954650	136,663	2,090	ARIZONA PUBLIC SERVICE COMPANY	
C0039313	99964650	124	2	ARIZONA PUBLIC SERVICE COMPANY (EPF)	
C0055218	99951701	19,878	304	UNISOURCE ENERGY CORPORATION	
C0056344	99954660	22,251	340	UNISOURCE ENERGY CORPORATION	
C0056345	99964660	474	7	ARIZONA PUBLIC SERVICE COMPANY (CWIP)	
C0061761	99965650	15,008	229	UNISOURCE ENERGY CORPORATION	
C0224631	99965660	112	2	FLEMING BROTHERS LLC	
R0010378	10020018	122,437	1,872	SCHEURING ML REVOCABLE LIVING TRUST DTD 08-12-04	
R0010379	10020019A	44,339	678	LOLAS KIDS LLC	
R0010380	10020021A	117,908	1,803	MT JULIET PROPERTIES LLC	
R0010381	10020023	95,047	1,453	ODEGAARD VAN H	
R0010382	10020024	56,875	870	ORPHEUM HOLDINGS LLC	
R0010383	10020025	144,411	2,208	WEATHERFORD HOTEL INC	
R0010384	10020026	174,960	2,675	BOYER RONALD C & PATTIE M TRUST DTD 10-09-98	
R0011648	10118001	11,078	169	BOYER RONALD C & PATTIE M TRUST DTD 10-09-98	
R0011649	10118002	84,787	1,296	DOWNRIVER ADVENTURES LLC	
R0011650	10118003C	116,717	1,785	ARIZONA BANK	
R0011651	10118004	204,762	3,131	HERMAN & KINNE LLC	
R0011655	10118008A	392,730	6,005	GEILE MANAGEMENT LLC	
R0012364	10019007	144,958	2,216	LEROUX RETAIL LLC	
R0012365	10019008A	85,861	1,313	COAST & MOUNTAIN PROPERTIES	
R0016235	10121012	79,385	1,214	COAST & MOUNTAIN PROPERTIES	
R0016236	10121013A	136,129	2,081	PUCHTECA INVESTMENT GROUP LLC	
R0016237	10121016A	26,126	399	FLAG RETAIL CENTER LLC	
R0016238	10121016B	32,965	504	WESTBROOK FAMILY TRUST U/D/T DTD 2-24-2000	
R0016239	10121016C	35,206	538	DA VINCI INVESTMENTS LLC	
R0016240	10121016D	52,695	806	WESTBROOK FAMILY TRUST U/D/T DTD 2-24-2000	
R0016241	10121016E	15,380	235	TANN SANDRA	
R0017152	10121017	35,997	550	POUENMUANG ARIN & CHENNAPHA	
R0017153	10121018	37,501	573	MCCORMICK DAVID	
R0017154	10121019	46,122	705	MCCORMICK DAVID	
R0017155	10121020	101,882	1,558	BNSF RAILWAY COMPANY	
R0017236	10127002C	11,347	173	ASPEN CONSOLIDATED INVESTMENTS LLC	
R0023890	10020017	129,374	1,978	STILLEY PETER B & MOLLY W	

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Tax Year:	2021				
Budget:	\$ 155,934				
Factor	1.529				
Account Number	Parcel Number	Primary Net Assessed	Assessment Amount	Owner	
R0027573	10121007	100,409	1,535	COAST & MOUNTAIN PROPERTIES	
R0027574	10121008	24,683	377	COAST & MOUNTAIN PROPERTIES	
R0027575	10121009	101,247	1,548	WONG FAMILY TRUST UA DTD 07-01-10	
R0027576	10121010	50,829	777	104 E ROUTE 66 LLC	
R0027577	10121011	30,942	473	COAST & MOUNTAIN PROPERTIES	
R0027698	10121021A	74,978	1,146	STILLEY PETER B & MOLLY W	
R0027699	10121022	9,839	150	BIRCH STREET PROPERTIES LLC	
R0028358	10019014B	141,016	2,156	MATTINGLY ALBERT PAUL JR & PATSY S	
R0028359	10019016	60,640	927	KKHMH PROPERTIES LLC	
R0028360	10019017	72,152	1,103	ABLE BUILDING LLC	
R0028361	10019018	92,602	1,416	LEVITAN FAMILY TRUST DTD 10-15-98	
R0030400	10019001A	115,581	1,767	BABBITT JIM & HELENE REVOCABLE TRUST DTD 10-22-12	
R0030401	10019001B	71,937	1,100	BABBITT FOUNDATION	
R0033992	10138001	89,601	1,370	107 CORPORATION	
R0033993	10138002	60,079	919	BABBITT FOUNDATION	
R0033994	10138003	74,641	1,141	121 EAST BIRCH LLC	
R0042526	10119002	20,833	319	CRAVEN ENTERPRISES LLC	
R0042527	10119003A	10,124	155	121 EAST BIRCH LLC	
R0042528	10119003B	10,417	159	CRAVEN ENTERPRISES LLC	
R0042529	10119004	10,709	164	CRAVEN ENTERPRISES LLC	
R0042530	10119005	242,906	3,714	LIMBER PINE ENTERPRISES II LLC	
R0042531	10119006A	218,105	3,335	FLAGSTAFF LODGE NO 7 FREE & ACCEPTED MASONS	
R0042532	10119007A	186,292	2,848	BNSF RAILWAY COMPANY	
R0043118	10044006A	14,232	218	FLAGSTAFF CHAMBER OF COMMERCE	
R0043119	10044006B	130,609	1,997	STILLEY PROPERTIES LLC	
R0046285	10020027	69,555	1,063	SCHEURING ML REVOCABLE LIVING TRUST DTD 08-12-04	
R0046286	10020028	21,838	334	SILO HOLDINGS LLC	
R0046288	10021003A	84,988	1,299	BERARDI INVESTMENTS NO 2 LLC	
R0046289	10021005	87,110	1,332	TULSI 1 LLC	
R0046290	10021006	89,808	1,373	VALLEY NATIONAL BANK ARIZONA	
R0053276	10010001C	390,558	5,972	121 EAST BIRCH LLC	
R0055571	10119001A	42,362	648	M2M2 INVESTMENTS LLC	
R0056732	10019004A	324,437	4,961	L & D BUILDING LLC	
R0061631	10020001A	41,162	629	TIRAKUL SUCHADA	
R0061632	10020001B	25,738	394	PUCHTECA INVESTMENT GROUP LLC	
R0061633	10020002	45,437	695	KRAISORN INVESTMENT LLC	

**Flagstaff Downtown Revitalization District  
Special Assessments**

<b>20001 - FLAG DWTN REV DIST</b>				*Note: Salmon highlight indicates adjusted value calculated.
<b>Tax Year:</b>		<b>2021</b>		
<b>Budget:</b>	\$	<b>155,934</b>		
<b>Factor</b>		<b>1.529</b>		
<b>Account Number</b>	<b>Parcel Number</b>	<b>Primary Net Assessed</b>	<b>Assessment Amount</b>	<b>Owner</b>
R0061634	10020003	91,536	1,400	PHX AV PROPERTIES LLC
R0061635	10020004A	126,313	1,931	RAMSEY'S PROPERTIES LLC
R0061636	10020006A	48,413	740	RAMSEY'S PROPERTIES LLC
R0061637	10020007	28,303	433	ASPEN CONSOLIDATED INVESTMENTS LLC
R0061638	10020008	34,434	526	GEE BARBARA & LAU "PAUL" YIK PONG LIVING TRUST DTD 10-01-19
R0061639	10020009	40,077	613	LEROUX 66 LLC
R0061640	10020010	83,731	1,280	MERKLI VELASCO RENTALS LLC
R0061642	10020013	107,488	1,643	STILLEY PETER B & MOLLY W
R0061643	10020014	28,057	429	ASPEN GROVE LLC
R0061644	10020015	128,740	1,968	SWITZER BUILDING GROUP L L C
R0061645	10020016	75,487	1,154	121 EAST BIRCH LLC
R0064323	10119008B	7,065	108	121 EAST BIRCH LLC
R0064324	10119008C	326,369	4,990	HOPI TRIBE ECONOMIC DEVELOPMENT CORPORATION
R0064325	10119009E	694,195	10,614	VANLANDINGHAM PROPERTIES LLC
R0064326	10119012	415,704	6,356	RINK REALTY TRUST UDT DTD 8-1-78
R0064327	10119013	552,316	8,445	FMH ENTERPRISES LLC
R0352001	10019011C	807,820	12,352	FMH ENTERPRISES LLC
R0352002	10021007B	56,883	870	
<b>89</b>		<b>10,198,456</b>	<b>\$155,930</b>	