

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

**Tuesday, October 23, 2018 – 10:00 AM
Council Chambers
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

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 meeting of October 23, 2018, to order at 10:07 a.m.

2. Roll Call

MEMBERS PRESENT:

Chairman David Stilley
Vice Chairman Karen Kinne-Herman
Member Antoinette Beiser

MEMBERS ABSENT:

Member Steve Chatinsky

Others present: District Attorney Dana Kjellgren; District Clerk Stacy Saltzburg

3. Approval of Minutes of the Board Meeting of June 26, 2018.

Member VanLandingham indicated that there may be a misprint in the minutes regarding the tax assessment; the minutes read .6637% and he thinks it should be 1.6637%. The Board asked for clarification and to bring the minutes back at the next meeting.

4. Consideration of Authorization of Semiannual Payment to Flagstaff Downtown Business Alliance in the amount of \$79,250.

Vice-Chairwoman Kinne-Herman stated that the contract ends in December 2019 and asked if there would be time to do a new contract without a special meeting. Ms. Kjellgren stated that there is a meeting in the first week of July and that should allow ample time to get a contract in place

Vice-Chairwoman Kinne-Herman moved to authorize the Semiannual Payment to Flagstaff Downtown Business Alliance in the amount of \$79,250; seconded; passed unanimously.

5. Consideration of Process for Contracting with New Legal Counsel for the District.

Vice-Chair Woman Kinne-Herman indicated that Ms. Kjellgren is available to continue with the District for an additional year. Ms. Kjellgren stated that she will be renewing her license next year and will continue practicing until at least December 2019. With a District election this coming year it will be helpful for her to provide historical knowledge and support through that process.

Vice-Chairwoman Kinne-Herman moved to continue legal services with Ms. Kjellgren; seconded; passed unanimously.

6. Approval of an Independent Contract with Stacy Saltzburg for District clerk services for calendar year 2019.

Chairman Stillely thanked Ms. Saltzburg for her willingness to provide clerk services to the District.

Vice-Chairwoman Kinne-Herman moved to approve and sign the contract with Stacy Saltzburg for District clerk services; seconded; passed unanimously.

7. Discussion regarding upcoming Board Member term expirations.

Chairman Stillely stated that the election is coming up in 2019 and asked about the term expirations for the Board. Ms. Kjellgren explained that all terms expire at the same time in February 2019. She indicated that the election was able to be cancelled last year because there were not enough candidates to merit and election.

Ms. Saltzburg indicated that the election would need to be called in December and candidate packets made available for those who are interested in running. Ms. Kjellgren indicated that a special meeting will be needed in December to take this action. The Board agreed to schedule a special meeting on Tuesday, December 4, 2018 at 10:00 a.m. at City Hall.

Member Beiser stated that it may be time for others to step up and consider running for the Board and she hopes that there will be some interest.

8. Report by FDBA Director Terry Madeksza.

Member VanLandingham offered that Ms. Madeksza is out of town attending the International Downtown Association Annual Conference. She provided a written report that she would like to share with the Board.

Attached is the Flagstaff Downtown Business Alliance board approved work plan for the current fiscal year (August 2018 - July 2019). Please note that this is a new report that provides the FDBA with:

- a tracking mechanism for accomplishments and project status
- a structure to tell our story to stakeholders
- accurate reporting to both the FDBA and FDBIRD boards
- focus for staff

The work program follows the FDBIRD's original priorities - Parking, Management, and Advocacy, and adds Administration and Vibrancy as two new priorities. The FDBA budget allows for approximately 3.5 FTEs, and the staff is delivering at a capacity of 4.8 FTEs. As new projects or priorities arise, a process is now in place for discussion and decisions to be made by the FDBA Board.

ParkFlag has been in operation just over one year. As indicated during the approval process, the one year mark offers an opportunity to review policies and make changes where necessary for improvement of the system. An annual report is scheduled at the November 13, 2018 City Council meeting.

Vice-Chairwoman Kinne-Herman shared that she is not sure how vibrancy would be defined. Member VanLandingham offered that administration is logistical awareness to run the operations and making sure that there are time and resources available. He added that he sees goals one and two leading to vibrancy which Ms. Madekzsa has taken to the next step with some of their other events downtown that are less resource intensive.

Ms. Kjellgren cautioned that the District Board needs to keep in mind the purpose of the District which is to provide tangible improvements to the District. These things are Downtown Business Alliance focused and the revitalization focus is to provide tangible municipal benefit. That benefit would be increased through the bike racks, parking structure, and additional municipal services such as cleaning of the sidewalks. The bike racks are in storage and she is not sure what the delay is in getting them installed. The installation was the last requirement of the IGA. It is easy for the line between DBA and FDBIRD to be blurred and it is important to fully understand the purpose of both.

Vice-Chairwoman Kinne-Herman stated that she was not aware that the bike racks had not been installed and asked if there is a problem now with the contract. Ms. Kjellgren stated that the District received a reprieve because the installation has to be coordinated with the City. Member VanLandingham added that the intent is to communicate and work with the City's Public Works department to make sure the racks are not installed only to be removed for future work. He has been in contact with the City and will keep the Board apprised of any movement towards installation.

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.

None

10. Report of Board of Directors.

None

11. Adjournment

The Special Meeting of the Flagstaff Downtown Business Improvement and Revitalization District Board of Directors held October 23, 2018, adjourned at 10:31 a.m.

David Stilley, Chairman

ATTEST:

Stacy Saltzburg, District Clerk