

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

**Tuesday, January 8, 2019 – 10:00 AM
Council Offices - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

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 10:07 a.m.
2. Roll Call

MEMBERS PRESENT:

Chairman David Stilley
Member Antoinette Beiser
Member Steve Chatinsky
Member John VanLandingham

MEMBERS ABSENT:

Vice Chairwoman Karen Kinne-Herman

Others present: District Attorney Dana Kjellgren; District Clerk Stacy Saltzburg; FDBA Director Terry Madeksza

3. Approval of Minutes of the Board Meeting of December 4, 2018.

Member Beiser moved to approve the minutes of December 4, 2018; seconded; passed unanimously.

4. Acceptance of the FY2018 Audit and Monthly Financial Reports:

Ms. Suda presented the FY2018 Audit and monthly financial reports. She noted that the fiscal year ended with a small decrease but overall balanced and significantly underbudget.

- A. June 2018
- B. July 2018
- C. August 2018
- D. September 2018
- E. October 2018

Member VanLandingham moved to approve the FY2018 Audit and the Monthly Financial Reports; seconded; passed unanimously.

5. Consideration of Resolution No. 2019-01: A resolution of the Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff amending its Rules of Procedure regarding meetings.

Chairperson Stilley move to read Resolution No. 2019-01 by title only; seconded; passed unanimously.

A RESOLUTION OF THE BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF AMENDING ITS RULES OF PROCEDURE REGARDING MEETINGS.

Member VanLandingham moved to adopt Resolution No. 2019-01; seconded; passed unanimously.

6. Consideration of Resolution No. 2019-02: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff repealing Resolution No. 2018-04 calling a Special Election for February 19, 2019 and calling a Special Election for March 5, 2019, for the purpose of submitting to the property owners of the District the Election of Board of Directors.

Ms. Saltzburg explained that she made an error posting the required notices for the election scheduled for February 19, 2019. As a result, the election is not able to occur as planned and needs to be rescheduled to accommodate the required posting and notification schedules. Ms. Saltzburg presented a resolution that would repeal the prior resolution calling the February election and calling a new election for March 5, 2019. The Board agreed that the effective date of the new Board members would be the day after the canvass; the effective date would be March 13, 2019.

Chairperson Stilley moved to read Resolution No. 2019-02; seconded; passed unanimously.

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF REPEALING RESOLUTION NO. 2018-04 CALLING A SPECIAL ELECTION FOR FEBRUARY 19, 2019 AND CALLING A SPECIAL ELECTION FOR MARCH 5, 2019, FOR THE PURPOSE OF SUBMITTING TO THE PROPERTY OWNERS OF THE DISTRICT THE ELECTION OF BOARD OF DIRECTORS.

Chairperson Stilley moved to adopt Resolution No. 2019-02; seconded; passed unanimously.

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.

Ms. Madeksza provided an update on the downtown activities over the holidays. The activities resulted in more people coming into downtown than have been seen before. Each year more is being done and it is absolutely remarkable to see the improvements over the last four years.

Chairperson Stilley asked the Board if they saw an improvement in their retail numbers. Member Beiser stated that December was pretty good and Member Chatinsky stated that after the holidays are always better for him but the activity during December is so much better than it used to be and what Ms. Madeksza and the District has done has been a wonderful improvement. Member VanLandingham added that there were so many people downtown through the holidays and it is so much more than it has ever been. Ms. Madeksza stated that the DBA is now focusing their attention on the programming for February, March, and April.

Ms. Madeksza reported on parking and stated that the DBA continues to monitor Park Flag and the day to day activities and operations to make sure that the stakeholders' interests are kept at the top of the mind. The annual report is being developed and she is hoping it will be released soon. She has also been working closely with the City on responding to snow operations about snow removal and the clearing of the streets, sidewalks, and alley ways. Member VanLandingham noted that the snow removal has also been much better than it ever was before. Member VanLandingham

asked the status of the parking study. Ms. Madeksza stated that she was told that there is an update scheduled for the 22nd in front of Council that will review the new study and the inventory. The current study showed a shortfall of 200 parking space. She is working on getting information on the study and how it was conducted.

Member VanLandingham stated that he is not impressed with the report and he expressed frustration that the District was not involved in any way with the study. The study was done before the HUB can on board so the effects of that are not included in the inventory. The District was created to build parking on a documented need of 500-600 spaces and a report that shows a shortage significantly smaller than that does not make sense. He wants to make sure that a year from now the parking problem is declared solved and the revenues being generated from the program are swept for other City programs.

Ms. Madeksza offered that with the report going before three new Councilmembers they need to be prepared to do some advanced work with the new Councilmembers to bring them up to speed.

Member Beiser asked where the parking fines go. Ms. Madeksza stated that a majority of the fine goes to the State of Arizona and the remainder goes to the municipal court.

Member VanLandingham asked for an update on the infrastructure project. Ms. Madeksza stated that Kinney Construction Services is on board to do the installation of the bike racks, the permit from the City has been issued and all that remains is for the ground to thaw to install. The racks have been fabricated and the City is looking at putting more in down the road.

8. Adjournment

The Special Meeting of the Flagstaff Downtown Business Improvement and Revitalization District Board of Directors held January 8, 2019, adjourned at 10:38 a.m.

David Stilley, Chairman

ATTEST:

Stacy Saltzburg, District Clerk