

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

**Tuesday, July 1, 2014 – 10:00 AM
Staff Conference Room – Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

MINUTES

1. Call to Order

Chairman VanLandingham called the meeting to order at 10:02 a.m.

2. Roll Call

One or more Board members may be in attendance telephonically or by other technological means.

Members Present:

Members Absent:

Chairman John VanLandingham (telephonically) None
Member David Stilley
Member Antoinette Beiser

Others present: Dana Kjellgren, District Attorney; Barbara Goodrich, District Finance Director; Elizabeth Burke, District Clerk; Karl Eberhard.

3. Approval of Minutes: June 17, 2014, Regular Meeting

Chairman VanLandingham moved to approve the minutes of the June 17, 2014, meeting; seconded; passed unanimously.

4. Consideration of Resolution No. 2014-09: A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX ASSESSMENTS FOR FY2014 – 2015

Ms. Goodrich said that the Chairman had worked with the Assessor's Office who gave the District a choice of adopting a rate, or setting a sum certain and with the two-story cut-off option they chose to calculate the sum certain for each parcel. She said that the total was \$127,499 which is what was proposed in the budget. Once adopted, the County will bill that flat rate and, separate from that, she will bill the County and City, which altogether brings the total to approximately \$168,000. She said that while they have calculated a flat dollar amount, they will recalculate this every year to make sure they are not going over the maximum rate.

Chairman VanLandingham noted that at the end of Section 1, the resolution included wording referring to "personal property" and they had agreed to remove that wording.

Member Stilley moved to adopt Resolution No. 2014-09 as amended; seconded; passed unanimously.

5. Approval of Agreement to Indemnify and Hold Harmless City and City staff in performance of their job functions as Clerk and Treasurer for the District.

Chairman VanLandingham moved to approve the Agreement to Indemnify and Hold Harmless the City and City staff in the performance of their job functions; seconded; passed unanimously.

6. Assignment of a responsible person to serve as administrative staff for the District Board and Officers.

Chairman VanLandingham said that he was happy to put his name to these items. He noted that once an Executive Director hired, they will make that change.

Member Stilley moved to assign John VanLandingham as the responsible person to serve as administrative staff for the District Board and Officers and the Single Point of Contact for the District and District members (No. 7 below), until an Executive Director is hired; seconded; passed unanimously.

7. Assignment of a responsible person to serve as the Single Point of Contact for the District and District members.

See No. 6 above.

8. Update of IGA deliverables.

The Board reviewed the deliverables listed in the IGA. It was noted that Chairman VanLandingham had prepared a draft Annual Work Plan and Ms. Burke agreed to send that out to everyone again and they could ratify it at the next meeting, but it would also be sent to Mr. Eberhard. It was noted that the Work Plan was created largely from the Intergovernmental Agreement.

9. PUBLIC PARTICIATION

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.

Chairman VanLandingham reported that he has been looking into insurance for the District and Board of Directors and would report back once he received information.

11. Adjournment

The Regular Meeting of the Board of Directors of the Flagstaff Downtown Business Improvement and Revitalization District of July 1, 2014, adjourned at 10:20 a.m.

John VanLandingham, Chairman of the Board

ATTEST:

Elizabeth A. Burke, District Clerk