

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

**Tuesday, August 5, 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 10:00 a.m.

2. Roll Call

Present:

Absent:

Chairman John VanLandingham
Member Antoinette Beiser
Member Dave Stilley

None

Others present: Mark Lamberson; District Attorney Dana Kjellgren; District Clerk Elizabeth Burke.

3. Approval of Minutes: July 1, 2014, Regular Meeting

Member Stilley moved to approve the minutes of July 1, 2014; seconded; passed unanimously.

4. Ratification of 2014-2015 Work Plan Approval.

Ms. Kjellgren said that the Work Plan was developed by July 1, 2014, which was a requirement in the IGA but the Board did not formally act on it. It was reviewed and discussed at the prior meeting.

Member Stilley moved to ratify the 2014-2015 Work Plan approval; seconded; passed unanimously.

5. Discussion of Request for Proposal for District Management Services.

At this time Chairman VanLandingham and Mr. Lamberson left the room.

Ms. Kjellgren briefly reviewed the RFP that had been prepared.

After a brief discussion, **Member Stilley moved to direct District staff to proceed with the RFP process; seconded; passed unanimously.**

Ms. Kjellgren noted that Ms. Goodrich was out of town this week, but would get with her next week to begin that process. She reminded Members Stilley and Beiser that two

members of the Board would need to be at a pre-proposal meeting, which will have to be posted as a special meeting of the Board.

6 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.

Chairman VanLandingham and Mr. Lamberson returned to the meeting at this time.

7. Report of Board of Directors.

Chairman VanLandingham reported that the bank account had been set up at Compass Bank and the IGA check from the City has been deposited.

He also reported that he has been working on insurance for the Board members and officers, but that was still in progress.

Chairman VanLandingham said that one of the IGA deadlines was for appointing, training, etc. the new clerk and treasurer by the end of the calendar year. He asked if there was a possibility of contracting with the City for those services. Ms. Kjellgren noted that she has spoken with a few people that may be interested, but for the City to stay involved they would need to discuss it further with the City Manager.

8. Adjournment

The regular meeting of the Flagstaff Downtown Business Improvement and Revitalization District Board held August 5, 2014, adjourned at 10:22 a.m.

John VanLandingham, Chairman

ATTEST

Elizabeth A. Burke, District Clerk