

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

**Tuesday, October 7, 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 10:07 a.m.

2. Roll Call

Present

Absent

Chairman John VanLandingham
Member Dave Stilley

Member Antoinette Beiser

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

3. Approval of Minutes of the Board meetings of September 2, 2014; September 10, 2014; and September 22, 2014.

Member Stilley moved to approve the minutes of September 2, 2014; September 10, 2014; and September 22, 2014; passed unanimously.

4. Approval of reimbursement to the Flagstaff Downtown Business Alliance for District expenses paid in 2014.

Mr. Lamberson, President of the Flagstaff Downtown Business Alliance, stated they were excited to be moving forward with management of the District; they are currently recruiting for a Director. Today he was at the meeting to ask that the District reimburse the FDBA for the expenses associated with the formation and operation of the District to date.

Member Stilley moved to approve reimbursement to the Flagstaff Downtown Business Alliance for District expenses paid in 2014, as indicated on the attached Exhibit A, attached hereto and made a part hereof; passed unanimously.

5. 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.

Mr. Lamberson noted that the advertisement for a director is open until October 20, 2014. It has been posted on local, regional, state, and national job site boards. Depending on the outcome of applicants, they hope to have made a job offer before Thanksgiving. He said that it has been open ten days and they have received six to date, one local and five national.

6. Report of Board of Directors.

Chairman VanLandingham reported that the July and August financial reports have been prepared, Exhibits B and C attached hereto and made a part hereof.

Chairman VanLandingham reported that he had received a letter from the IRS regarding their EIN assignment. He said that it was not a legal determination of their tax classification. Ms. Kjellgren said that they are deemed to be a municipality, and thus tax-exempt, but she recommended they clarify the letter with their tax consultant.

Brief discussion was held on whether monthly meetings were required. Ms. Kjellgren recommended that with the current deadlines before them they should continue. She said that she would prepare a calendar with deadlines which are still outstanding.

7. Adjournment

The Regular Meeting of the Flagstaff Downtown Improvement and Revitalization District Board of October 7, 2014, adjourned at 10:16 a.m.

John VanLandingham, Chairman

ATTEST:

Elizabeth A. Burke, District Clerk