

**January 5, 2022**

Members in attendance:	Nicholas Hartzler	Brooks Godeker	Richard Hamilton
	Kay Glass	Chris Street	
	Brett Reinert	Mechelle Minden	

Meeting was called to order at 6:36PM. All members of the board were in attendance.

### **Request for Proposal (RFP) Process**

Brooks gave an overview of the RFP process and suggested that Holly Hills resident, Trudy Ingalls would be willing to assist the committees with the RFP process. Her current rate is \$75/hr. The board does not need to do a bidding process for administrative services such as RFP assistance. These funds would come out of the admin pot of funds.

The services Trudy provides include: understanding MO requirements for the RFP process, ushering the group through the Request for Quotes and invitation for bids process to ensure legality, publishing this information to the HHSBD website, and the solicitation process for bids. She will also assist with advising the board on documentation policies for auditing.

Brett agreed to assist the board with drafting an agreement with Trudy in the event the board votes and passes a motion to request her services.

Mechelle questioned how the committees will seek board approval for efforts. Brooks laid out a sequence wherein the committees will propose work to the board at a public meeting, and if approved the committee will work towards an RFP with Trudy. No funds outside of the assistance with RFP will be provisioned until services have been selected as a result of this process.

### **SBD Committee Dates and Locations**

The group discussed whether or not the board will dictate meeting locations and times for the committees. Meetings do not necessarily need to take place within the district.

The board agreed that each committee will need to elect a chair that will be responsible for organizing committee events and coordinating with other committees as well as a secretary for minutes and documentation and a vice-chair that will serve as a backup for the chair.

Committees will be expected to meet in time for board meetings on the third week of each month.

The board will follow up with Epiphany Church and the YMCA for potential meeting places for committees.

## **Other Business**

Nick gave a treasury report:

- The expected revenue from the assessor's office is lower than the initially estimated 402K. It is now estimated at 389K due to a number of "parcels being dropped" from the list of full taxpayers. Nick is working with the City to find the discrepancy.
- Posed the question on what collection of funds the 1.5% assessor's fee will be drawn from. The board felt that the 1.5% assessor's fee will be taken from the bulk revenue collected by the city. The board will put this question to a motion in their next meeting.
- The current estimate for revenue given by city is \$389,473.79
  - After a 1.5% assessor's fee taken from the admin set of funds the board estimates \$116,842.20 for each committee.

The group discussed acquiring a PA system for board meetings. Brett will work to provide estimates to the board for PA system estimates.

Brooks mentioned publishing a draft set of minutes immediately after a board meeting for review by the board/public.

The board discussed the number of members that will be assigned to each committee, as well as which board members will participate in which committee meetings.

Brett and Nick put forward the idea that board members will serve a "liaison" role between committees and the board.

Mechelle mentioned that those on the beautification committee must understand that the committee will be required to work with the parks department and other public space stakeholders.

Kay mentioned the beautification committee not focusing solely on boulevards.

Kay motioned to go into closed session and Mechelle seconded. All board members voted to enter a closed session.

At 9:03pm Brett motioned to move out of the closed session. Nick seconded. All board members voted to move out of the closed session.

Kay motioned to adjourn. Brook seconded. All members voted to adjourn.