

**February 21, 2023**

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**.

## **Meeting Opening and Approval of Minutes**

The board members introduced themselves. Brooks mentioned amendments on names to the previous meeting's minutes. Brett motioned to approve Jan. 17th minutes. Mechelle seconded. All board members voted to approve.

## **Treasurer's Report**

Nick gave a treasurer's report. There are sixty six delinquent properties from the perspective of tax revenue. Over \$10,000 in taxes are still owed.

Nick motioned to modify the board minutes from December in accordance with Together Credit Union's preference. The following was added:

*i. "The newly formed bank account at Together Credit Union for the Holly Hills Special Business District is to have the following individuals included on the account as authorized signers and representatives:*

- 1. Brooks Goedeker, Chair of the Holly Hills SBD*
- 2. Nicholas Hartzler, Treasurer of the Holly Hills SBD"*

Nick motioned to retroactively add this to the minutes from December. Brett seconded. All board members approved.

Nick gave an overview of his proposed budget for 2023.

Question: Will the \$10,000 that is delinquent remain so or does the board expect to gain access to those funds?

Answer: The board expects some of the properties' taxes to be collected.

Nick motioned to adopt by unanimous consent to draw the city hall fees out of the administration budget for 2023. All board members approved.

Nick motioned to adopt by unanimous consent his proposed budget. All board members approved.

Nick mentioned that the state application for sales tax exemption had been approved.

Nick mentioned pursuing investments for \$200,000 of the board's funds with the US Treasury over a period of three months. The estimated income during the three month period was \$2477. Brett motioned to invest no more than \$200k in a three month treasury bill, Richard seconded. All board members approved.

Nick provided an update on his investigation on board members' insurance, and explained that a policy would help fund legal expenses in the event of litigation. He is currently waiting to hear back from another vendor.

Mechelle motioned to accept the treasurer's report. Chris seconded. All board members voted to approve.

## **Safety & Security Committee Report**

Bridgette Blake gave an update on the safety & security committee.

The board voted unanimously to move forward with an RFP for security patrols.

Nick motioned to approve the committee pursuing the RFP for security patrols. Kay seconded. All board members approved.

## **Public Infrastructure Committee Report**

Ryan Hanlon gave an update on the infrastructure committee. The committee's initial focus is on traffic calming and gates for the park.

He requested the board approve research into a vendor accepted by the city for installing gates in certain areas of Carondelet park. He also discussed the volunteer effort surrounding ensuring the gates are opened and closed on a regular basis.

Ryan gave an overview of the committee's intent around traffic calming in the park.

Question: Has the city parks department OK'ed the gates?

Answer: The city is still requesting more information on how the committee would implement the project.

Mechelle motioned to approve the committee to pursue RFI for the vendors. Chris seconded. All board members approved.

## **Beautification Committee Report**

Jenny West gave an update on the Beautification committee meeting that took place in February. Angie Butz will be the chair of the committee. John Nikola and Jenny will serve as the vice chair. Sarah Kelly is the secretary.

The committee unanimously voted to begin an RFP process for landscape architecture for Holly Hills boulevards.

The committee unanimously voted to begin an RFP process for a signage firm to assist with updating branding and signage in the neighborhood.

The committee formed a sub-committee to begin researching planters to be placed on Brand, Bates and Morganford. The sub-committee will be held by Kay Glass.

The board discussed Jenny's report, specifically how the process for RFP would function given the committee's proposals.

Brett motioned to approve the beautification committee to pursue the creation of an RFP to present to the board in March. Nick seconded. All board members voted to approve.

## **Other Business**

The first topic of other business was the board purchase of an AV system for use at board meetings.

Kay motioned the board to not exceed \$500 in its purchase of AV equipment. Brett seconded. All board members approved.

Christy motioned to move the March meeting to March 14th, due to potential board member absences on the 21st.. Nick seconded. All board members approved.

Brooks gave the board an update on Trudy Ingall's help with the board for the RFI/RFP process. She is no longer able to help the board in a formal manner. Brooks is investigating templates used by other organizations he's familiar with.

Mechelle gave an update on Sunshine Law records requesting procedures. The board needs to update its bylaws to conform to the Sunshine Law request procedure. Particularly, the request procedure requires an address. The board discussed procuring a PO box for this use. Nick, having investigated the purchase, mentioned that it would be a small financial requirement. Mechelle motioned for the board to acquire a PO box. Christy seconded. All board members approved. Mechelle requested the updates to the bylaws be added to the March meeting and those updates be posted to the website in advance.

## **Public Comment**

A community member suggested further integration between HHIA and the SBD, especially with regards to linking the two websites and providing updates on SBD activities on the HHIA website.

A community member asked if the RFP process for Safety & Security was for a security company or the police themselves. Bridgette Blake answered that the committee was pursuing security companies that have power of arrest.

## **Adjournment**

Mechelle motioned to adjourn. Kay seconded. All board members approved adjournment at 7:53pm.