

## January 17 2023

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

Meeting was called to order at 6:32pm.

### Meeting Opening

Board members introduced themselves.

### Dec 20 Meeting Minutes

Mechelle motioned to approve the minutes from Dec. 20th meeting. Chris 2nd. All board members voted to approve.

Nick motioned to approve the minutes from the Jan 3rd meeting. Brett 2nd. All board members voted to approve.

### Treasurer's Report

The board has received \$339,022.19. Estimate for remaining funds is around \$45,000.

The board has applied for sales tax exemption.

Slight fluctuations between initial estimates of total revenue and actual revenue are being investigated by the board.

Updates on board finances will be posted to the HHSBD website.

Brooks has reached out to the city government to ascertain the process for these previously unknown fees. The city government has been unhelpful in determining the total revenue within district limits. The estimates given by the city have changed multiple times. The board will investigate how these fees were approved by the city government.

The board thanks Sue LASTNAME and Shawn LASTNAME for their assistance in navigating city finances.

With the lower expected revenue each of the three committees will receive \$117,000. The admin fund will receive \$39,000.

Nick has researched insurance that the board might require throughout the course of typical business. The Souldard SBD currently purchases errors and omissions insurance at \$1200/year,

but has never had to file a claim. Nick does not believe the insurance policy is a necessary purchase.

## **Committee Appointments**

The board appointed 13 members to each committee during its January 17th meeting. Two board members will serve as ex-officio members of each committee.

Christy read the member list of the safety & security committee aloud.

Kay read the member list of the beautification committee aloud.

Mechelle read the member list of the infrastructure committee aloud.

Brett motioned to approve committee appointments and Nick seconded. The board approved unanimously.

The board will reach out to those community members that applied but were not appointed to a committee and encourage them to continue to participate in SBD efforts.

## **RFP/RFQ Bidding Services**

In an effort to lawfully and effectively steward the work of the SBD through RFP/RFQ processes the board has contacted Trudy Ingalls, a community member with professional knowledge of this type of work.

Nick proposed to create and execute a contract with Trudy for ten hours of work at a rate of 75/hour to assist with the RFP/RFQ process. Chris seconded. The board approved unanimously.

Brett will work with Truday to draft the agreement with Trudy.

## **City Representative**

Anne Schweitzer addressed the community members and the board at the meeting on targeted use for ward capital. Targets mentioned by the alders were streets and sidewalk improvement speed bump creation around schools.

The alders committed to sending quarterly reports to the board on public works improvements that have been targeted by ward capital.

## **Other Business**

Christy motioned to purchase a domain name for the HHSBD website, priced at \$48/yr. Kay seconded. The board unanimously approved the motion.

Brett gave an update on researching AV systems for board using during public meetings.

## **Public Comment**

The board has requested committee members to meet at Epiphany Church on Jan 31st for an initial meeting. At that meeting each committee will arrive at a regular meeting date and time, as well as location.

## **Adjournment**

Mechelle motioned to adjourn with Brett seconding. The meeting was adjourned with all board members unanimously approving.