

5/16/2023

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

Meeting was called to order at **6:33PM**.

## **Meeting Opening**

Brooks thanked the community members in attendance for their presence and gave a brief overview of the meeting's agenda. The board then introduced themselves. Brett motioned to approve the meeting minutes from 4/18. Mechelle seconded. The minutes were approved unanimously.

## **Treasurer's Report**

Nick Hartzler gave a treasurer's report. The board finances have had little activity since April. Nick thanked Sue Schwent, who has assisted in delivering checks to Nick personally as previous checks from the city revenue office have not arrived. He gave an overview of the number of parcels that have yet to pay their 2022 property taxes. Approximately \$8,400 is still outstanding. Christy motioned to approve the treasurer's report. Kay seconded. The report was approved unanimously.

## **Beautification & Landscaping**

Angie Butz, the chair of the beautification committee, and Alison Bryar from the infrastructure committee presented an update on the beautification committee. She began by thanking community members who have voluntarily been maintaining common neighborhood green spaces.

The signage and placemaking company, Ten8 Group has made a bid in response to the signage RFP that was approved by the SBD in March. The goal of the SBD's work with Ten8 will be to design a comprehensive signage and placemaking design for the entire Holly Hills neighborhood.

Alison spoke about the unified support for the RFP and how infrastructure will work with beautification to achieve common goals. A goal of the infrastructure committee is to ensure that any public safety or other infrastructure projects are built to augment the design fabric that will be crafted by Ten8.

Angie spoke about the timeline presented by Ten8 and the specificity of their bid. The project will include neighborhood open houses for the community to give feedback on

design ideas. She also discussed that the committee was able to negotiate down the price of the bid from the initial price given by Ten8.

Mechelle asked a clarifying question on the deliverables of the bid. The bid would include full drawings of any designs the SBD would hope to have fabricated.

Mechelle requested further clarification on why only one bid was received by the committee. Brooks mentioned that the field in which Ten8 works is unique. He reached out to three companies that he was aware of that do design work like this. Two of the three companies did not bid on the proposal due to either lack of capacity or that the work did not match with their day to day work. Ten8 was the only of the three companies that responded to the proposal.

The full price for Ten8's services is \$18,500. This price is hard capped as negotiated by the board. Nick motioned to approve Ten8's bid. Christy seconded. The board unanimously approved moving forward with the bid from Ten8.

Angie then gave an overview of the beautification committee's work with the median at Leona and Holly Hills in front of Epiphany Church. The committee has worked with a landscaping contractor that will replace the plants in that median with sod. The cost of that work is approximately \$3500.

Angie's final topic was the RFP for landscape architecture that would encompass the entire neighborhood's landscaping and green space needs.

Mechelle requested clarification on the previously unannounced work with the median on Leona. Brooks clarified with Angie that this work would have to be put before the board for approval and the RFP process would need to be followed. Angie expressed her concern that the full RFP process would take too long and that finding landscaping companies that would be able to perform the work would be difficult. At this time, she has one contractor that is able to perform the work but they may not be available by the time an RFP is approved and released.

Brooks requested Angie give an overview of the work that has been done up to now on the Leona blvd median. The committee has performed community outreach, received strong feedback from neighbors close to the space in question, and voted to proceed with working on the space. The space as currently designed requires regular maintenance and the neighborhood does not have the volunteers to keep it maintained.

Kay Glass discussed the revised RFP for landscape architecture that was written with the intent of servicing the entire neighborhood. The RFP includes a ten year plan that will provide immediate designs as well as future designs.

Mechelle requested clarification on the bid grading process included in the RFP. She also asked what the priority of the design was and exactly where in the neighborhood the landscape architects should be focused on. Brooks agreed and expressed that bidders may be confused on what exactly is being asked by the RFP. He also offered up the idea that the committee specify in the RFP where the focus of the architects should be. Kay responded that the goal of the RFP was, similar to the branding/signage RFP, to allow the architect to focus on the entire neighborhood.

Brett motioned to approve the RFP and publish it on the website. Mechelle seconded. The motion was approved unanimously.

Nick motioned to approve \$250 for refreshments for the upcoming neighborhood cleanup effort, Christy seconded. The motion was approved unanimously.

Angie asked if the board would consider reimbursing community volunteers that are responsible for neighborhood upkeep. Nick commented that the board would request the volunteers assemble a list of items that they may request reimbursement for prior to coming to the board.

## **Safety & Security**

Bridgett Blake and Joshua Johnson, chair and co-chair, of the safety & security committee presented on the bid from Campbell Security. The committee formally recommended that the board accept the bid from Campbell Security. Joshua gave an overview of the process the committee went through on bids and how they arrived at Campbell Security.

Brooks asked Bridgett and Joshua to speak briefly on the other efforts the safety & security will carry out through 2023. Bridgett commented on the block captain system she had previously been involved in when she lived in Tower Grove East and other volunteer efforts that the committee would like to pursue. She said the committee would like to start a similar program in Holly Hills.

Nick asked a list of questions that were forwarded to him by other board members concerning the RFP:

The first question was why the RFP only elicited one bid. Bridgett answered that two of the other potential bidders were unable to bid due to capacity issues or the scope of the RFP being too small. Another company, City's Finest, had prices 30% greater than those present in Campbell Security's bid.

The second question was whether or not the board will pay for the travel time between when the officers clock-in from the Soulard headquarters of Campbell's Security and arrive in Holly Hills. Christy Street of the board did confirm that the SBD would pay for that time. However, in her research that cost is not uncommon and would not take that much time.

Bridgett Blake clarified that the goal of the security company is to act as a deterrence to crime.

Kay asked whether or not the board would need to pay for court time in the event an officer on duty was involved in an arrest. Nick commented that he did not believe they would, and that the safety & security committee had appointed Bob Dowd as the committee's court liaison that would work with the officers in the event a district incident made it to court.

Nick commented that Campbell's Security has agreed to open and close the gates that will be installed if any bids from the infrastructure committee's RFP are accepted.

Bridgett commented on the committee's desire to have only one point of contact between the SBD and the security company to ensure that communication is streamlined. Brooks recommended that the ex-officio members of the board that currently serve on the safety & security committee serve as these points of contact.

Nick spoke about the budget projections for the security patrols as presented in the bid by Campbell's Security. The contract will be renewed annually. Brooks commented that it may be beneficial to the board to extend the contract to more than one year, provided the contract includes a cancellation clause. The annual budgeted amount for the safety & security committee is \$117,117. Brett asked if the committee anticipated any other expenses.

Nick motioned to approve an annual contract for security services not to exceed \$105,000 for both 2023 and 2024. Brett seconded. The motion was unanimously approved.

## **Public Infrastructure**

The chair of the infrastructure committee, Ryan Hanlon, and the vice-chair, Gary Nipper, presented on the RFP for gates at Carondelet park. The committee had three vendors that submitted bids for the RFP. All three vendors were given an opportunity to respond to clarification questions before scoring each of the three vendors. One of the three vendors did not respond to the clarification questions. The five categories the vendors were scored on were price, design, experience, warranties and timeline. Gary Nipper gave an overview of the scoring process. After scoring, the construction company DJM scored the highest.

Brooks requested Ryan and Gary clarify the gates that would be built. Ryan mentioned that DJM educated the committee on many aspects of the gate building process and the materials that would be the most sustainable. Timeline, professionalism, and how holistic the proposals were also factored into the result of scoring.

Mechelle asked about the “contingent” approval being requested by the committee as the parks department and the department of public works must approve the work before it can proceed. Ryan mentioned that the committee has been working with the Carondelet Park advisory board to determine the city’s requirements. He also mentioned that the committee may be able to use ward capital to add a sixth gate to the park that is outside of the business district. This sixth gate has been requested by both the city and the YMCA.

Brett motioned to approve the bid. Mechelle seconded. The motion was unanimously approved.

## **Other Business**

Christy motioned the board to approve the purchase of rechargeable batteries for the AV system. Brett seconded. The motion was unanimously approved.

## **Public Comment**

A community member asked if city patrols will continue in the park if/when park gates are installed. Mechelle commented that the police will have access to the locks used on park gates.

A community member expressed her concern over the aesthetics of the proposed park gates. She also commented on a desire to plant greenery other than simple sod on the median on Leona. Her final comment was that the board and its committees should support cleanup and maintenance of Carondelet park.

A community member expressed her excitement about the park gates and how they'll help to resolve vehicle traffic issues.

A community member asked if the beautification committee would need to request funds from the board for various projects or if they have an amount of money that they can use at their own discretion. Brooks commented that all use of board funds must be approved by the board.

Another community member asked about increases in the amount the tax collected by the SBD. Nick answered that the increase in the amount collected by the SBD may be due to an increase in assessed value by the city. However the board is working to match the revenue estimates present in literature handed out during the SBD's campaign.

## **Adjournment**

Nick motioned to adjourn the meeting. Kay seconded. The meeting was adjourned at 8:12PM.