

7/18/2023

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

Meeting was called to order at 6:31PM.

Meeting Opening

The board meeting was called to order at 6:31PM. Brooks gave an introduction to the purpose and structure of the board meeting for new community members in attendance. The board members introduced themselves.

Approval of Minutes

Mechelle motioned to approve the minutes from the previous meetings. Kay seconded the motion and it passed unanimously.

Treasurer's Report

Nick Hartzler gave an update on the board's finances. Since June the board paid an invoice from Silver Fox for new signs advertising the board meeting. The SBD bank account has a balance of 389551.39. There is an outstanding delinquent tax balance from property owners within the district totaling 6081.80.

Mechelle asked about the keeping of records for expenses and where they'll be kept for board review. Currently, these records are not kept on the Google Drive but Nick will upload them to the shared drive before the next meeting.

Brooks asked for clarification on the tax balance. Nick clarified that the tax balance is not tax that the SBD owes but tax that property owners within the district boundaries have failed to pay for tax year 2022. Some of the property owners within district boundaries are multiple years delinquent.

Nick brought up the fact that he uses certified first class mailing for correspondence with and payment of vendors the board is working with. He motioned the board to approve postage expenses not to exceed \$500 for the current fiscal year. Before voting on the motion Brett asked if this expense can be covered under the postage expenses category listed in the 2023 budget. Nick agreed that this is true, however he requested the vote out of transparency. Mechelle seconded Nick's motion and the board approved the motion unanimously.

Nick then gave an update on investment opportunities for the board's treasury. Nick is now pursuing MOSIP (the Missouri Securities Investment Fund) as a way to invest board funds that are not currently being used. MOSIP requires the SBD pass a resolution for intergovernmental cooperation agreement.

Brett asked how we can anticipate the funds invested with MOSIP functioning with the board's funds in the SBD bank account. Before proceeding with the investment Nick would gather information on what the potential expenses the board may have. He anticipates investing up to \$200,000 which would more than cover the projected expenses for the board in 2023. Furthermore MOSIP funds are accessible quickly and can be withdrawn in the event the board requires them. Nick motioned to adopt the resolution for the intergovernmental cooperation agreement for MOSIP. Christy seconded. The motion passed unanimously.

Brett motioned to accept the treasurer's report. Brooks seconded. The report was unanimously accepted.

Beautification and Landscaping Committee

Brooks mentioned the work members of the beautification committee do to maintain green spaces in the neighborhood.

Angie Butz, the beautification committee chair, came up to speak on beautification committee activities along with Nicole Gillick and Monica Farrar.

Nicole gave an overview on the relationship with Ten8, the vendor that is working on signage and branding with the committee. The committee has met with Ten8 multiple times and has been presented with three design options. They are also working on a district open house that is tentatively scheduled for September. Ten8 and the beautification committee are requesting community members submit images of the neighborhood that can be used as inspiration for the design. Images can be submitted to the SBD email address at hollyhillssbd@gmail.com, and they will be uploaded to the website.

Brett asked about the logistics of the September meeting, specifically with the meeting being outdoor. Nicole mentioned that the meeting would be "Bring Your Own Chair", but the committee is still working on specifics with Ten8. Brooks commented that the event might be multiple hours with community members able to attend at their own convenience.

Angie Butz gave an update on the 10 year landscape architecture master design RFP. The committee received 7 proposals, with six being particularly exceptional. The committee scored each of the proposals based on RFP guidelines with the following being the categories for scoring: documentation provided of applicable licenses and certifications, vendor capacity to deliver project deliverables in a timely manner, vendor experience in this area, and the agency's communication and reporting process. The final category that each of the proposals was graded on was price.

The vendor that was chosen after the grading process, that would provide guidelines for the district's ten year landscape architecture master plan, was SWT Design based in Shrewsbury. The total cost of SWT's proposal was \$26,350.

Brooks gave an update for the scope of the beautification committee's work with this RFP and their efforts in grading each of the proposals.

Brett asked the committee members how they imagined their work with SWT functioning and what a potential timeline for execution might be. Monica Farrar responded that the proposal timelines ranged from 5 months to one year to produce a plan. She also mentioned that the committee has requested at least four meetings with the vendor selected and also close cooperation with Ten8, the vendor involved in branding and signage for the district. SWT Design's proposal also includes a "walking assessment" of the neighborhood.

Brett asked a second question about how the plan that is delivered by the selected vendor will be created such that the committee can pursue the plan in accomplishable parts. Monica commented that the plan will not only include cost estimates but also phases for the implementation of the landscape design that is the deliverable of the proposal.

Brett's final question was whether or not SWT Design had relationships with vendors that may be able to assist with implementation of the plan. Nicole answered that part of the vendor's plan involved first understanding the specifics of Holly Hills that would influence future plan phases, but it would eventually include recommendations for plan implementation. Monica furthered that SWT Design's proposal also included ancillary services that can be added to the effort should the SBD choose.

Mechelle asked if the committee had inquired whether SWT Design has any experience working with the Parks Department or other city organizations. Monica mentioned that the committee had made it very clear that coordination with other city organizations was

necessary and that SWT Design is both aware of that requirement and has experience working with the city.

Kay motioned to accept the bid from SWT Design, Christy seconded. The motion was unanimously approved.

Safety & Security Committee

Joshua Johnson, the vice chair of the S&S committee, gave an update on the safety & security committee. The committee has been focused on onboarding CSG to security patrols and has been receiving a number of questions from community members. The committee developed a FAQ for the patrols which has been posted to the website.

The committee is currently investigating ways that they can improve safety & security in other ways.

Mechelle asked if the security patrols have reviewed any statistics from the patrols. Joshua mentioned that the committee has not yet reviewed the statistics but is working on the bounds for data collection. Brooks asked for clarification on whether or not crime statistics were included in what the committee was looking into.

Christy mentioned that the committee is going to request CSG attend four committee meetings a year.

Public Infrastructure Committee

Gary Nipper, the vice chair of the infrastructure committee, gave an update on the committee's activities.

The committee is involved in three separate activities: the gates for Carondelet Park, cooperative work with the beautification committee and Ten8, and traffic calming.

The committee has received preliminary approval from the Parks Department to begin the permitting process for the gates project. Once permits have been issued the committee anticipates an approximate 8 week turnaround before gates can be built. Gary commented that the parks department is often non-responsive to committee requests and the committee has had to escalate to alderwoman Anne Schweizer at times to get a response.

Gary mentioned the committee's discussions with TrailNet in developing a plan for traffic calming. Future activities also may include a mountain bike trail.

Other Business

The board discussed how they would issue a newsletter to district residents. Specifically, the board discussed whether or not the newsletter would be electronic, or paper. Richard is currently drafting the newsletter and Brooks mentioned that he could rely on committee members to provide updates on their activities.

Brooks left the meeting early and the rest of the board members continued into the public comment period.

Public Comment

Jerry from the 4100 block of Rosa commented that he had submitted his email multiple times in SBD events and asked how the board planned to gather more emails. Nick answered that the board would pursue multiple avenues of communication for ensuring that as many people as possible receive information on SBD activities.

Peggy Myer gave an idea that the newsletter can be drafted in postcard format that would enable a cheaper method of reaching out to the community through mail.

Mike Fitzgerald from Dover asked a question about the beautification committee's branding and signage and how that would work/not work with previous branding neighborhood efforts, specifically the current Holly Hills signs prominent in the neighborhood. Nicole Gillick along with Mechelle Minden commented that the current efforts would be a rebranding effort, but that the committee would reach out to the Holly Hills Improvement Association which is responsible for previous branding efforts.

Gary Nipper from Marwinnett asked about the board's budgeting process. Nick Hartzler answered that the board is required to submit a budget every fiscal year no later than six months prior to the start of that fiscal year. In the June board meeting the board adopted a budget for fiscal year 2024 and this budget has been posted to the website. If the board makes no changes to the approved budget the budget becomes official.

Daniel from the 3800 block of Holly Hills asked how the board finances are managed, specifically the use of ACH payments and how the board would invest their funds.

Nick answered that he inquired about ACH payments with other SBD's in the area and had heard of negative results when using ACH payments so decided not to pursue them and use paper checks to pay vendors instead. He also commented that utilizing a traditional bank as an investment vehicle for a government entity may not be appropriate but he would continue investigating to see what options the SBD may have available to them.

Peggy Myer commented that her husband, who works for CSG, wanted to ensure the board is pursuing the park gates as CSG is spending an inordinate amount of time removing people from the park after curfew. Nick and Mechelle commented that the parks department has given preliminary approval to begin the permitting process which is a precursor to gate construction.

Adjournment

Brett motioned to adjourn. Kay seconded. The motion to adjourn was unanimously approved.