

## **DATE**

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

Meeting was called to order at 6:35PM.

## **Meeting Opening**

The board members introduced themselves. Brooks reminded the community members in attendance that meeting minutes, agendas, and other meeting information is published to the HHSBD website. The summer 2023 newsletter is also posted to the website. Brooks also announced the resignation of Richard Hamilton from the board later this fall. The board will be looking to other community members to backfill. Nick motioned to approve the last meeting's minutes. Kay seconded. The minutes were unanimously approved.

## **Treasurer's Report**

Nick Hartzler gave an update on the board's finances. The board recently paid its security patrol invoice for the full month of July to Campbell Security Group. Other board finances can be found on the website in the treasurer's report documents.

The district has an outstanding tax balance of roughly \$4953 that is still owed in back taxes by properties in the district.

Mechelle Minden brought up the fact that CSG had charged the board \$1100 for an iPhone that will be used by the security patrols during the course of their work.

Nick answered that the purchasing of the phone was a part of the contract between the SBD board and CSG.

Mechelle commented that the purchase of such an expensive phone seemed excessive.

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

Before moving on to further business Brooks gave an overview of the structure of the SBD and its committees as well as the subject matter and structure of the board meetings themselves.

## **Purchasing Guidelines Vote**

Brooks introduced the topic of the purchasing guidelines, the draft of which has been posted to the HHSBD website.

Brett gave an overview of the procurement guidelines he had drafted, and that had been modified since the initial draft discussed in the July board meeting. Brett mentioned that he had hoped the guidelines would be permissive enough to allow for the board to act quickly and in between board meetings, which only occur monthly.

Mechelle asked if there was just cause, why the board would not be able to discuss issues through email. Brett commented that board meetings must be discussed in a public forum.

Mechelle asked what the justification was for the \$3500 procurement limit for efforts that would not require an RFI/RFP. Brett commented that the limit of \$3500 is still relatively low and would be surpassed with a small effort. Nick suggested that the procurement guidelines would allow the board to conduct business outside of the monthly cycle, but would also require the board to communicate openly with each other. Nick also commented on feedback he had received from community members criticizing the slow pace of the board.

Mechelle asked the question: "What is authorized and what is considered a budgeted line item?" Making the point that budgeted line items do not require board pre-approval.

Kay commented that the limit of \$3500 for something not requiring a price/quote comparison was far too high, and that the limit of \$25000 before a full RFP process being required was similarly excessive. Brett commented on the difficulty in getting RFP's, commenting that it can often be difficult to receive more than one proposal from a vendor. There was further discussion on how board efforts are of the variety such that acquiring proposals was difficult.

Brett committed to drafting another proposal for the September meeting.

## **Beautification and Landscaping Committee**

Angie Butz, the chair of the beautification committee, gave an update on that committee's progress. Angie thanked the person that had mowed the median on Leon and Holly Hills.

The committee recently signed a contract with their chosen landscape architecture with SWT. There was also a follow up meeting recently with the signage and branding

vendor, Ten8. The committee is discussing various design focal points with Ten8. They are currently planning an open house event for later in the summer, to get community input. Angie commented that the committee and the board have more work to do to ensure that district residents are aware of SBD activities. The open house will take place on September 21st from 4:30p to 7:00p.

Brooks stepped in to inform new residents in attendance at the meeting about Ten8's project with the beautification committee. Brooks mentioned that community input forms will also be posted to the HHSBD website that would allow community members to provide feedback on ideas generated by Ten8 with the committee. There is also currently a community gallery page on the SBD website where community members are uploading images of the neighborhood to use as inspiration for Ten8's work.

Mechelle asked if there was a rain date for the event and Brooks answered that the committee was working with Epiphany Church to host the event in case of rain.

Brooks mentioned that the beautification committee is requesting the board approve mailing postcards to community members notifying them of the upcoming meeting and where to access board information. Prior to the vote SBD proponents had mailed postcards to residents and the approximate costs were around 15c per postcard to print, and 17c to mail.

## **Safety & Security Committee**

Bridgett Blake, the chair of the S&S committee, gave an update on that committee's progress. Campbell's Security Group, the vendor chosen for district security patrols, will be in attendance at the next committee meeting on September 14th.

Brooks reminded those in attendance that the S&S committee had posted a series of FAQ's on the security patrols to the SBD website.

Brett asked if the committee still planned to work on the "block captain" initiative. Bridgett commented that the block captain effort was the next item the committee planned to tackle. Nick Hartzler added that the committee is also looking into ways to augment security best practices within the district and communicate these practices to district residents.

A resident asked Bridgett if CSG would be reading out how many hours they worked or other metrics at the next committee meeting. Nick answered that CSG has already reported the number of patrols scheduled, along with the number worked, but that the committee is continuing to work with CSG on what information the vendor needs to

provide in terms of metrics. The next committee meeting will serve as a review of the relationship with CSG in general.

## **Public Infrastructure Committee**

Gary Nipper, the co chair of the public infrastructure committee, gave an update on that committee's progress. The committee along with DJM is working on getting permits for the park gates.

Other committee efforts include participating in the beautification committee efforts with branding and signage, and working with Trailnet for a traffic calming plan.

Brooks commented that he had reached out to the executive director of Trailnet about working with them to develop a traffic calming plan, but that it appeared Trailnet would not be able to work with the SBD for free.

Gary commented that there may be extra fees associated with the permitting process.

## **Other Business**

Mechelle brought up the discussion of building a structure of checks and balances, particularly with respect to the procurement guidelines discussed earlier in the meetings. She gave a few examples of these controls, such as two signatures required for writing checks and keeping checks separate from the person who is signing the checks.

Nick addressed that he had a recommendation for an insurance policy for the SBD board. Both of the policies that he had researched were published to the website.

Mechelle asked Nick what the major coverage for the policies were. Nick answered that general liability as well as public officials' coverage were included in the policy.

Nick motioned the board to accept and purchase the MOPERM insurance policy. Brett seconded. The motion passed unanimously.

Brooks brought up the postcard mailers as well as the signage for the upcoming meeting not to exceed \$1000. He motioned the board to approve funding that effort and Kay seconded the motion. The motion passed unanimously.

## Public Comment

Jerry from Rosa Blvd. asked how many recipients there were for the summer '23 newsletter that was recently sent out. Richard responded that there were a total of 183 emails sent out with the newsletter.

State representative Steve Butz spoke on the recent carjackings in the area in the month of August. He warned the residents in attendance not to sit in their car and check messages while on the street, as many of these incidents occur while the driver isn't paying attention to their surroundings.

He gave the meeting the number for the St. Louis park rangers: 314-289-5350. The park rangers have been actively working with residents to keep Carondelet Park safe.

Mike Fitgerlad from the 4000 block of Dover asked about the issue with volunteers not being able to open or close the gates in Carondelet Park. He asked how the board or committee plans to lock and unlock the gates without volunteers. Brooks answered that partly, the first week of each month should have the gates locked preventing vehicle traffic for that period of time. Outside of that period the city Park's Department is requesting that volunteer residents not be responsible for clearing the park and locking the gates, so the committees and the board are seeking an arrangement with a combination of CSG and the city park rangers and police officers to clear the park and lock/unlock the gates.

Another resident asked for more specifics on when the gates would be closed for the first week of the month. Mechelle commented that it is supposed to occur from the first to the seventh of the month, but the board did not have any further details on that schedule.

Joy from Federer Blvd. commented that \$3500 was a high spending limit but it was also dependent on how often this limit was reached. She also expressed frustration that she did not receive a newsletter.

Joy further asked how the CSG performs the GPS tracking during their patrols and whether or not their phone was used for tracking or another device. Nick answered that the patrol car was used for GPS tracking. She suggested the board audit the location of patrols, and asked how the board or committee can ensure even coverage across the district.

Irene Dobberstein from Coronado commented that she had noticed the CSG patrols driving in multiple parts of the neighborhood. Another resident commented that her and her husband felt safer while walking around the neighborhood since the patrols started.

## **Adjournment**

Brett motioned to adjourn. Nick seconded the motion. The meeting was adjourned.