

Holly Hills Special Business District

Infrastructure & Traffic Committee – Meeting Minutes

Date: Wednesday, May 13, 2026

Time: 7:02 PM – 8:08 PM (CDT)

Location: Zoom Virtual Meeting

Recorded by: Daniel Wyrock

1. Call to Order

The meeting was called to order at **7:07 PM** by **Ryan Hanlon**, Committee Chair.

Motion: To call the meeting to order.

Moved by: Ryan Hanlon **Seconded by:** Daniel Wyrock

Motion carried unanimously.

2. Attendance

Present:

- Ryan Hanlon – Committee Chair
- Daniel Wyrock – Committee Member
- Mark Ditmar – Committee Member
- Meghan Cotner – Committee Member
- Brett Reinert – Ex-Officio Board Member
- Guest: Hannah Ehrlich – Friends of Carondelet Park

Absent:

- Mechelle Menden – Ex-Officio Board Member

Quorum: Achieved

3. Approval of Previous Minutes

No prior minutes were reviewed. The meeting recording and transcript will serve as interim documentation until approval at the next session.

4. Old Business / Ongoing Projects

A. Holly Hills & Leona Intersection – Traffic Calming Project

Ryan Hanlon presented three options from the Goetz Group: High-Cost, Mid-Cost, and Low-Cost.

Discussion Summary

- **Mid-Cost Option** (grass-filled boulevards, restrained design) best matched neighborhood aesthetics.
- **High-Cost Option** featured planters and colored pavement, estimating ~\$130K higher.
- Members favored a **hybrid**: mid-cost layout + high-cost colored crosswalks.
- Traffic engineering confirmed **right-turn-only exit** for safety compliance.

Consensus: Recommend the **Mid-Cost Design** with selective decorative elements.

Action: Ryan Hanlon to deliver renderings and cost summary to the Board before the May meeting.

5. New Business

A. Carondelet Park – Maintenance Partnership Proposal

Guest **Hannah Ehrlich** (Friends of Carondelet Park) presented a proposal seeking matched SBD funding for invasive species removal around park perimeters.

Proposal Highlights

- **Vendor:** DJM Ecological Services
- **Rate:** \$2,300 per day (labor, eqpt., materials)
- **Scope:** Perimeter from curb to walking trail — remove honeysuckle, euonymus, mulberry; trim base growth around trees.
- **Request:** Match two days of Friends funding (\$4,600 – \$9,000 total).

Discussion

- Committee requested a mapped scope and service list.

- Daniel Wyrock to check acreage and SBD park boundaries.
- Ryan Hanlon noted potential alignment with beautification and green infrastructure initiatives.

Actions

Task	Responsible	Due
Provide mapped project areas	Hannah Ehrlich / DJM	TBD
Verify acreage and boundary summary	Daniel Wyrock	TBD
Prepare formal recommendation memo	Ryan Hanlon	Next Board Meeting

B. Pork Chop Installations – Procurement Compliance

Ryan Hanlon presented three vendor quotes (\$14K – \$33K).

Brett Reinert confirmed that amounts above **\$25,000** require a formal **Request for Proposal (RFP)**.

Daniel Wyrock will help draft the RFP; previous bids will be incorporated after board authorization.

Actions

Task	Responsible	Due
Draft RFP language	Daniel Wyrock & Ryan Hanlon	Next Board Meeting
Verify policy compliance	Brett Reinert	Immediate
Notify vendors post-approval	Ryan Hanlon	After board vote

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- **Mark Ditmar:** Expecting crosswalk and flasher estimates by June 25.
- **Brett Reinert:** Vendor outreach for speed hub painting remains active.

6. General Discussion

Members reaffirmed Carondelet Park's importance as a neighborhood asset and discussed citywide tree-maintenance liability. Ongoing attention to park and street green infrastructure was supported unanimously.

7. Motions and Votes

Motion	Moved By	Seconded By	Result
Call to order	Ryan Hanlon	Daniel Wyrock	Passed
Adjourn meeting	Ryan Hanlon	Brett Reinert	Passed

8. Action Item Summary

Item	Owner	Due
Present Holly Hills–Leona design package	Ryan Hanlon	May Board Meeting
Complete RFP draft	Daniel Wyrock & Ryan Hanlon	June Committee Session
Provide park proposal map	Hannah Ehrlich / DJM	TBD
Secure crosswalk/flash bids	Mark Ditmar	Next Meeting
Follow up on speed hub vendors	Brett Reinert	Next Meeting

9. Adjournment

The meeting adjourned at **8:08 PM** by Chair **Ryan Hanlon**.

Next Meeting: June 2026 – Final intersection presentation & public engagement session.

10. Attachments

- Intersection designs (High / Mid / Low cost)
 - DJM Ecological draft proposal – Carondelet Park perimeter
 - Three pork chop vendor quotes
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Certification

Submitted by: Daniel Wyrock – Acting Secretary

Approved by: Ryan Hanlon – Committee Chair

Approval Date: _____