

HOLLY HILLS SPECIAL BUSINESS DISTRICT INFRASTRUCTURE COMMITTEE

Meeting Minutes for April 24, 2023

Meeting began at 7:05. Members in attendance:

Alison Bryar, Linda Callanan, Meghan Cotner, Ryan Hanlon, Colleen Nigro, Gary Nipper, Ed Papes, Abby Richter, Katie Thorman; Brett Reinert, ex officio member.

Bridget Flood arrived at 7:10.

Meeting opening

Working group membership reviewed and confirmed (see minutes from 3/8 for assignments).

Leaders for working groups established:

- Project 1: Installation of new gates for Carondelet Park: Kathleen nominated Ryan. He accepted.
- Project 2: Signage and visual cues to signal the Holly Hills Neighborhood: Abby shared that Alison had been established as the group leader.
- Project 3: Traffic calming to encourage safe driving through district streets (not park). Ryan shared that he had spoken with Loren before the meeting and that he is willing to lead the group. Ryan nominated Loren. Ed Papes seconded.

Norms were reiterated and discussed:

Ryan shared that the purpose of the Infrastructure Committee meeting is to update / get feedback from the full committee on what is happening in the working groups and that most of the working group work will be done outside of the meeting.

Abby shared that the intention is for all Infrastructure Committee members to read minutes from the Holly Hills Special Business District Meeting before each Infrastructure meeting so that we don't have to spend extra time getting up-to-speed. Brett shared that minutes would be posted in draft format soon after Board meetings which are the third Tuesday of the month. Ryan recommended committee members attend the monthly board meetings to best stay on top of everything happening across committees.

New Business

Bridget asked that we add "other" as a bullet to "New Business" agenda item each month to bring up ideas that don't fall into any of the specific working groups. This was agreed upon by the group.

Gary asked for an update on our financials and Brett shared that Nick the board treasurer can give an update at any time.

Project 1: Installation of new gates for Carondelet Park, Ryan gave update:

Proposals for our FRP are due April 28. We received one that was very broad and didn't follow the RFP. We expect to get two competitive bids: one from Kirkwood Fence and one from DJM. We continue to communicate with the Carondelet Park Advisory Board and St. Louis City Parks Commissioner Kim Haegele to ensure we are in step on this project. Their initial concern was with having volunteers open and close the gates - they wanted paid, scheduled people to do it.

Commented [AR1]: How was this addressed?

A new concern they shared is that the YMCA would also like to have a gate if gates are being added to the entrances to the park. Because the YMCA is outside of the Holly Hills Special Business District, Ryan said that his working group will share the proposal that scores the highest with Kim and the Advisory Board to ensure they align with the proposal and so they can share information as helpful with the YMCA should they choose to get a gate, too.

Project 2: Signage and visual cues to signal the Holly Hills Neighborhood, Alison gave the update:

We asked Brooks for recommendations on vendors to talk with for RFI and he shared that the Beautification committee had already put out an official RFP. We then reviewed the proposal received by the Ten8 group who had led similar neighborhood projects (Cortex, West Florissant, Central West End) and met with the Beautification committee members (twice) working on this project to review it.

Alison explained that Ten8 group is expert at observing the neighborhood and what makes it unique and then transforming that neighborhood brand into visual cues in the neighborhood like signage, banners for light poles, painted fire hydrants, etc.

Ryan asked if there is concern that only one proposal came back.

Brett shared that we did our due diligence, but only one proposal was submitted – you can do extra due diligence to ensure it's a good proposal but only receiving one is acceptable. Alison shared that a member of the Beautification Committee and a member of the Infrastructure Committee did extra due diligence and called references to ask about their experience working with Ten8 and all the feedback was very positive.

Gary asked if we have to RFP each piece proposed by Ten8.

Abby, Brett and Alison said this is a long-term project – and that the first proposal is for the service of providing final recommended concepts; not the actual production of the materials.

Bridget shared that it is important that the entire Holly Hills Business District be included as it is an equity issue if the neighborhood is not covered equally. This idea was heard and supported by the group.

Alison shared that the investment for the proposal is \$17,500.

It was discussed that this is a joint project that will be supported by both the Infrastructure and Beautification Committees and that the board will help to finalize how the investment is split across the two committees.

Abby motioned to request the Board to allow us to move to contract at the 5/16 Board meeting. Bridget seconded. All were in favor.

Project 3: Traffic calming to encourage safe driving through district streets (not park), Ed shared an update:

We discussed table bumps (raised crosswalks) and speed humps. The issue comes with the difference municipalities as typically, they do not want mitigation on fire routes because it only takes 45 seconds for a fire to double.

Currently, more viable options seem like barricades, planters like (Tower Grove East) or corner radius / narrowing.

There was discussion that a speed study would likely have to be done and that coordination with Anne Schweitzer must be the next step. The group committed to meeting with Anne to bring information back to the infrastructure committee to establish next steps.

Other new business was added to the agenda:

Bridget spoke with various neighbors about interest in sprinklers for medians; perhaps a hose bib (has a meter on it registered with the city). She also spoke with neighbors about blocked sewer in the park, pavers being stolen on Bellerive and the infrequency of the medians being mowed.

Other committee members echoed that park fields are also not maintained / cutting grass.

The conversation ended in a recommendation for the board to consider listing the key projects each committee is working on and then having a form so community members can submit other ideas they'd like to be considered. The recommendation was that that person then come to the committee meeting to discuss their idea and the committee will document the idea in their minutes.

The committee discussed that having a prioritized project list or master plan for the larger board could allow for better planning, easier allocation of funds and if there is ever a year end surplus – make it easier to cross smaller projects off the list quickly.

Public Comment

No members of the public were present

Action Items

- Alison will present with Angie of Beautification committee and make formal request to move to contract with Ten8 at 5/16 board meeting.
- Ryan said that the bids will be presented at the next Infrastructure Committee meeting on 5/10 and likely with Carondelet Park Advisory Board meeting and Kim in advance. The goal is to bring a final proposal and ask to move to contract ask to move to contract at the June Board meeting.
- Linda said she would have the traffic working group meet with Anne Schweizer to gather information on next steps to share at our next Infrastructure Committee meeting.

Ryan motioned to adjourn the meeting at 8:08 and Gary seconded the motion. All were in favor.

