



Grove CID Executive and Finance Committee Meeting

TO BE HELD

January 8, 2024, at 10:00 AM

At Park Central Development Corporation, 4512 Manchester Ave. Suite 100, St. Louis, MO 63110

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on January 8, 2024, at 10:00 AM in person, the Grove Community Improvement District (the "District") will hold an **Executive and Finance Committee** meeting to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

1. Call to Order
2. Approval of Prior Month's Minutes
3. Financials
4. New Insurance Policy Update – Review
5. 2024 Landscaping Proposal – Review
6. Graffiti Removal Policy – Discussion
7. District Updates – Ron Coleman
8. Other Business
9. Adjournment

This meeting is open to the public; provided, however, a portion of the meeting may be closed to discuss select matters as provided by Section 610.021, RSMo.

Representatives of the news media may obtain copies of this notice, and persons with disabilities wishing to attend can contact: Park Central Development, 4512 Manchester #100, St. Louis, 63110, (314) 535-5311.

DATE POSTED: 1-5-2024

Time Posted: 6:40 PM

• **The Grove Community Improvement District** •

4512 Manchester, Suite #100 Saint Louis, MO 63110 (314) 535-5311

www.thegrovestl.com

The Grove Community Improvement District Executive and Finance Committee
Meeting Minutes

December 11, 2023

Directors Present: Kelly Kenter, Don Bellon, Kelly Spencer, Tatyana Telnikova

Directors Absent:

Others Present: Brian James, Annette Pendilton and David Wright (Park Central Development)

1. The meeting was called to order at 10:09am.
2. **Minutes:** The November meeting minutes were approved as submitted. T Telnikova made a motion to approve; D Bellon seconded the motion. All in favor- motion carries.
3. **Financial Report:** K Kenter reviewed the financials and the committee listened on them as well as other matters. A Pendilton noted that the financials are normal this year. K Kenter noted that he still thinks the CID needs to reconsider some of the sponsorships. D Bellon expressed concerns on the amount spent on safety and security. T Telnikova reflected on some of the budgetary concerns that D Bellon brought up as well as other concerns with the service being provided as a business owner.
 - a. D Bellon noted that he will bring a proposal for auditing current safety and security service in both in-person engagement and budgeting to the safety and security committee before heading to the larger board. He also noted that he would like to see the CID explore a contract for a security management company.
 - b. D Bellon noted that he would like to know who a secondary officer or a security officer is on invoices and to be included in the GPS tracking.
 - c. K Kenter encouraged the safety and security committee to meet to discuss these issues.
 - d. K Spencer made a motion to approve the financials; T Telnikova seconded the motion. All in favor – motion carries.
4. **Audit Proposal:**
 - a. A Pendilton presented a proposal for a three-year financial audit contract. D Bellon made a motion to accept the proposal from FEW; T Telnikova seconded the motion. All in favor – motion carries.
5. **Graffiti Removal Policy:**
 - a. K Spencer reflected on concerns that are ongoing in the neighborhood related to graffiti and that Operation Brightside is not able to respond to the concerns quickly enough to support all requests. She expressed interest in putting together a list of companies that property owners can contact to remove graffiti and K Kenter asked B James to do so. K Kenter suggested that the CID provide letters to property owners within 5 business days to inform them of graffiti (including Tony). B James also noted it is important to still relate the concerns to the City and Operation Brightside. T Telnikova reflected on potential incentives that could go to businesses for removing graffiti and weeds.
6. **Other Business:**
 - a. None.
7. **Adjournment:** The meeting was adjourned at 10:52am. K Spencer made the motion, T Telnikova seconded the motion. All in favor – motion carries.

Respectfully Submitted:

David Wright, Commercial Corridor Manager at Park Central Development

Grove CID
Balance Sheet Comparison
As of December 31, 2023

	Total	
	As of Dec 31, 2023	As of Dec 31, 2022 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1072 Bill.com Money Out Clearing	0.16	0.00
Operating (9310)	0.00	65,370.44
Reliance (4124)	0.00	0.00
Sales and Use Tax (0668)	20,899.80	349,709.85
Simmons - Grove 8418	110,343.37	
Simmons 2861 Grove CID Savings	21,633.01	
Special Assessments (3269)	0.00	0.00
X MO CD 0018 - 2	102,994.13	
X MO CD 0019 - 2	102,979.52	
X Mo CD 0020 - 2	102,678.77	
Total Bank Accounts	\$ 461,528.76	\$ 415,080.29
Accounts Receivable		
Total Accounts Receivable	\$ 0.00	\$ 0.00
Other Current Assets		
Total Other Current Assets	\$ 0.00	\$ 0.00
Total Current Assets	\$ 461,528.76	\$ 415,080.29
Fixed Assets		
Accumulated Amort-Intangible As	-11,775.00	-11,775.00
Construction in Process	0.00	0.00
Intangible Assets	11,775.00	11,775.00
Total Fixed Assets	\$ 0.00	\$ 0.00
TOTAL ASSETS	\$ 461,528.76	\$ 415,080.29
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	7,911.98	-12,449.04
Total Accounts Payable	\$ 7,911.98	-\$ 12,449.04
Total Other Current Liabilities	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 7,911.98	-\$ 12,449.04
Total Liabilities	\$ 7,911.98	-\$ 12,449.04
Equity		
30000 Opening Balance Equity	8,122.97	5,620.00
32000 Retained Earnings	483,062.69	421,909.33
Fund Balance	0.00	0.00
Net Income	-37,568.88	
Total Equity	\$ 453,616.78	\$ 427,529.33
TOTAL LIABILITIES AND EQUITY	\$ 461,528.76	\$ 415,080.29

Grove CID
Profit and Loss
as of December 31, 2023

	Dec Actual	Jul - Dec Actual	Jul - Dec Budget	FY 2024 Budget
Income				
40000 Revenue			0.00	0.00
40100 CID 1% Sales and Use Tax	35,810.29	235,831.32	190,000.02	380,000.04
40150 Special Assessments	9,055.07	9,295.86	70,000.00	80,000.00
40200 Interest Earnings		7,453.19		
Total 40000 Revenue	\$ 44,865.36	\$ 252,580.37	\$ 260,000.02	\$ 460,000.04
Total Income	\$ 44,865.36	\$ 252,580.37	\$ 260,000.02	\$ 460,000.04
Gross Profit	\$ 44,865.36	\$ 252,580.37	\$ 260,000.02	\$ 460,000.04
Expenses				
60100 Administrative Support				
60110 Administration-Park Central		27,840.00	25,340.00	50,680.00
60130 Directors & Officers Insurance			22,000.00	22,000.00
60140 Audit Services		8,500.00	8,500.00	8,500.00
60150 Legal Services			1,999.98	3,999.96
60170 Storage Facility	97.00	734.00	594.00	1,188.00
Total 60100 Administrative Support	\$ 97.00	\$ 37,074.00	\$ 58,433.98	\$ 86,367.96
60200 Marketing				
60220 Website & Design Services	1,495.00	9,914.34	8,100.00	16,200.00
Sponsorship Expense		10,666.66		
Total 60200 Marketing	\$ 1,495.00	\$ 20,581.00	\$ 8,100.00	\$ 16,200.00
60270 Sponsorships	2,333.34	49,000.00	34,999.98	69,999.96
60300 Public Improvements				
60310 Grove Signs Electricity	123.45	1,195.02	1,500.00	3,000.00
60315 Street Lighting Impr-Electricit	415.47	2,500.07	2,749.98	5,499.96
60320 Grove Signs Repairs & Mnt		4,100.91	2,499.96	4,999.92
60330 Other Public Improvements		10,760.00		
Total 60300 Public Improvements	\$ 538.92	\$ 18,556.00	\$ 6,749.94	\$ 13,499.88
60400 Public Services				
60410 Litter Control		33,179.67	26,499.96	52,999.92
60420 Landscaping		8,275.00	2,250.00	4,500.00
Total 60400 Public Services	\$ 0.00	\$ 41,454.67	\$ 28,749.96	\$ 57,499.92
60500 Security & Public Safety				
60515 Cameras		1,322.08	2,499.96	4,999.92
60530 Thursday Security Patrols	3,325.00	38,380.00	26,325.00	52,650.00
60531 Friday Security Patrols	4,797.50	36,836.25	26,325.00	52,650.00
60532 Saturday Security Patrols	2,280.00	29,307.50	26,325.00	52,650.00
60533 Sunday Security Patrols	2,707.50	29,165.00	26,325.00	52,650.00
60534 Other Security Patrols		213.75		
60535 Patrols at Gramophone	1,770.00	9,725.00		

Flock cameras

Total 60500 Security & Public Safety	\$ 14,880.00	\$ 144,949.58	\$ 107,799.96	\$ 215,599.92
Uncategorized Expense		167.88		
Total Expenses	\$ 19,344.26	\$ 311,783.13	\$ 244,833.82	\$ 459,167.64
Net Operating Income	\$ 25,521.10	-\$ 59,202.76	\$ 15,166.20	
Other Income				
Transfer In from Special Events		21,633.88		
Total Other Income	\$ 0.00	\$ 21,633.88	\$ 0.00	
Net Other Income	\$ 0.00	\$ 21,633.88	\$ 0.00	\$ 832.40
Net Income	\$ 25,521.10	-\$ 37,568.88	\$ 15,166.20	\$ 832.40

Unused grant money-
savings account

Wednesday, Jan 03, 2024 09:45:07 AM GMT-8 - Accrual Basis

Grove CID
Revenue Sals and Use Taxes

	2022	2023	Variance
Dec-23	37,482.78	38,230.56	747.78
YTD	375,642.87	420,456.39	44,813.52

* Dec totals are from Nov Sales

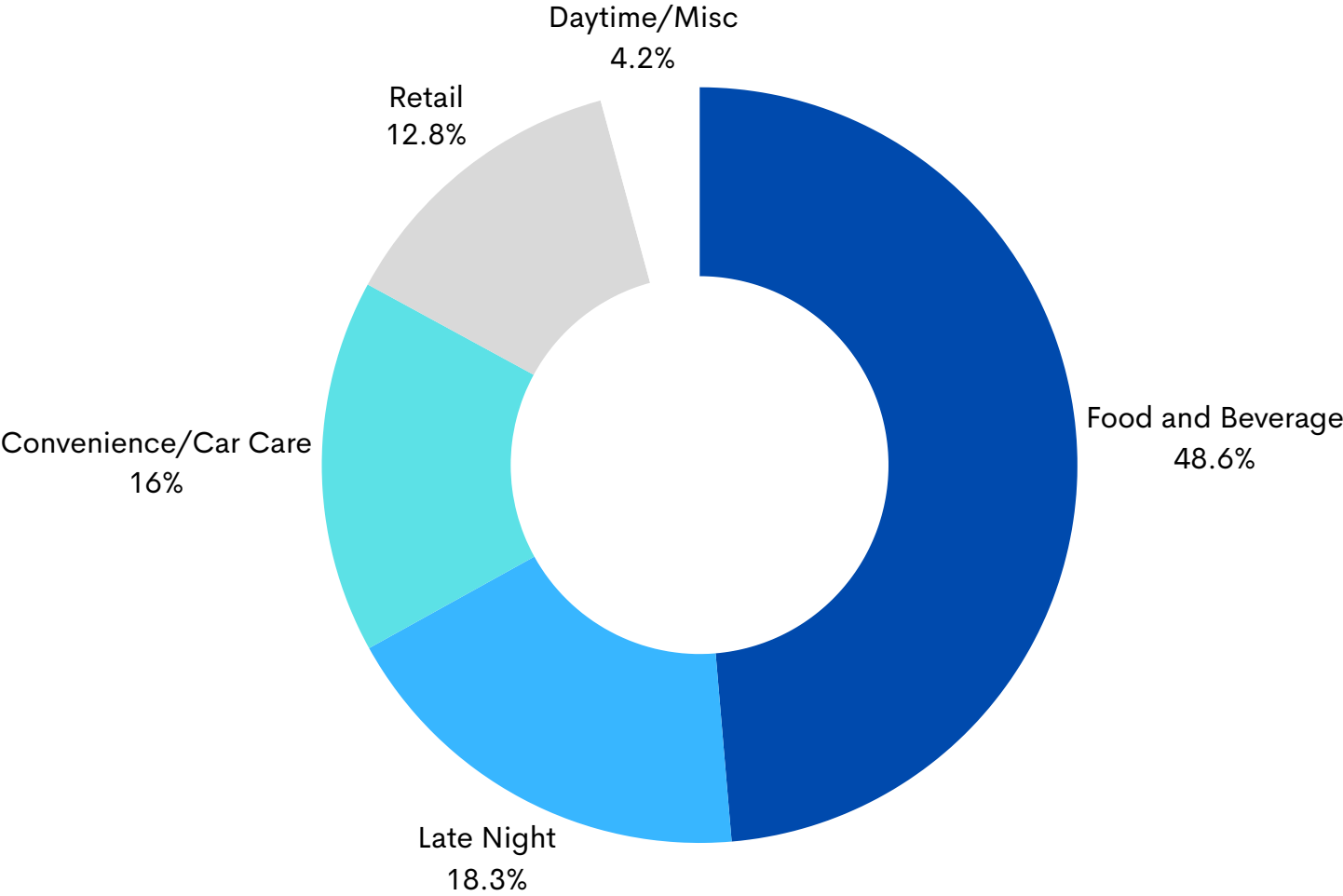
FISCAL YEAR

Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Collections
2019	\$ 91,780	\$ 61,282	\$ 67,851	\$ 72,719	\$ 293,632
2020	\$ 78,382	\$ 68,760	\$ 89,738	\$ 70,304	\$ 307,184
2021	\$ 78,045	\$ 72,475	\$ 56,620	\$ 63,789	\$ 270,928
2022	\$ 131,337	\$ 85,612	\$ 85,193	\$ 108,614	\$ 410,756
2023	\$ 106,886	\$ 101,811	\$ 98,507	\$ 144,821	\$ 452,025
2024	\$ 129,338	\$ 108,913			

CALENDAR YEAR

Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Collections
2019	\$ 67,851	\$ 72,719	\$ 78,382	\$ 68,760	\$ 287,712
2020	\$ 89,738	\$ 70,304	\$ 78,045	\$ 72,475	\$ 312,581
2021	\$ 56,620	\$ 63,789	\$ 131,337	\$ 85,612	\$ 339,378
2022	\$ 85,193	\$ 108,614	\$ 106,886	\$ 101,811	\$ 402,503
2023	\$ 98,507	\$ 144,821	\$ 129,338	\$ 108,913	\$ 481,580

July-November Grove Sales Tax Breakdown





Your Policy Change Quote Request

Date: January 2, 2024

Insured Name: THE GROVE COMMUNITY IMPROVEMENT DISTRICT

Policy Number: 84 MS AA6330

Policy Term: 12/21/2023 to 12/21/2024

Requestor: Erin Vasallo

QUOTE SUMMARY

Bindable Quote: This quote is bindable per the information below

Pricing Indication Only: The price indicated is an estimate based on the information you provided. This price is not final and does not guarantee that a formal quote or actual coverage will be provided by The Hartford, subject to underwriting review.

Quote Effective Date: 12/21/2023

CHANGE	COVERAGE DESCRIPTION
MISCELLANEOUS PROPERTY	LIMIT VALUE CHANGES

Additional Information: NEON SIGN TO \$75,000 FROM \$37,500
NEON SIGN TO \$75,000 FROM \$37,500
COLORED ART LIGHTS TO \$5,000 FROM \$75,000
TOTAL LIMIT CHANGE TO \$155,000 FROM \$150,000

Change in Cost: \$286 including terrorism additional premium

Estimated Annual Policy Premium: \$8,849

Thank you,

Your Hartford Service Team

Agents: Visit agency.thehartford.com to easily review and track policy changes with our agent portal.

Policyholders: Visit business.thehartford.com to register your online account to easily review and make policy changes.

**Premium is based on information provided during the process and is subject to change should any change be made to the policy and upon further review. Examples of possible changes include, but are not limited to, changes to coverage, Named Insured(s), location(s), and effective date. Annual*



Your Policy Change Quote Request

Date: January 2, 2024

estimated premium may change based on coverage changes made through endorsement or if your policy is subject to Final Audit. Provided quotes are valid for 30 days.

ESTIMATE

1515 Lonedell Industrial Ct
Arnold, MO 63010

Estimate Number 204
Date 01/04/24
Sales Rep Amanda Ulrich-Deal

Customer Address

Brian James
Grove Community Improvement District
4512 Manchester Ave
Suite 100
St. Louis, MO 63110

Property Address

Grove Community Improvement District
4512 Manchester Ave, Suite 100
St. Louis, MO 63110

Tree Well and Planter Bed Maintenance

April/May Tree Well & Bed Maintenance

Includes required labor and below specified materials for maintaining the tree walls and planter beds, per following specifications. Remove and haul away existing mulch and topsoil, as necessary, to prevent mulch spilling onto the surrounding concrete and building up on tree trunks. Remove and haul away weeds and debris, cut off existing grasses, and trim shrubs as necessary. Install mulch and pre-emergent. Clean up and haul away all job related debris.

Items

- ~20 yards of Double Ground, Dyed Brown Mulch w/ Planter Bed Pre-Emergent
- Dumping of Brush
- Labor - Maintenance

April/May Tree Well & Bed Maintenance: \$4,050.00

September/October Tree Well & Bed Maintenance

Includes required labor and below specified materials for maintaining the tree walls and planter beds, per following specifications. Remove and haul away existing mulch and topsoil, as necessary, to prevent mulch spilling onto the surrounding concrete and building up on tree trunks. Remove and haul away weeds and debris, cut off existing grasses, and trim shrubs as necessary. Install mulch and pre-emergent. Clean up and haul away all job related debris.

Items

- ~20 yards of Double Ground, Dyed Brown Mulch w/ Planter Bed Pre-Emergent
- Dumping of Brush
- Labor - Maintenance

September/October Tree Well & Bed Maintenance: \$4,050.00

Annual Installation

April/May - Annuals Installation

Includes required labor and below specified materials for the installation of annuals, per following specifications. Remove and haul away spent annuals and old potting soil. Install new potting soil, and fertilizer, as necessary. Install Spring annuals, approx. 8 plants per pot. Clean up and haul away all job related debris.

- Items**
- Potting Soil
- 4" Annual Plant
- Dumping of Brush
- Labor - Enhancement

April/May - Annuals Installation: \$3,875.00

September/October - Annuals Installation

Includes required labor and below specified materials for the installation of annuals, per following specifications. Remove and haul away spent annuals and old potting soil. Install new potting soil, and fertilizer, as necessary. Install Spring annuals, approx. 8 plants per pot. Clean up and haul away all job related debris.

- Items**
- Potting Soil
- 4" Annual Plant
- Dumping of Brush
- Labor - Enhancement

September/October - Annuals Installation: \$3,875.00

Subtotal	\$15,850.00
Estimated Tax	\$0.00
Total	\$15,850.00

Terms & Conditions

CONTRACTOR AGREEMENT

THIS AGREEMENT made by and between Shelton Landscape & Maintenance INC., hereinafter called the Contractor and Brian James, hereinafter called the Owner.

WITNESSETH, that the Contractor, and the Owner for the considerations named, agree as follows:

ARTICLE 1. SCOPE OF WORK

The contractor shall furnish all the materials and perform all the work shown and/or described in the specifications entitled above, as it pertains to work performed on property address, specified above.

ARTICLE 2. THE CONTRACT PRICE

The Owner shall pay the Contractor for the material and labor to be performed under the above specified Contract price, subject to additions and deductions pursuant to change orders authorized by both the Contractor and Owner/General Contractor/Management

Company.

ARTICLE 3. PROGRESS PAYMENTS

Payments of the Contract Price shall be timely paid in the manner following: **Each project to be invoiced upon completion of work. The final payment may not exceed 10 business days from the project's completion.**

All payments shall be timely paid pursuant to the above schedule to avoid any late payment fee. If payments are not received in such manner, Owner agrees to pay all interest accrued on any outstanding balance at a monthly percentage rate of 2 %. **Any refusal to pay late fees will result in nullification of all warranties and lien waivers.**

Furthermore, Contractor maintains the absolute right to enter the property anytime, with or without notice, to remove and take possession of all unused materials, plants and all equipment owned or leased by Contractor. Contractor may also file a lien against the property pursuant to Section 429.010, et seq., of the Revised Statutes of Missouri to secure payment of work or labor completed, machinery or equipment rented, materials, trees, plants or any type of landscaping goods or services furnished.

ARTICLE 4. GENERAL PROVISIONS

1. The Contractor shall furnish a plan and scale drawing showing the shape, size dimensions, and specifications for any engineered or permit required project, a description of the work to be completed, a description of the materials and equipment to be used, and the agreed consideration for the project.
2. **Any unforeseen expenses arising from engineering design changes by St. Louis or otherwise, hidden sub grade complications; including any utility or irrigation lines or pipes, footings, old concrete, ledge rock and boulders will be billed at a cost of time and materials. If the homeowner or contractor is not made available within 24 hours to witness and assess the situation, work will continue without a change order and documentation of the excavation and costs will be provided.**
3. Contractor is not an engineering firm and is not licensed to practice engineering. Nothing in this Contract shall be construed as requiring Contractor to make any engineering calculations or engineering judgments. Owner may wish to consult with an engineer before signing the Contract.
4. **Contractor shall have no obligation to perform a change in the work unless Contractor and Owner sign a change order describing the change and the corresponding adjustment in the Contract Price. All change orders shall be in writing and signed by Owner and Contractor, and shall be incorporated into, and become a part of, the Contract.**
5. Contractor will call 1-800-DIG-RITE to mark all public utilities. Further, Contractor will make every effort to use caution to avoid unmarked underground obstructions not marked by Dig Rite, however any damage to unmarked private utilities, irrigation lines, invisible pet fences, underground electrical lines or other underground obstructions not located by Dig Rite will be the sole responsibility of the Owner, and Owner agrees to hold harmless, indemnify and defend Contractor from any liability resulting from damage to said obstructions.
6. Owner is responsible for disclosing all information pertinent to the construction plan and proposal, including structural elements, so to prevent negligent business. Contractor is not responsible for damage to Owner's property during demolition or removal of debris where not previously made aware by the Owner.
7. Contractor is not responsible for any cosmetic damage done to private or public roads, driveways, and/or sidewalks when accessing Owner's property for site enhancements. Contractor to use skid steer and mini excavator both with tracks as needed for proper removal and installation. Contractor agrees to remove all debris and leave the premises in broom clean condition.
8. Contractor may at its discretion engage subcontractors to perform work hereunder, provided Contractor shall fully pay said subcontractors and in all instances, remain responsible for the proper completion of this Contract.
9. Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury because of the acts of Contractor, its employees or subcontractors.
10. **Contractor shall charge to obtain all permits & local business licenses necessary for the work to be performed.**
11. **Contractor shall not be liable for any delay due to circumstances beyond its control, including but not limited to weather, project changes, equipment failure, and casualty or general unavailability of materials.**
12. Included with this Contract is Contractor's standard Limited Warranty, found at www.shelton-landscape.com, which shall commence upon final completion of work and is valid only if full payment of work has been received.
13. **All materials ordered or delivered to project site, as outlined in the scope of work, will be subject up to a 20% restocking fee if declined by the homeowner due to changes in the scope of work.**
14. This contract and its performance are governed by the laws of the place of the project. A lien waiver shall be furnished, if requested, to Owner upon payment of the Contract Price in full. Missouri law requires the furnishing of the following notice:

NOTICE TO OWNER

Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property which is the subject of this contract pursuant to Chapter 429, RSMO. To avoid this result, you may ask this contractor for "lien waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and material twice.

15. The Contract is the entire agreement and consists of these General Provisions, Scope of Work, Contract Price, Progress Payments, and Shelton Landscape's Limited Warranty. There are no other agreements, oral or written, between Contractor and Owner. All previous statements, representations and promises by Contractor are null and void; there is no right to rely upon any such statement, representation or promise.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. SHELTON

LANDSCAPE & MAINTENANCE is authorized to do the work as specified. Payment will be made as outlined above.

**We Want To Thank You For Considering Shelton Landscape And Maintenance For Your Outdoor Projects.
It Is Because Of Our Customers, Both New And Old, That We Continue To Be In Business For Over 40
Years, A Trusted Contractor With The Better Business Bureau And Our Community As A Whole.**

1/4/2024

Amanda Ulrich-Deal	Date	Client Signature Grove Community Improvement District	Date
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