



314-535-5311



TheGroveSTL.com



4512 Manchester Ave, Ste. 100,

St. Louis, MO 63110-2100

2023

# The Grove CID

## Board Meeting Materials

# September 2023



**BOARD OF DIRECTORS MEETING  
TO BE HELD  
September 11, 2023, at 11:00 a.m.  
4512 Manchester Ave, Suite 100, St. Louis, MO 63110**

**NOTICE & PROPOSED AGENDA**

**TAKE NOTICE** that on September 11, 2023, at 11:00 a.m. at 4512 Manchester Ave, Ste. 100, St. Louis, MO 63110, the Grove Community Improvement District (the "District") will hold its public Monthly 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 Previous Minutes
3. Chairs Report & Announcement of the Order of Business
4. Public Comments & Questions (limited to 5 minutes per speaker)
5. Committee Reports:
  - a. **Safety and Security Committee (Kelly Spencer)**
    - i. Safety & Security Reports – (2<sup>nd</sup> District Patrol, NSI + TCF)
    - ii. Safety & Security Committee Meeting Recap – Kelly Spencer
  - b. **Executive & Finance Committees (Matt Bauer/Kelly Kenter)**
    - i. Monthly Financials – Approval
    - ii. CD Rates – Review
    - iii. Grant Program Updates – Review
    - iv. Public & City Annual Report – Approval
    - v. New Board Member Application – Will Essner (Review)
  - c. **Public Service Committee (Guy Slay)**
    - i. Street Furniture RFP
    - ii. Manchester Crosswalk
    - iii. De-volcano Mulching Meeting Recap
  - d. **Marketing Committee Update**
    - i. New Committee Member – Kristin Pozar
    - ii. Marketing Committee Meeting Recap – 8.31.23
6. District Updates – Ron Coleman
7. Sponsorship Requests – Approval Request
  - i. Grove Fest 2023
  - ii. Moonlight Ramble
  - iii. Oktoberfest 2023
  - iv. Shakespeare in the Park
8. Other Business
  - i. Special Assessment Results
9. Adjourn

**This meeting is open to the public;** provided, however, that a portion of the meeting may be closed pursuant to Section 610.021 RSMo with explicit notice of the reason for closure.

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: 9/8/2023 – 11:00AM**

**• The Grove Community Improvement District •**

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

[www.thegrovestl.com/](http://www.thegrovestl.com/)

**Grove CID Board of Director Meeting**  
**July 10<sup>th</sup>, 2023, at 11:00 AM**  
**at ZOOM**

**Board Members Present:** Kelly Spencer, Kelly Kenter, Sal Martinez, Don Bellon, Tatyana Telnikova, Sheryl Myers, Matt Bauer, Kimberly Smith-Drake

**Board Members Absent:** Fahime Mohammad, Guy Slay

**Others in Attendance:** Brian James (Park Central Development), Ron Coleman (Improvement Specialist), David Wright (Park Central Development), Rob Betts (The City's Finest [TCF]), Officer Nicky Walker (STL PD), Annette Pendilton (Park Central Development)

- 1. Call to Order:** K. Kenter called the meeting to order at 11:03 AM.
- 2. Approval Pervious Months Minutes:** K Spencer motioned to approve the meeting minutes; T Telnikova seconded the motion. All in favor, motion approved.
- 3. Chairs Report & Announcement of the Order of Business:** None
- 4. Public Comments and Questions:** None
- 5. Committee Reports:**
  - a. Safety and Security Committee (Kelly Spencer):**
    - i. R Betts shared crime reports from both the Forest Park Southeast neighborhood and the Grove district, specifically. He shared year-to-year comparisons of both person crime and property crime. Most incidents occur during the 2<sup>nd</sup> and 3<sup>rd</sup> shifts for city police officers, specifically during the time window of 3pm-11pm. Crime data from June shows a decline in incidents in Forest Park Southeast from May, but R Betts noted how vehicle thefts are going up across the country in part due to a feature of keys in Kia models that is not specifically unique to St. Louis. R Betts noted how patrols generally go out Thursday through Sunday during peak incident times.
    - ii. K Spencer asked why some radios given to businesses in the Grove were taken back by TCF. R Betts replied that most besides the one at Rehab were collected since most businesses were not using them regularly and that TCF could redistribute them if a business requests one. T Telnikova responded that Handle Bar would like one again and K Spencer said that she would pass the word along to other businesses.
    - iii. K Spencer also asked about why a particular homicide that took place on Gibson was not recorded in the data shown during the presentation. R Betts replied that he did not know for sure, but said that it was potentially due to the event occurring outside of the Grove's footprint. Officer Walker also offered in the chat that the event was classified as an aggravated assault on June 26<sup>th</sup>. K Spencer wanted to make sure that incident was recorded under person crime.
    - iv. K Spencer expressed collective interest in holding a meeting with the members of the Safety and Security Meeting, Park Central Development, and TCF before events expecting more than 2,500 people to make sure that everyone is on the same page for expectations during large events. R Betts agreed that these meetings could happen at Park Central's office.

- v. The committee also brought up reflections on the recent Pride event and debriefed with R Betts. Central concerns with this event mostly applied to incidents occurring outside of the event footprint. D Bellon inquired about what one should do when someone is climbing on canopies outside and R Betts replied that some things are outside of TCF control and they lean on city police officers in certain situations.
- vi. R Coleman passed along that he has received three noise complaints about music going beyond the posted time outside (11pm).

**b. Executive & Finance Committee:**

- i. M Bauer gave an overview of the financials. The CID currently has more income than initially budgeted.
- ii. D Bellon inquired about accounting for the Window Security Improvement Grant that the CID funded through Park Central. A Pendilton replied that there is still available resources for window repairs and that she would send D Bellon an update.
- iii. K Kenter added that the CID is making \$2,500 annually in CDs at the moment, which will help fund extra event support. K Kenter also added that the assessment period ends at the end of the calendar year and inquired about confirming a property would join the assessment that was recently sold.
- iv. K Kenter brought up the Manchester Bike Bash sponsorship brought forward by T Telnikova, taking place on Saturday, August 5<sup>th</sup>. M Bauer motioned to approve the support; K Spencer seconded. All in favor – motion passed.
- v. K Kenter motioned to approve the financials; K Spencer seconded. All in favor – motion passed.

**c. Public Service Committee:**

- i. In G Slay's absence, B James reported on public service.
- ii. R Coleman provided insight for why the crosswalk painting design was declined by the city and it happened because the design needs to maintain the white crosswalk pattern. B James reported that Park Central is working to help submit a new design by the end of this week, with the expectation that it will be approved.
- iii. A donation request for Operation Brightside for removing graffiti in a specific part of the district came up for \$400 based on the work they did (increased from the proposed \$300). D Bellon motioned to approve; K Smith-Drake seconded. All in favor – motion passed.
- iv. The question of how to proceed with the parking lot next to Gramophone. There were two different proposals for either a gate or a raised arm entrance into the lot; the board leaned towards the opening gate option, but the price is almost \$70,000 compared to \$19,000 for the arms. The committee discussed how it might make sense to get control of the lot if possible and discussed meetings with the treasurer having taken place about it.
- v. D Bellon inquired about a grant opportunity that went out to businesses recovering from a recent power outage. B James reported that only one restaurant had responded to the call in the past week.

**6. Other Business:**

a. None.

**7. Adjournment:** K Spencer motioned to adjourn; T Telnikova seconded. K Kenter adjourned the meeting at 11:48am.

DRAFT

# Grove CID

## Balance Sheet

As of August 31, 2023

|                                   | TOTAL               |
|-----------------------------------|---------------------|
| <b>ASSETS</b>                     |                     |
| Current Assets                    |                     |
| Bank Accounts                     |                     |
| 1072 Bill.com Money Out Clearing  | 3,916.00            |
| Operating (9310)                  | 2,024.47            |
| Reliance (4124)                   | 0.00                |
| Sales and Use Tax (0668)          | 41,350.53           |
| Simmons - Grove 8418              | 155,047.14          |
| Special Assessments (3269)        | 0.00                |
| X MO CD 0018 - 2                  | 101,795.89          |
| X MO CD 0019 - 2                  | 101,720.64          |
| X Mo CD 0020 - 2                  | 101,768.16          |
| <b>Total Bank Accounts</b>        | <b>\$507,622.83</b> |
| Accounts Receivable               |                     |
| Accounts Receivable - SE          | 0.00                |
| Other Accounts Receivable         | 0.00                |
| Sales Tax Receivable              | 0.00                |
| <b>Total Accounts Receivable</b>  | <b>\$0.00</b>       |
| Other Current Assets              |                     |
| CID Assmt Rec CY14                | 0.00                |
| CID Assmt Rec CY15                | 0.00                |
| CID Assmt Rec CY16                | 0.00                |
| CID Assmt Rec CY17                | 0.00                |
| Due to From Special Events        | 0.00                |
| Prepaid Expenses                  | 0.00                |
| Receivables                       | 0.00                |
| <b>Total Other Current Assets</b> | <b>\$0.00</b>       |
| <b>Total Current Assets</b>       | <b>\$507,622.83</b> |
| Fixed Assets                      |                     |
| 15000 Furniture and Equipment     | 0.00                |
| Accum Depr - Furn & Equip         | 0.00                |
| Accumulated Amort-Intangible As   | -11,775.00          |
| Construction in Process           | 0.00                |
| Intangible Assets                 | 11,775.00           |
| <b>Total Fixed Assets</b>         | <b>\$0.00</b>       |
| <b>TOTAL ASSETS</b>               | <b>\$507,622.83</b> |

# Grove CID

## Balance Sheet

As of August 31, 2023

|  | TOTAL               |
|--|---------------------|
| <b>LIABILITIES AND EQUITY</b>          |                     |
| Liabilities                            |                     |
| Current Liabilities                    |                     |
| Accounts Payable                       |                     |
| 20000 Accounts Payable                 | -1,298.63           |
| <b>Total Accounts Payable</b>          | <b>\$ -1,298.63</b> |
| Credit Cards                           |                     |
| Reliance Credit Card                   | 0.00                |
| <b>Total Credit Cards</b>              | <b>\$0.00</b>       |
| Other Current Liabilities              |                     |
| 25800 Unearned/Deferred Revenue        | 0.00                |
| Accrued Liabilities                    | 0.00                |
| Deferred Inflows of Resources          | 0.00                |
| <b>Total Other Current Liabilities</b> | <b>\$0.00</b>       |
| <b>Total Current Liabilities</b>       | <b>\$ -1,298.63</b> |
| <b>Total Liabilities</b>               | <b>\$ -1,298.63</b> |
| Equity                                 |                     |
| 30000 Opening Balance Equity           | 8,122.97            |
| 32000 Retained Earnings                | 496,040.02          |
| Fund Balance                           | 0.00                |
| Net Income                             | 4,758.47            |
| <b>Total Equity</b>                    | <b>\$508,921.46</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$507,622.83</b> |

**Grove CID**  
**Profit and Loss**  
**Aug-23**

|   | Total               |                     |                     |                      |
|---|---------------------|---------------------|---------------------|----------------------|
|   | Aug-23              | Jul-Aug 2023        | Jul-Aug 2022        | Budget               |
| <b>Income</b>                                   |                     |                     |                     |                      |
| 40000 Revenue                                   |                     |                     |                     | 0.00                 |
| 40100 CID 1% Sales and Use Tax                  | 46,786.80           | 89,003.98           | 70,673.28           | 380,000.04           |
| 40150 Special Assessments                       |                     |                     | 714.30              | 80,000.00            |
| 40200 Interest Earnings                         | 3,011.83            | 3,463.62            | 33.37               |                      |
| <b>Total 40000 Revenue</b>                      | <b>\$ 49,798.63</b> | <b>\$ 92,467.60</b> | <b>\$ 71,420.95</b> | <b>\$ 460,000.04</b> |
| <b>Total Income</b>                             | <b>\$ 49,798.63</b> | <b>\$ 92,467.60</b> | <b>\$ 71,420.95</b> | <b>\$ 460,000.04</b> |
| <b>Gross Profit</b>                             | <b>\$ 49,798.63</b> | <b>\$ 92,467.60</b> | <b>\$ 71,420.95</b> | <b>\$ 460,000.04</b> |
| <b>Expenses</b>                                 |                     |                     |                     |                      |
| 60100 Administrative Support                    |                     |                     |                     |                      |
| 60110 Administration-Park Central               |                     | 13,920.00           | 12,670.00           | 50,680.00            |
| 60130 Directors & Officers Insurance            |                     |                     |                     | 22,000.00            |
| 60140 Audit Services                            |                     |                     | 331.38              | 8,500.00             |
| 60150 Legal Services                            |                     |                     | 761.50              | 3,999.96             |
| 60170 Storage Facility                          | 91.00               | 364.00              | 153.32              | 1,188.00             |
| <b>Total 60100 Administrative Support</b>       | <b>\$ 91.00</b>     | <b>\$ 14,284.00</b> | <b>\$ 13,916.20</b> | <b>\$ 86,367.96</b>  |
| 60200 Marketing                                 |                     |                     |                     |                      |
| 60220 Website & Design Services                 | 1,194.34            | 3,694.34            | 2,450.00            | 16,200.00            |
| Sponsorship Expense                             |                     |                     |                     |                      |
| <b>Total 60200 Marketing</b>                    | <b>\$ 1,194.34</b>  | <b>\$ 3,694.34</b>  | <b>\$ 2,450.00</b>  | <b>\$ 16,200.00</b>  |
| 60270 Sponsorships                              | 6,000.00            | 6,000.00            | 14,500.00           | 69,999.96            |
| 60300 Public Improvements                       |                     |                     |                     |                      |
| 60310 Grove Signs Electricity                   | 130.91              | 400.85              | 505.47              | 3,000.00             |
| 60315 Street Lighting Impr-Electricit           | 416.30              | 830.81              | 814.60              | 5,499.96             |
| 60320 Grove Signs Repairs & Mnt                 | 914.55              | 914.55              | 1,397.28            | 4,999.92             |
| 60330 Other Public Improvements                 |                     | 760.00              | 360.00              |                      |
| <b>Total 60300 Public Improvements</b>          | <b>\$ 1,461.76</b>  | <b>\$ 2,906.21</b>  | <b>\$ 3,077.35</b>  | <b>\$ 13,499.88</b>  |
| 60400 Public Services                           |                     |                     |                     |                      |
| 60410 Litter Control                            | 6,925.00            | 13,750.00           | 12,205.62           | 52,999.92            |
| 60420 Landscaping                               |                     |                     |                     | 4,500.00             |
| <b>Total 60400 Public Services</b>              | <b>\$ 6,925.00</b>  | <b>\$ 13,750.00</b> | <b>\$ 12,205.62</b> | <b>\$ 57,499.92</b>  |
| 60500 Security & Public Safety                  |                     |                     |                     |                      |
| 60515 Cameras                                   | 1,322.08            | 1,322.08            |                     | 4,999.92             |
| 60530 Thursday Security Patrols                 | 3,610.00            | 12,825.00           |                     | 52,650.00            |
| 60531 Friday Security Patrols                   | 3,016.25            | 10,853.75           |                     | 52,650.00            |
| 60532 Saturday Security Patrols                 | 2,778.75            | 11,115.00           |                     | 52,650.00            |
| 60533 Sunday Security Patrols                   | 3,301.25            | 10,545.00           |                     | 52,650.00            |
| 60534 Other Security Patrols                    |                     | 213.75              | 7,623.75            |                      |
| <b>Total 60500 Security &amp; Public Safety</b> | <b>\$ 14,028.33</b> | <b>\$ 46,874.58</b> | <b>\$ 7,623.75</b>  | <b>\$ 215,599.92</b> |
| Uncategorized Expense                           | 200.00              | 200.00              |                     |                      |
| <b>Total Expenses</b>                           | <b>\$ 29,900.43</b> | <b>\$ 87,709.13</b> | <b>\$ 53,772.92</b> | <b>\$ 459,167.64</b> |
| <b>Net Operating Income</b>                     | <b>\$ 19,898.20</b> | <b>\$ 4,758.47</b>  | <b>\$ 17,648.03</b> | <b>\$ 832.40</b>     |
| <b>Net Income</b>                               | <b>\$ 19,898.20</b> | <b>\$ 4,758.47</b>  | <b>\$ 17,648.03</b> | <b>\$ 832.40</b>     |



**3 Month CD due to expire 8/17/23 – Do you want to continue or cash in CD?**

Your Certificate of Deposit will automatically renew on 8/17/23.

|  |  |
|--|--|
| Account Number.....:                     | XXXXXXXX0684                           |
| Current Balance.....:                    | 100,794.90                             |
| Current Interest Rate.....:              | 3.9400%                                |
| Renewal Interest Rate.....:              | Undetermined at this time <sup>m</sup> |
| Annual Percentage Yield.....:            | Undetermined at this time <sup>m</sup> |
| Interest Payment Period.....:            | 3 months                               |
| Next Interest Date.....:                 | 8/17/23                                |
| Renewal Period.....:                     | 3 months                               |
| Next Renewal Date.....:                  | 11/17/23                               |
| Grace Period Days After Renewal Date...: | 10 Days                                |

Interest Rate as of 8/17/23 4.67%

**6 Month CD due to expire 8/17/23 – Do you want to continue or cash in CD?**

Your Certificate of Deposit will automatically renew on 8/17/23.

|  |  |
|--|--|
| Account Number.....:                     | XXXXXXXX0882                           |
| Current Balance.....:                    | 100,842.45                             |
| Current Interest Rate.....:              | 3.4550%                                |
| Renewal Interest Rate.....:              | Undetermined at this time <sup>m</sup> |
| Annual Percentage Yield.....:            | Undetermined at this time <sup>m</sup> |
| Interest Payment Period.....:            | 3 months                               |
| Next Interest Date.....:                 | 8/17/23                                |
| Renewal Period.....:                     | 6 months                               |
| Next Renewal Date.....:                  | 2/17/24                                |
| Grace Period Days After Renewal Date...: | 10 Days                                |

Interest Rate as of 8/17/23 4.91%

## Grant Programs Available in CID Updates

### COVID-19 Business Relief

Starting Place **\$26,500**

|                         |           |
|-------------------------|-----------|
| Cultivate Salon         | -3,000.00 |
| May's Place             | -3,000.00 |
| Charcoal Salon          | -3,000.00 |
| Everest Cafe and<br>Bar | -3,000.00 |
| City Boutique           | -3,000.00 |
| Lisa Stylz              | -3,000.00 |
| Chop Shop STL           | -3,000.00 |

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(21,000.00)

**5,500.00**      **Leftover Funds**

### Window Safety Program

Starting Place **\$25,000**

|                      |           |
|----------------------|-----------|
| Intoxicology         | -2,246.44 |
| ReHab Bar            | -2,500.00 |
| Handlebar            | -2,002.30 |
| Grove Prop           | -303.33   |
| Taha Twisted<br>Tiki | -1,814.05 |

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(8,866.12)

**16,133.88**      **Leftover Funds**



# THE GROVE

THE GROVE CID

## ANNUAL 22 - REPORT 23

PREPARED BY PARK CENTRAL DEVELOPMENT

PARK  
CENTRAL  
DEVELOPMENT  
SAINT LOUIS • MO





# OVERVIEW

This thriving, centrally-located district stretches nearly a mile along Manchester Avenue between Kingshighway and Vandeventer. It hosts a diverse range of over 50 businesses offering great places to eat and drink, a multitude of dance floors, spots to shop and grab coffee, a brewery, tattoo parlors and several organizations devoted to improving the vitality of the area.

The Grove, known as the Manchester Strip in the late 19th century, was developed as a retail drag to serve the working-class population of Forest Park Southeast. Dubbed Adam's Grove in the 1950s, it served as a bustling commercial district for the entire city. The strip then experienced a decline until the LGBTQ+ community led a wave of investment in the area, beginning with Attitudes Night Club that opened in the 1980s, helping to transform it into the premier entertainment district that it is today. Built on the ideals of acceptance, the neighborhood grew into an eclectic mix of businesses, residents and guests.

Other community members took up the mantle and committed to filling one vacant storefront at a time and today the area is a thriving, diverse and vibrant neighborhood. "The Grove" name was coined to support the re-brand effort so the area could begin anew.

In 2009, The Grove Community Improvement District (CID) was formed for the purposes of supporting the businesses, beautifying the neighborhood, and most importantly improving safety for its visitors and businesses.

Today, the CID is run by an 11-member Board of Directors, made up of property owners and/or business operators within the district with a purpose of funding and managing services and projects within the district. Examples of this include providing security, cleaning initiatives, providing additional off-street parking, marketing the businesses within the CID, funding special events, and promoting business retention and development.

## WHAT IS A COMMUNITY IMPROVEMENT DISTRICT?

Special Taxing Districts are established to provide services and improvements to supplement what the city provides.

Community Improvement Districts (CIDs for short!) can collect sales and property taxes to fund these services and improvements. These services can range from infrastructure repair, to beautification projects, to even marketing for the district.

*The ultimate goal for the Grove CID is to provide a place where St. Louis residents want to live, work and play!*



### **Board of Directors**

Matt Bauer, Don Bellon, Neal Griffin, Kelly Kenter, Sal Martinez, Fahime Mohammad, Sheryl Myers, Guy Slay, Kimberly Smith-Drake, Kelly Spencer, Tatyana Telnikova



### **Executive & Finance Committee**

Matt Bauer, Don Bellon, Kelly Kenter, Kelly Spencer, Tatyana Telnikova



### **Safety & Security Committee**

Don Bellon, Chad Fox, Antonio French, Rick Lewis, Fahime Mohammad, Jon Shine, Kelly Spencer



### **Marketing Committee**

John Boldt, Paul Byrne, Ben Grupe, Kendra Harris, Sheryl Myers, Guy Slay, Kelly Spencer, Maggie St. Geme, Tatyana Telnikova, Billy Thompson

### **Public Service Committee**

Don Bellon, John Boldt, Lana Coleman, Kelly Kenter, Sheryl Myers, Tony Saputo, Shelley Satke, Guy Slay, Tatyana Telnikova

### **Nominations Committee**

Neal Griffin, Kelly Kenter, Tatyana Telnikova

# Events in the Grove



## GroveFest

GroveFest is the annual festival of all things Grove. Vendors from around the City sell food and goods on the street, businesses bring tents and games out, children play in the kids area with bubbles and bounce houses, and there is an unlimited amount of live entertainment from jugglers and dancers to fashion shows. This past year's saw almost 50,000 people coming to the Grove to support 140 unique businesses. The event generates more than \$100,000 in sponsorships to make it free to the public and reduce vendor fees for planning.



## Flyover Comedy Festival

Flyover Comedy Festival remains unique as a festival, highlighting multiple venues on both the east and west ends of The Grove. The event took place at multiple venues on Manchester, which allowed all of The Grove's remarkable restaurants, bars, and venues to be showcased.

## Moonlight Ramble

The Moonlight Ramble hosted its 58th moonlit bike ride of varying length (7-18 miles), which always takes place on the Saturday closest to the Full Moon in August. The event draws riders of all ages and abilities to safely enjoy riding the streets of STL traffic free while enjoying the full moon. This past year, the ride started and finished in the Grove, and thousands came early and stayed late patronizing the bars and restaurants in the Grove.

# Manchester Bike Bash

This international event celebrating bikes and bodies meets up in the Grove every year and includes pre-ride festivities including body painting and a costume contest. Event goers can paint their bodies, decorate their bikes, and join the thousands of cyclist for a ride around the city. An after party then occurs in the Grove and features live music, local food and drinks, and so much more.

# Shakespeare in the Park

The Festival's 20-year-old touring program returned as the free and outdoor public park tour, TOURCO, throughout Missouri and Illinois with A Midsummer Night's Dream. The Grove CID helped sponsor this event in Chroma Plaza in August, joining the rest of the region in celebrating free outdoor arts.



# Grove Pride Night

Pride has been in the Grove's DNA since the 80s! Built on the ideals of acceptance, our community has blossomed since then into an eclectic mix of businesses, residents, and guests, with this event celebrating through live entertainment, DJs, and closed off portions of Manchester.

# Urban Chestnut Oktoberfest

Urban Chestnut Brewing Company (UCBC) held its annual Munich-style celebration--featuring live music, German beer, food, and activities--in the Grove this past year. This two-day festival featured the Polka Patio and the Rock Dock on two stages as well as yard games for all to enjoy. Also included were neighboring businesses Vails Brothers, Creole with a Splash of Soul, and Serendipity Ice Cream.



# CID Projects & Beautification

## Alley Paving

The Grove CID led the repaving of four different alleys within the district, including collaborating in funding with the Alderman and Park Central Development.

## Grove Signs, Globe Lights, & Art

Zimmerman continues to provide support with the Grove signs and globe lights. Their annual inspections help ensure the structural integrity of the signs. Additionally, the Grove invested in repairing murals with graffiti on them to preserve public art.

## Security & Patrol

During the fiscal year (2022-2023), the district transitioned and partnered with The City's Finest to provide secondary patrols for the district.

Additionally, the Grove added new security cameras through Flock at different locations throughout the CID that help reduce the amount of time taken to respond to crime incidents.



## Smash-Resistant Windows

The Grove CID approved a budget of \$50,000 from reserves to cover 50% (up to \$2,500) per business to install smash resistant windows on a first-come first-serve basis, with a handful of businesses taking advantage of the opportunity.

Additionally, following a power outage the CID provided monetary support to a restaurant that lost all of its food inventory due to spoilage.

## CID Assessment & District Expansion

The CID assessment renewal is underway, with expected completion by the end of September, 2023.

Additionally, a potential expansion is currently ongoing and could be completed in 2024.



# Public Service



## Landscaping

In addition to the smash-resistant window program, the CID partnered with Shelton Landscaping to provide street beautification projects to the Grove, including flower planters and watering along Manchester. The CID contracts ATBM for litter and trash pickup throughout the district.

## Graffiti Removal

The CID partnered with Brightside St. Louis to strategically remove graffiti from some of the walls and murals in the district.

## Pride Banners

The CID led the installation of new Grove Progress Pride banners along Manchester.

# Marketing

## Social Media Partner

The CID continues to work with EngageTaste to manage and provide a more consistent online presence. Additionally, the district is working with Explore STL to expand outreach.

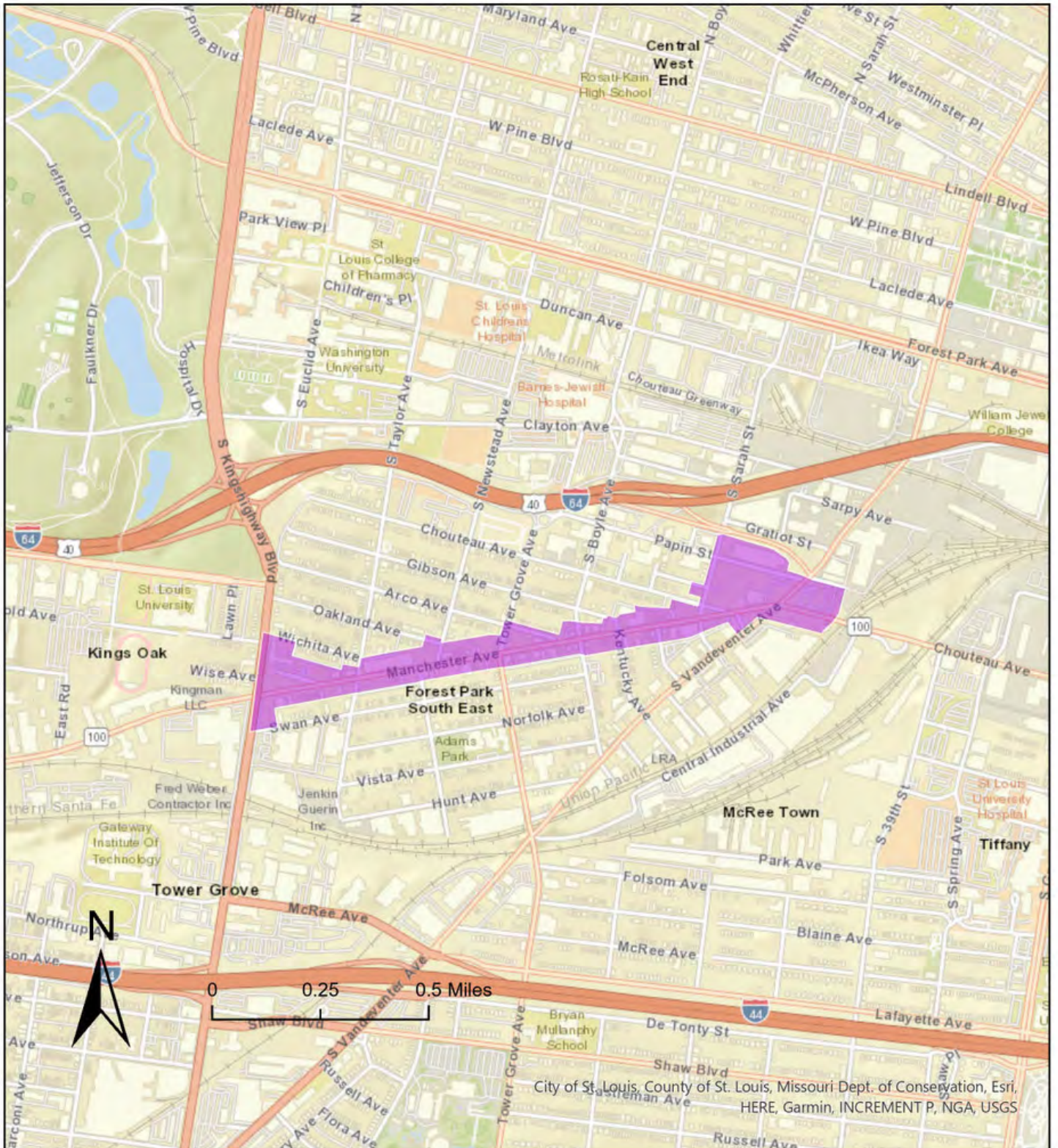
@TheGroveSTL has over 40,000 followers on Instagram and posts reach about 50,000 each month.

## Continued Engagement and Content

The CID always wants to showcase everything happening in the Grove! Take #grovestl to help EngageTaste find your posts as well as send photos to the marketing committee for keeping track of district updates.

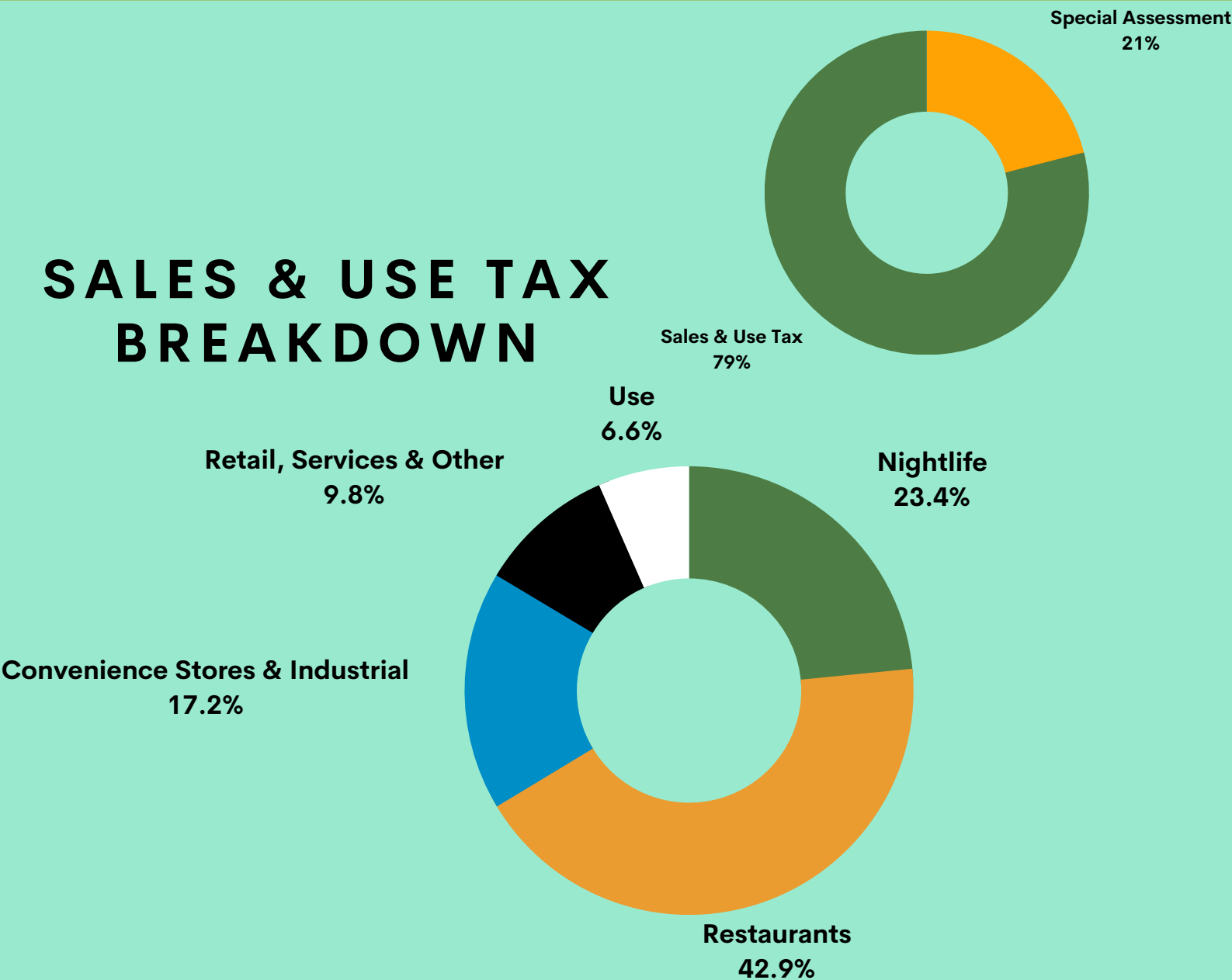


# Grove CID Boundary



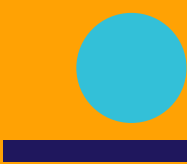
# FY 2023 REVENUE: \$537,077.42

## SALES & USE TAX BREAKDOWN



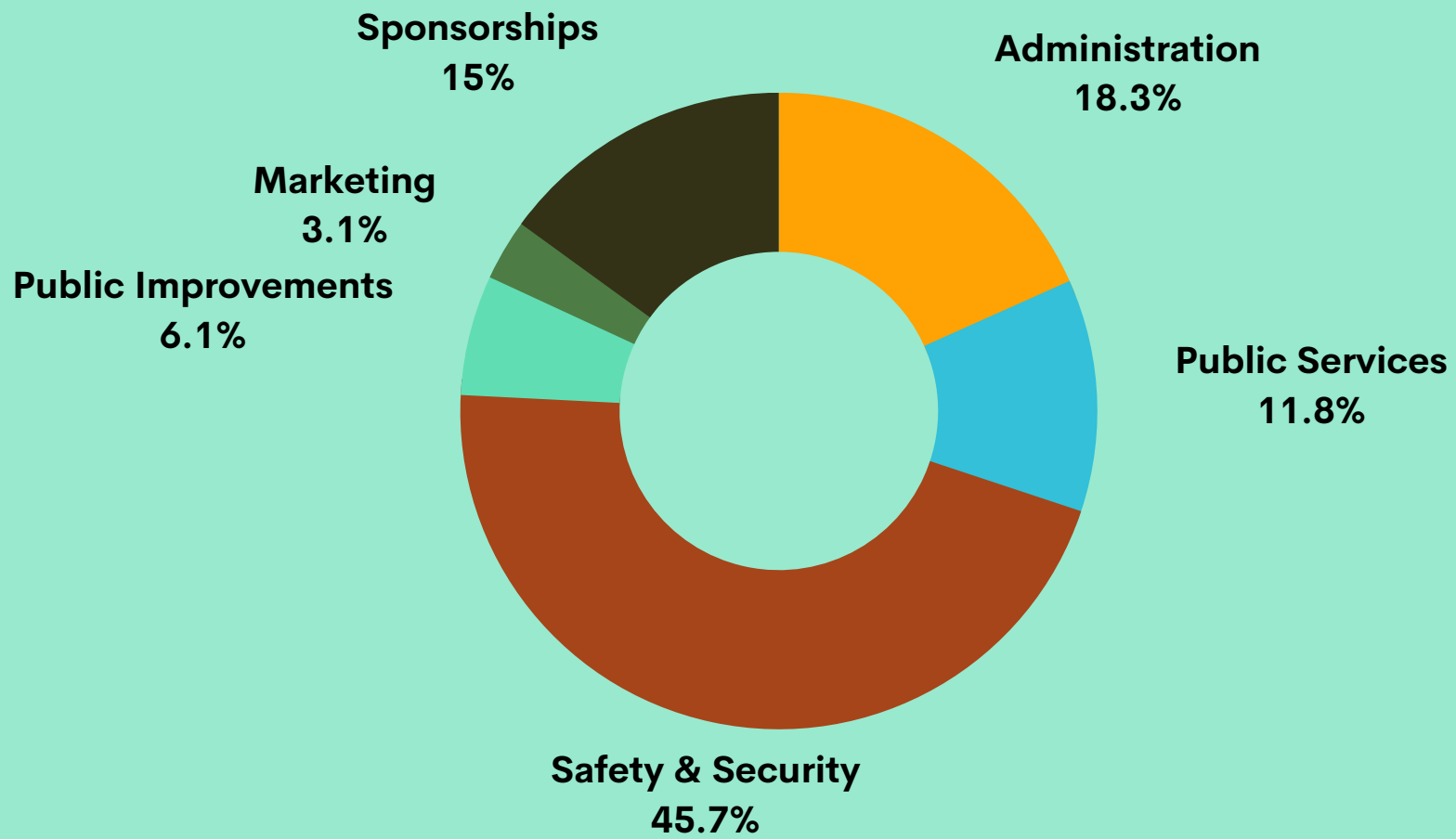
The Grove CID obtains most of its revenue from Sales & Use Tax (1% collected on all retail sales, approved by the registered voters residing the in District). Special Assessment property tax is also collected based on the value of properties in the Grove. The CID has \$38,630 in reserves.

*The 1% Sales and Use tax revenue reflects an annual economic impact of \$42,414,300 on businesses in the district.*



**Presented to:**  
The Grove CID Board & the Public  
**Prepared by:**  
Park Central Development

# FY 2023 EXPENSES: \$491,271.60



# **The Grove Community Improvement District of the City of St. Louis**

## **Annual Report for the Fiscal Year ending June 30, 2023**

### **Contents**

1. Annual Report – FY2023
2. Attachment A - Annual Financial Report - FY2022
3. Attachment B - Map of Grove Community Improvement District
4. Attachment C - Resolutions adopted in FY 2023
5. Attachment D – Financial Statements in lieu of Audit –

## Annual Report for Fiscal Year 2023

Following the receipt of a proper petition (the “Petition”) submitted to the City of St. Louis, Missouri (the “City”) and the conclusion of a duly noticed public hearing pursuant to Sections 67.1401 to 67.1571 of the Revised Statutes of Missouri (“RSMo”), as amended (the “CID Act”), the Grove Community Improvement District (the “District”) was established as a political subdivision of the State of Missouri by the Board of Aldermen of the City by Ordinance No. 68107, sponsored by 17<sup>th</sup> Ward Alderman Joseph D. Roddy and approved by Mayor Francis G. Slay on July 28, 2008 (the “Ordinance”).

The District will continue to exist until August 27, 2028 (20 years after the effective date of the Ordinance), unless such term is modified in accordance with the CID Act.

The fiscal year of the District is the same as the fiscal year of the City of St. Louis, which begins on July 1st and ends June 30th of the following calendar year (the "Fiscal Year").

The District is governed by an 11-member Board of Directors (the “Board” or the “Directors”) originally named in the Ordinance and thus appointed; but thereafter all successor Directors will be nominated by the Board, appointed by the Mayor and approved by the Board of Aldermen.

The Directors elected the current slate of Board Officers in 2022, at their board of directors meeting. The current Officers were elected in July, 2022.

| <b>Name</b>          | <b>Title</b> | <b>Term Expires</b> | <b>Board Qualification</b>                  | <b>Status</b>     |
|----------------------|--------------|---------------------|---|-------------------|
| Kelly Kenter         | Chairman     | 6/30/2026           | Business Owner OR Property Owner            | Operator          |
| Kelly Spencer        | Vice Chair   | 6/30/2024           | Business Owner OR Property Owner            | Owner & Operator  |
| Sheryl Myers         | Director     | 6/30/2026           | Business Owner                              | Owner & Operator  |
| Open                 | Director     | 6/30/2024           | Property Owner                              |                   |
| Kimberly Smith-Drake | Director     | 6/30/2024           | Business Owner OR Property Owner            | Representative    |
| Don Bellon           | Director     | 6/30/2024           | Property Owner                              | Owner & Operator  |
| Tatyana Telnikova    | Secretary    | 6/30/2026           | Business Owner                              | Representative    |
| Matt Bauer           | Treasurer    | 6/30/2026           | Property Owner of at least 4% CID Valuation | Representative    |
| Sal Martinez         | Director     | 6/30/2026           | Business Owner OR Property Owner            | Owner & Operator  |
| Guy Slay             | Director     | 6/30/2024           | Property Owner of at least 6 parcels        | Owner             |
| Fahime Mohammad      | Director     | 6/30/2022           | Business Owner                              | Business Operator |

Park Central Development Corporation has served as the administrative organization for the Grove CID since the 2010-2011 fiscal year. Brian James currently serves as the District Administrator.

## ***Attachment A – Annual Financial Report***

### ***Revenues Collected***

The District is funded primarily by a 1% Sales & Use Tax collected in the District and an annual Special Assessment imposed on District real property; however, cash donations, direct appropriations from other governmental entities and/or grants are also accepted.

At the Sales & Use Tax Election authorized by Resolution 2008-03 and conducted in September 2008, the registered voters in the District approved the imposition of a 1% Sales & Use Tax, effective January 1, 2009. This Sales & Use Tax will be levied in the District until August 27, 2028. **The District received \$424,143 of sales & use tax revenue during the 2022-2023 fiscal year.**

**During FY 2022-2023, the District received \$112,054 in Special Assessment collections.**

Grove CID **Special Assessment on real property began** with Tax Year 2009 and was renewed in Tax Year 2013; renewed in Tax Year 2016; renewed Tax Year 2019; renewed Tax Year 2023 and **will sunset** after Tax Year 2028.

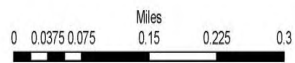
### ***Expenditures***

**The District expended a total of \$491,272 in Fiscal Year 2022-2023** (See attachment D for more information). The expenditures were for the following services (Administrative, Marketing and Special Events, Public Improvements, Public Services & Security, Public Safety and Parking).

### ***Services Provided***

The District funded a variety of services in Fiscal Year 2022-2023 including security patrols in the District on Thursday, Friday, Saturday and Sunday nights, litter control and weed abatement, various projects to improve the aesthetics of the district, the sponsorship of special events and voted to assist small businesses within the Grove CID with COVID-19 assistance as well security windows.

# Attachment B – Map of Grove Community Improvement District



Manchester CID Map



***Attachment C – Resolutions Adopted in FY 2023***

Please see attached Resolutions

2023-01 – Banking

2023-02 – Special Assessment Renewal

***Attachment D***

Financials

Please see attached report.

**A RESOLUTION OF THE GROVE COMMUNITY IMPROVEMENT DISTRICT AMENDING PREVIOUS BANKING RESOLUTIONS**

THE FOLLOWING RESOLUTION TO CLOSE AND TRANSFER FUNDS FROM THE CURRENT COMMERCE BANK ACCOUNTS. CLOSING THE MONEY MARKET ACCCOUNT AT COMMERCE AND OPEN A MONEY MARKET ACCOUNT AND CERTICATE OF DEPOSIT’S AT SIMMONS BANK;

A MEETING of the Board of Directors of the Grove Community Improvement District (“CID”) duly called and held on the 13<sup>th</sup> day of February 2023, the following resolution regarding the administration of the CID’s accounts at Commerce Bank. To close money market account with Commerce Bank, transfer funds to Simmons Bank opening a Money Market and Certificate of Deposits that is outlined in Attachment A. Commerce Bank will remain open for operating and discussed again at year end of 6/30/2023;

BE IT RESOLVED that the authorized signators, all being CID Board members, for the above referenced accounts shall be as follows:

Matt Bauer, Treasure

Kelly Kenter, Chairman

; and

BE IT FURTHER RESOLVED that any one authorized signature shall be required on checks in the amount of \$2, 000.00 USD or less; and

BE IT FURTHER RESOLVED that checks more than \$2,000.01 USD shall require two authorized signatures; and

BE IT FURTHER RESOLVED that Annette Pendilton, employee of Park Central Development Corporation and named Community Development Administrator for the CID, shall be the administrator of the bank accounts held at the financial institution referenced herein, having full rights to receive and request information regarding the CID bank accounts, to view, receive, supply and hold electronic and hard-copy bank / financial records, to receive and deposit payments to CID, and to receive and approve invoices for CID projects and write checks for payment of same; and

BE IT FURTHER RESOLVED that Annette Pendilton shall not be authorized to sign checks or transfer funds outside of the financial institution referenced herein.

I HEREBY CERTIFY that the foregoing is a true and correct statement of this resolution as approved by a majority of the Board of Directors of the Grove Community Improvement District on the date first specified above.

ADOPTED this 13<sup>th</sup> day of February 2023.

**THE GROVE COMMUNITY IMPROVEMENT DISTRICT**

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE GROVE COMMUNITY IMPROVEMENT DISTRICT PROVIDING FOR THE IMPOSITION IN THE DISTRICT OF A SPECIAL ASSESSMENT; AND AUTHORIZING AND DIRECTING RELATED ACTIONS.**

WHEREAS, the Grove Community Improvement District (the “District”) renewed and imposed a special assessment pursuant resolution 2023-02 in the calendar years 2023-2028 for five calendar years;

WHEREAS, Section 67.1521 RSMo. provides that a special assessment may be levied by resolution of the District upon the receipt of a proper petition as provided in that section;

WHEREAS, the District is in receipt of a petition, entitled Special Assessment Petition (“Petition”), a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, and which Petition complies with the requirements of Section 67.1521 RSMo.; and

WHEREAS, at a duly noticed meeting of the Board of Directors of the District, convened at 11:00 a.m., February 13<sup>th</sup>, 2023, via zoom, at which was present a quorum of the Board of Directors, the Board of Directors took the action further described herein.

NOW THEREFORE, BE IT RESOLVED by the undersigned Board of Directors of the Grove Community Improvement District as follows:

1. The District hereby acknowledges receipt of the Petition, as provided in Section 67.1521 RSMo.
2. In accordance with the Petition and the provisions of the Missouri Community Improvement District Act (the “Act”), the District hereby levies an annual special assessment (the “Special Assessment”), such levy to begin in 2023, upon all real property within the District upon the terms and at such maximum annual rates as provided in the attached Petition.
3. The Board of Directors and the officers of the District are hereby authorized, without any further action of the District required, to take any actions necessary or appropriate to facilitate the levy, collection or distribution of proceeds of the Special Assessment, including, but not limited to, the creation or maintenance of accounts or funds, the entrance into any agreement or contract, and the cooperation in the process of imposing assessments in accordance with the terms of the Petition and the Act.
4. This resolution shall take effect immediately.
5. The sections, paragraphs, sentences, clauses and phrases of this Resolution shall be severable. In the event that any such section, paragraph, sentence, clause or

phrase of this Resolution is found by a court of competent jurisdiction to be invalid, the remaining portions of this Resolution are valid, unless the court finds the valid portions of the Resolution are so essential to and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Directors has enacted the valid portions without the void ones, or unless the court finds that the valid portions, standing alone, are incomplete and are incapable of being executed in accordance with the legislative intent.

Adopted this 13th day of February 2023.

## SPECIAL ASSESSMENT PETITION

### Petition for Levy of Special Assessment

The Grove Community Improvement District (the “District”) shall be authorized to levy special assessments against real property benefited within the District for the purpose of providing revenue for costs incurred by the District for completion of the Project, as defined in the petition establishing the District (the “Petition”).

The special assessment may be levied against each Unit (as hereinafter defined) within the District. The cost of the Project shall be allocated among each of the Units, based on the class of the Unit. For purposes of the special assessment, there will be three (3) classes of real property within the District for purposes of the special assessment, which classes will be distinguished on the basis of the use of each parcel of property as tax-exempt, wholesale business, and general. The tax-exempt class shall consist of all parcels within the District classified as tax-exempt by the Assessor (the “Tax-Exempt Class”). The wholesale business class shall consist of all parcels within the District classified as commercial property by the Assessor and upon which a business is operated that has thirty percent (30%) or more of its annual sales for the prior year made at wholesale (goods for resale) and which sales are not subject to the sales and use tax pursuant to Chapter 144 of the Revised Statutes of Missouri, as amended (the “Wholesale Class”), as determined by the Board. The general class shall consist of all parcels within the District that are not included in the Tax-Exempt Class or the Wholesale Class (the “General Class”). The Board shall adopt rules and regulations (the “Rules and Regulations”) that set forth additional qualifications or documentation necessary for the Board to classify the District Property.

The method of imposing the special assessments shall be a rate (i) per square footage of the parcel and (ii) per square footage of the ground floor of any building located on the parcel per year for each individual tax parcel (each a “Unit”) identified by the Assessor. The maximum rate of the yearly special assessment for each class are as follows:

| Class      | Per square footage of the Unit | Per square footage of the first floor of building located on the Unit |
|------------|--------------------------------|---|
| Tax-Exempt | \$0                            | \$0   |
| Wholesale  | \$0.00901875                   | \$0.0374625   |
| General    | \$0.024375                     | \$0.10125   |

The authorization to levy the special assessment shall be for five (5) calendar years from 2023 through 2028.

**Grove CID**  
**Budget vs. Actuals: FY\_2022\_2023 - FY23 P&L**  
 July 2022 - June 2023

|   | 6/30/2023           | YTD Actual           | FY 2023<br>Budget    |  |
|---|---------------------|----------------------|----------------------|--|
| <b>Income</b>                             |                     |                      |                      |  |
| <b>40000 Revenue</b>                      |                     |                      |                      |  |
| 40100 CID 1% Sales and Use Tax            | 44,146.43           | 424,143.00           | 300,000.00           |  |
| 40150 Special Assessments                 |                     | 112,054.30           | 90,000.00            |  |
| 40200 Interest Earnings                   |                     | 880.12               |                      |  |
| 46400 Reserves                            |                     |                      | 38,630.00            |  |
| <b>Total 40000 Revenue</b>                | <b>\$ 44,146.43</b> | <b>\$ 537,077.42</b> | <b>\$ 428,630.00</b> |  |
| <b>Total Income</b>                       | <b>\$ 44,146.43</b> | <b>\$ 537,077.42</b> | <b>\$ 428,630.00</b> |  |
| <b>Gross Profit</b>                       | <b>\$ 44,146.43</b> | <b>\$ 537,077.42</b> | <b>\$ 428,630.00</b> |  |
| <b>Expenses</b>                           |                     |                      |                      |  |
| <b>60100 Administrative Support</b>       |                     |                      |                      |  |
| 60110 Administration-Park Central         |                     | 50,680.00            | 50,680.00            |  |
| 60115 Postage/Office Supplies             |                     | 398.86               |                      |  |
| 60130 Directors & Officers Insurance      |                     | 792.00               | 800.00               |  |
| 60135 General Liability Insurance         |                     | 21,009.05            |                      | Insurance for<br>Grove signs, globe<br>lights and umbrella           |
| 60140 Audit Services                      |                     | 8,500.00             | 8,000.00             |  |
| 60150 Legal Services                      |                     | 7,685.00             | 4,000.00             | Legal services for<br>Special<br>Assessments                         |
| 60160 Bank Fees and Charges               |                     | 5.00                 |                      |  |
| 60170 Storage Facility                    |                     | 704.28               | 700.00               |  |
| <b>Total 60100 Administrative Support</b> | <b>\$ 0.00</b>      | <b>\$ 89,774.19</b>  | <b>\$ 64,180.00</b>  |  |
| <b>60200 Marketing</b>                    |                     |                      |                      |  |
| 60215 Promotional Materials               |                     | 600.00               | 1,800.00             |  |
| 60220 Website & Design Services           | 222.17              | 14,668.05            | 12,200.00            |  |
| <b>Total 60200 Marketing</b>              | <b>\$ 222.17</b>    | <b>\$ 15,268.05</b>  | <b>\$ 14,000.00</b>  |  |
| 60270 Sponsorships                        | 6,667.00            | 73,500.33            | 54,600.00            |  |
| <b>60300 Public Improvements</b>          |                     |                      |                      |  |
| 60310 Grove Signs Electricity             | 214.20              | 2,373.00             | 1,550.00             |  |
| 60315 Street Lighting Impr-Electricit     | 838.36              | 5,016.59             | 9,000.00             |  |
| 60320 Grove Signs Repairs & Mnt           |                     | 8,784.14             | 5,000.00             |  |
| 60325 Holiday Decorations                 |                     | 7,820.68             |                      | Holiday Wreaths<br>Banners,<br>trashcans painting<br>of signal boxes |
| 60330 Other Public Improvements           |                     | 5,858.35             |                      |  |
| <b>Total 60300 Public Improvements</b>    | <b>\$ 1,052.56</b>  | <b>\$ 30,137.73</b>  | <b>\$ 15,550.00</b>  |  |
| <b>60400 Public Services</b>              |                     |                      |                      |  |
| 60410 Litter Control                      | 4275                | 49,445.05            | 46,000.00            |  |
| 60415 Public Pkg lot-Litter Control       |                     | 300.00               |                      | Operation Brightside<br>Donation                                     |

|   |                     |                      |                      |   |
|---|---------------------|----------------------|----------------------|---|
| 60420 Landscaping                               |                     | 8,275.00             | 4,500.00             | New contract with<br>Shelton<br>Landscaping |
| <b>Total 60400 Public Services</b>              | <b>\$ 4,275.00</b>  | <b>\$ 58,020.05</b>  | <b>\$ 50,500.00</b>  |   |
| <b>60500 Security &amp; Public Safety</b>       |                     |                      |                      |   |
| 60515 Cameras                                   |                     | 11,400.00            |                      |   |
| 60530 Thursday Security Patrols                 | 11,067.50           | 51,228.75            | 52,650.00            |   |
| 60531 Friday Security Patrols                   | 10,616.25           | 49,281.25            | 52,650.00            |   |
| 60532 Saturday Security Patrols                 | 7,030.00            | 37,857.50            | 52,650.00            |   |
| 60533 Sunday Security Patrols                   | 8,716.25            | 38,356.25            | 52,650.00            |   |
| 60534 Other Security Patrols                    |                     | 11,447.50            |                      |   |
| Miscellaneous                                   |                     | 25,000.00            |                      | Security Windows                            |
| <b>Total 60500 Security &amp; Public Safety</b> | <b>\$ 37,430.00</b> | <b>\$ 224,571.25</b> | <b>\$ 210,600.00</b> |   |
| Uncategorized Expense                           |                     |                      |                      |   |
| <b>Total Expenses</b>                           | <b>\$ 49,646.73</b> | <b>\$ 491,271.60</b> | <b>\$ 409,430.00</b> |   |
| <b>Net Operating Income</b>                     | <b>-\$ 5,500.30</b> | <b>\$ 45,805.82</b>  | <b>\$ 19,200.00</b>  |   |
| <b>Other Expenses</b>                           |                     |                      |                      |   |
| Transfer Out to Grove CID                       | 0.00                | 0.00                 |                      |   |
| <b>Total Other Expenses</b>                     | <b>\$ 0.00</b>      | <b>\$ 0.00</b>       | <b>\$ 0.00</b>       |   |
| <b>Net Other Income</b>                         | <b>\$ 0.00</b>      | <b>\$ 0.00</b>       | <b>\$ 0.00</b>       |   |
| <b>Net Income</b>                               | <b>-\$ 5,500.30</b> | <b>\$ 45,805.82</b>  | <b>\$ 19,200.00</b>  |   |

Monday, Jul 03, 2023 09:35:18 AM GMT-7 - Accrual Basis





Special Taxing District Board Interest Form

Park Central Development manages the administration of several special taxing districts within the City of St. Louis. Each district has a Board of Directors who determines which initiatives will be carried out within the footprint. The boards are comprised of community stakeholders who meet on a regularly scheduled basis to discuss projects affecting the district including safety and security, economic development, infrastructure, public improvements, marketing and special events.

Those interested in serving on a Board of Directors or learning more about the various opportunities to serve can submit the following form to Park Central Development. For more information on the special taxing districts we serve, visit our website at [parkcentraldevelopment.org](http://parkcentraldevelopment.org).

Please print legibly:

Name: WILL ESSNER

Check all that apply: Property Owner: [checked] N Renter: Y N

Business Owner: Y N Company Name: 4100 Manchester LLC

Address: 211 N. Broadway, Suite 2200

Cell Phone: (314) 750-3832 Work Phone: Email: will@greaterstlinc.com

I am interested in serving on the board for the following districts: (Please indicate with a checkmark).

- Checkboxes for: CWE Southeast Special Business District, Euclid South Community Improvement District, Grove Community Improvement District, DeBaliviere Place Special Business District

★★ Please note any times or days that you are NOT available to meet. ★★

INTEREST: Please describe your expertise or professional strengths, and how they apply to the choice you've selected above.

Attorney focusing on commercial real estate in City of St. Louis. Representative of owner of 4100 Manchester (former Attituder nightclub).

Please share any other information that may help us better understand your interests and commitment.

Replacing Neal Griffin, who was formerly in this role.

Please accept my application form. I understand that submitting this form does not guarantee appointment at this time.

Signature: Will Essner

Date: 9/7/23

Please submit this form to Park Central Development, 4512 Manchester Ave., Suite 100, St. Louis, MO 63110

(or email to [Brian@pcd-stl.org](mailto:Brian@pcd-stl.org))



**REQUEST FOR PROPOSAL (RFP)**

**Street Furniture Design Plan**

Proposals must be submitted no later than 5:00 P.M. on October 27<sup>th</sup>, 2023. Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals may be submitted only in the following ways:

*There will be an informational session on Monday, September 25, 2023 at Park Central Development 4512 Manchester Suite 100, St. Louis, MO 63110 at 2:00 pm.*

Emailed to [Brian@pcd-stl.org](mailto:Brian@pcd-stl.org)

**OR**

Mailed or hand-delivered to the following address:

The Grove Community Improvement District

c/o Brian James

4512 Manchester Avenue, Suite 100

St. Louis, MO 63110

If you have any questions concerning the RFP, please contact Brian James at (314) 678-7762 or [brian@pcd-stl.org](mailto:brian@pcd-stl.org)

**The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



## **Section I: INTRODUCTION**

The Grove Community Improvement District (CID) is seeking proposals from qualified agencies to provide a design plan for street furniture in the CID.

The design and plan is intended to enhance the CID's streetscape experience with consistent, high quality, and aesthetically pleasing street furniture.

The Grove CID has active street frontage that sees high pedestrian usage. The eastern edge of the CID has a park connected to Chroma, a mixed-use development at Manchester Avenue and Chouteau Avenue, that includes some street furniture generally meant for the businesses and residents. Throughout the CID, there are not many other areas with a strong presence of public street furniture. There are a number of businesses that use their patio for guests to sit along Manchester Avenue and this RFP seeks to create more opportunities for pedestrians walking along Manchester to rest, enjoy the streetscape, and play.

The selection of the successful agency will be made based on the quality and expertise of their proposed team, the general approach they propose for the design and implementation of the street furniture plan, and the cost-effectiveness of their offering.

**Bids must include the provision of all requirements listed below.** The RFP establishes the information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation of the agency's ability to deliver all requirements in a cost-effective manner.

The Grove CID's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all bids or to amend the scope of the project. All bidders must be duly licensed or otherwise be able to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

## **Section II: CONTRACT TERMS**

Agency shall complete the scope of work outlined below by a date as approved by the Grove CID Board of Directors.

### **The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



### **Section III: OBJECTIVES**

Agency should consider the following objectives relating to the street furniture plan:

- Enhance streetscape experience for pedestrians, including an increased sense of safety for those traveling within the district by foot, bicycle, vehicle or other means.
- Activate the streetscape to attract greater foot traffic and improve the comfort and usability of public gathering spaces.
- Achieve a recognizable design identity, creating a unique character in The Grove CID
- Street furniture should be functional and made from durable materials.
- Establish a clear pedestrian right-of-way, specify furniture size that is responsive to the width of pedestrian ways, and select furnishings that reflect use patterns and placement opportunities.
- Maintain a clear line of sight at intersections and consider surrounding context.
- Show mindfulness of all users of the street, including conscious design that is safe and welcoming for families while also being accessible to anyone who might need to access the furniture.
- Engagement with the CID on ensuring that the street furniture reflects the wishes of the community.

### **The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



#### **Section IV: SCOPE OF SERVICES**

- I. Agency will provide a **comprehensive design** for the Grove CID incorporating the following elements, including specific models, their location within the streetscape, and description of their functionality where applicable. Agency is not required to incorporate all of these features, as long as the design meets the overall objectives of the streetscape plan.
  1. Street Furniture
    - Benches
    - Tables
    - Other
  2. Bicycle Infrastructure
    - Bicycle racks
    - Bicycle corrals
    - Other
  3. Public Art
    - Opportunities to accompany existing and potential future murals
    - Identifying areas of the CID for features such as sculptures and painting of streetscape features (such as traffic cabinets or fire hydrants)
    - Other
  4. Identifying Waste Management Features and Any Lack in Service
    - Trash cans
    - Recycling bins
    - Pet waste stations
    - Cigarette butt urns
    - Other
  5. Any other furnishings recommended by Agency
- II. Agency will provide an **estimate detailing cost** of all elements of the proposed street furniture design including purchase, construction, installation, and maintenance.
- III. Agency will provide a description of their **comprehensive design approach and functionality of the design** including how it will:
  1. Activate the streetscape for pedestrian traffic.
  2. Improve the experience of walking the district.
  3. Improve pedestrian safety.

#### **The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



- IV. Agency will perform **information gathering and community engagement** to determine the community's desired form and function of the streetscape.
  
- V. Agency will **complete the scope of work outlined here by a date as approved** by the Grove CID Board of Directors.

**The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



## **Section VI: INSTRUCTIONS TO BIDDERS**

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

### **1. Company History and Organization**

Provide a brief Agency history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and supervision of this project.

### **2. Management Approach**

Describe in detail how your Agency will be organized to manage this project, including any subcontractors who will handle portions of the scope of work. Indicate by position or title the person who will have the overall responsibility for the supervision of account.

### **3. Description of Service Offering**

Provide a detailed description of services as outlined in sections I and II of the Scope of Work.

### **4. Cost Estimates**

Administer all cost accounting and billing relative to this contract.

- I. Provide a cost proposal for the scope of work not to exceed an amount as approved by the Grove CID Board of Directors.

### **5. Timeline for Completion of Scope of Work**

Provide a timeline laying out dates for the completion of all aspects of the scope of work.

### **6. References**

Provide at least three (3) references for whom contracts of a similar scope have been completed. Include reference name, address, and contact number.

## **The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)

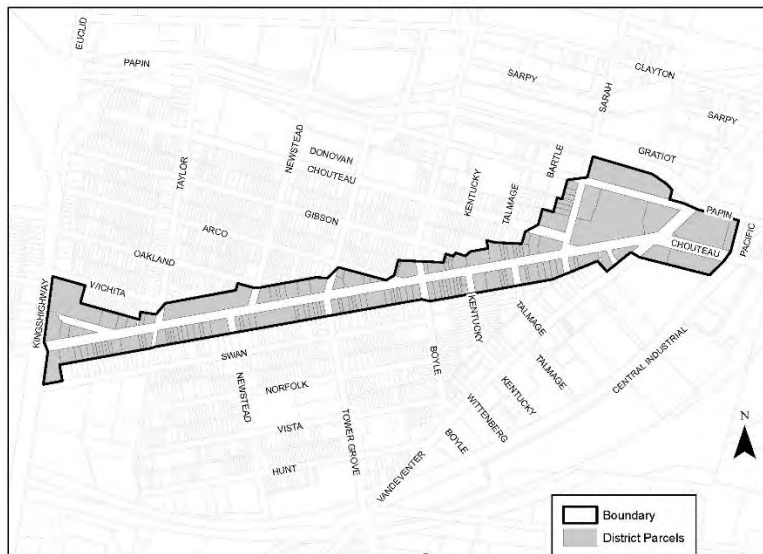


## Appendix A: Grove CID Community Improvement District Maps

Grove CID Boundary



The Grove CID



### The Grove Community Improvement District

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)





## Appendix B: Current Grove CID Street Photos

Manchester Avenue at Western Grove Sign



Manchester Avenue at Taylor Avenue



### **The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



Manchester Avenue at Newstead



Manchester Avenue at Tower Grove



**The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



Manchester Avenue at Boyle



Manchester Avenue at Kentucky



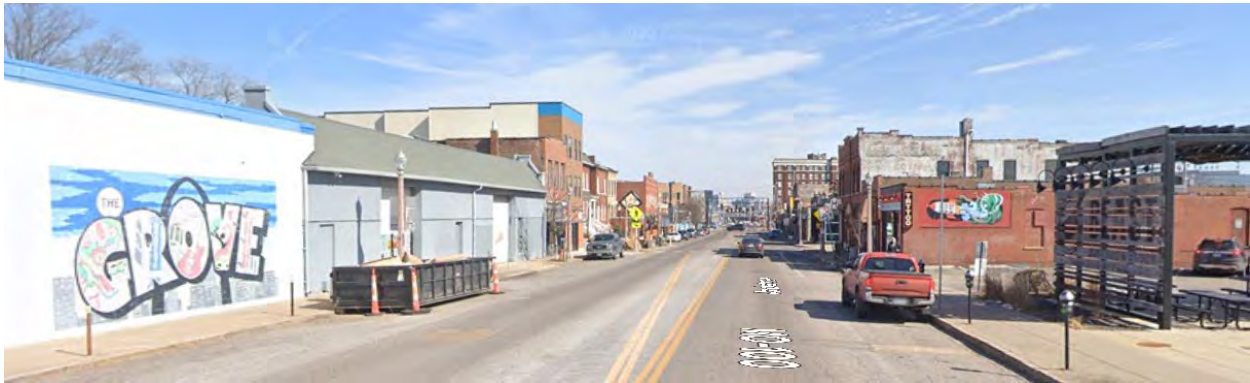
**The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

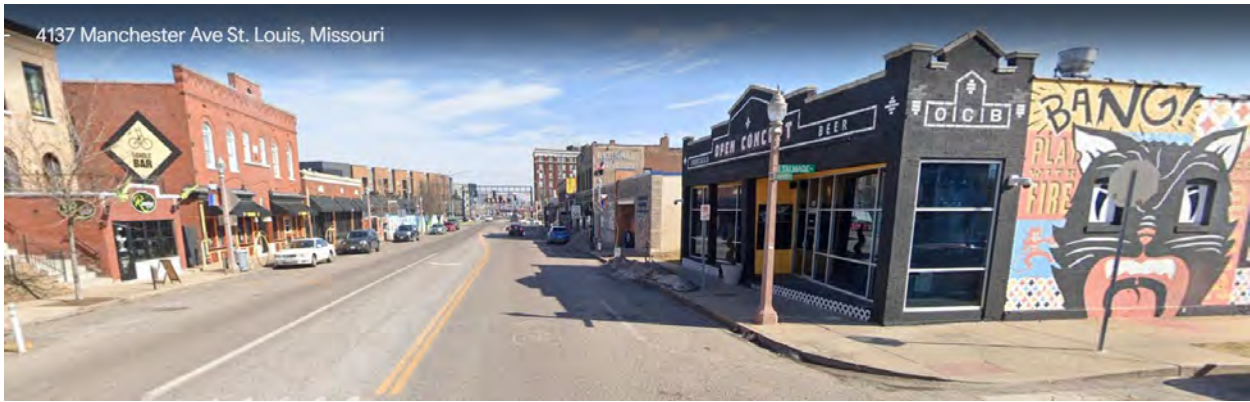
[www.thegrovestl.com](http://www.thegrovestl.com)



Manchester Avenue between Kentucky and Talmage



Manchester Avenue at Talmage



**The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



Manchester Avenue at Sarah



Manchester Avenue looking west from the eastern Grove sign



**The Grove Community Improvement District**

4512 Manchester Avenue, 1<sup>st</sup> Floor: Saint Louis, MO 63110: (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



314-535-5311



TheGroveSTL.com



4512 Manchester Ave, Ste. 100,

St. Louis, MO 63110-2100

2023

# Sponsorship Requests Summary

## GROVEFEST 2023

**Amount Requested:** \$30,000

**Date of Event:** 10-7-23

**Approved By:** Executive & Finance Committee

**Approved Needed By:** Grove CID Board

## MOONLIGHT RAMBLE 2023

**Amount Requested:** \$10,000

**Date of Event:** August 26, 2023 - Rescheduled for September 16, 2023 at 11:00PM

**Approval Needed By:** Grove CID Board & Executive Committee

## OKTOBERFEST 2023

**Amount Requested:** \$10,000

**Date of Event:** September 29, 2023 - Noon - 11:30PM & September 30, 2023, Noon - 11:30PM

**Approval Needed By:** Grove CID Board & Executive Committee

## SHAKESPEARE IN THE PARK

**Amount Requested:** \$5,000

**Date of Event:** August 11, 2023

**Approved Amount:** \$1,000

**Approved By:** Executive & Finance Committee



**THE GROVE COMMUNITY IMPROVEMENT DISTRICT**

**FISCAL YEAR** 2024

**SPECIAL EVENT GRANT APPLICATION**

1. NAME OF EVENT/PROJECT: GroveFest 2023
2. DATE OF EVENT/PROJECT: Saturday October 7, 2023
3. LOCATION OF EVENT/PROJECT (address and/or specific location where event/project will take place):  
Address: Manchester Ave., from Hemp to Boyle  
City, State, Zip: \_\_\_\_\_
4. NAME OF APPLICANT/HOST ORGANIZATION:  
Legal Name: Park Central Development  
Address: 4512 Manchester Ave, Suite 100  
City State Zip: St. Louis, MO 63110
5. CONTACT PERSON/TITLE:  
Name David Wright  
Title: Commercial Corridor Manager  
Telephone No. (314 535 - 5311) Fax No. ( ) -  
E-mail: david @ pcd-stl.org
6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.)  
If applicable, attach Articles of Incorporation, Bylaws.  
FID NO. Nonprofit 501c3 EIN: 37-1427044
7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS
8. ATTACH A LIST OF ORGANIZATIONAL AND EVENT STAFF OF THE ORGANIZATION.
9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.
10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)
11. ATTACH PROOF OF CITY OF TAXES PAID IN CITY OF ST. LOUIS & GROVE CID (IF APPLICABLE)
12. ATTACH A DESCRIPTION OF EVENT/PROJECT.
13. ANTICIPATED NUMBER OF EVENT ATTENDEES: 40,000



14. ANTICIPATED NUMBER OF EVENT VENDORS: 130
14. LIABILITY/MEDICAL INSURANCE? No  Yes   
If Yes, indicate insurance carrier, contact and telephone number: Currently gaining insurance  
(Grove CID must be named additionally insured and be provided a COI)
15. HAS VENUE/FACILITY BEEN SECURED? No  Yes   
If Yes, indicate location, contact and telephone number: Street application submitted to City and paid
16. IS EVENT ACCESSIBLE TO THE PUBLIC AND DISABLED PERSONS? No  Yes
17. ATTACH EVENT/PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.
18. AMOUNT OF FUNDING REQUESTED: \$ \$30,000
19. INTENDED USE OF THE FUNDS: Production - rentals, vendors, music, entertainment
20. ATTACH PROOF OF MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE GROVE CID)
21. ATTACH MARKETING AND ADVERTISING PLAN.
22. ATTACH TRASH RECYCLING PLAN: earthday 365 and ATBM
23. ATTACH SAFETY & SECURITY PLAN. NSI and TCF
22. HOW WILL THE EVENT/PROJECT BENEFIT THE GROVE CID? The event brings in thousands to the Grove and highlights Grove businesses and community.
23. HAVE YOU RECEIVED GROVE CID SPECIAL EVENT FUNDING IN THE PAST? No  Yes   
If Yes, indicate name and date of event/project and amount received. \$30,000 annually
24. IF YOU HAVE RECEIVED PREVIOUS GROVE CID EVENT FUNDING, PLEASE PROVIDE PRELIMINARY & FINAL ATTENDANCE FIGURES AND FINAL REPORT. ALSO, PLEASE PROVIDE COPIES OF ALL EVENT PROMOTIONAL MATERIALS, INCLUDING RADIO OR TELEVISION SCRIPTS, BILLBOARD COPY, PRINTED FLIERS, ADS, OR OTHER MATERIAL YOU PURCHASED WITH GROVE CID MONEY. (ONLY PROVIDE MATERIAL ON THE MOST RECENT YEAR SPECIAL EVENT MONEY WAS RECEIVED.)
25. WHAT RESEARCH DO YOU HAVE REGARDING THE DEMOGRAPHICS OF YOUR ATTENDEES? HOW DO YOU MEASURE THE SUCCESS OF YOUR EVENT? HOW DO YOU MEASURE THE EFFECTIVENESS OF YOUR PROMOTION?

In 2016 we conducted a crowd survey which helped determine the makeup of the crowd. We use social media to identify follower statistics. We collect information from businesses regarding volume for the day of the festival. We also talk to retail vendors about their activity for the day.





**VERIFICATION OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION**

**I HEREBY CERTIFY** that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

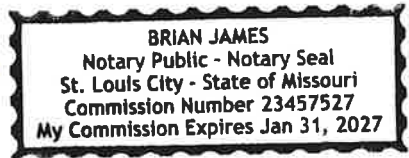
Official's Signature: [Handwritten Signature]

Official's Name & Title (Typed): Abdul Abdullah - Executive Director

ON This 7<sup>th</sup> day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Abdul Abdullah, to me known to be the person named in and who executed the foregoing document.

Notary Public: [Handwritten Signature]

My Commission Expires: 1-31-27



**CONTACT PERSON AS LISTED ON PAGE ONE OF APPLICATION**

**I HEREBY CERTIFY** that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

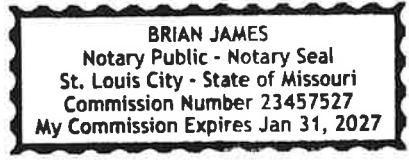
Official's Signature: [Handwritten Signature]

Official's Name & Title (Typed): David Wright; Commercial Corridor Manager

ON This August 9<sup>th</sup> day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared David Wright, to me known to be the person named in and who executed the foregoing document.

Notary Public: [Handwritten Signature]

My Commission Expires: 1-31-27





## Preliminary Status Report

EVENT NAME: GroveFest 2023  
REPORT DATE: 8/8/2023  
ORGANIZATION: Park Central Development  
CONTACT PERSON: Brian James TITLE: \_\_\_\_\_  
ADDRESS: 4512 Manchester Ave, Suite 100, St. Louis, MO 63110  
PHONE: 314-535-5311 FAX: \_\_\_\_\_

---

*On an attached sheet, answer the following questions and attach it to your application.*

### PRELIMINARY INFORMATION:

1. Is this a first time event? No
2. If not, how many times has this event taken place?  
17 Years
3. What is the estimated revenue generated by this event?
4. What is the estimated number of participants expected at this event?  
40,000
5. If event planning is in progress, what has been done, what remains to be done, and are there any problems?  
Special events permits have been requested from the city. Vendor registration is now open. Insurance, event Security, and clean up services are being aquired. Marketing campaign is scheduled.
6. If the event planning has not been started, why?
7. List the advertising, marketing, and/or public relations that have been contracted or placed to date?

GroveFest has social media accounts that reach a wide audience. The event has also partnered with the Grove CID social media designer. Park Central social media will also be used. Together, these will reach over 100,000 followers.



## Interim Status Report

EVENT NAME: GroveFest 2023

REPORT DATE: September 7, 2023

ORGANIZATION: Park Central Development

CONTACT PERSON: Brian James

TITLE: Assistant Executive Director

ADDRESS: 4512 Manchester Ave. Suite 100

PHONE: 314-535-5311

FAX: \_\_\_\_\_

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*On an attached sheet, answer the following questions to identify the status of the event. Submit this report at least quarterly.*

**INTERIM – These questions will identify the current status of the upcoming event.** (After the Grove CID staff reviews this Interim Status Report, if they feel you are behind schedule on the planning stages, they will make recommendations to help get the event back on schedule.)

1. Has the planning of this event started?  
Yes. Vendors are secured and 95% finalized, the marketing campaign is underway, most permits have been finalized, security, trash, and insurance have been confirmed. Various activations are planned and execution is in the final stretch.
2. At what point are you at with the planning stage for this event? (Percent of completion)  
The event is about 80% complete for the planning stage.
3. What is the total dollar amount to date of matching contributions?  
There is about \$80,000 in matching sponsorship funding.
4. What is the status of the advertising and promotion for this event?  
The event is in the final stages of marketing and the advertising has increased in the recent weeks, with a big push coming up this month.
5. Have you submitted any advertisements or printed pieces to the CID staff?  
Yes. The Grove CID social media manager is in the loop with all GroveFest marketing.
6. Please supply a sample and indicate the ad schedule.  
Please see work at @GroveFestSTL
7. How has the public interest for this event been up to this point?  
Public engagement over the headliner has been positive and engagement continues to build as the event draws closer, with vendors, sponsors, and volunteers all getting more active in sharing and participating.
8. Has your safety and security plan been finalized yet? When will it be complete?  
The plan is complete, with some final moving pieces coming together in the next week or two.
9. What is your trash removal plan for after the event to ensure that the Grove CID is left clean?  
The plan is to have the street cleaned up by 3am, with vendors dropping off and picking up the same day.



THE GROVE COMMUNITY IMPROVEMENT DISTRICT

FISCAL YEAR 2023

SPECIAL EVENT GRANT APPLICATION

1. NAME OF EVENT/PROJECT: 59th Annual Moonlight Ramble
2. DATE OF EVENT/PROJECT: August 26th 2023
3. LOCATION OF EVENT/PROJECT (address and/or specific location where event/project will take place):  
Address: Manchester Rd between Sarah and Tower Grove Ave.  
City, State, Zip: St. Louis MO 63110
4. NAME OF APPLICANT/HOST ORGANIZATION:  
Legal Name: Big River Race Management LLC  
Address: 456 Sovereign Ct. Suite B St. Louis mo 63011  
City State Zip: \_\_\_\_\_
5. CONTACT PERSON/TITLE:  
Name Matt Helbig  
Title: CEO  
Telephone No. (314) 527-9700 Fax No. ( ) \_\_\_\_\_  
E-mail: matt @ brrm . com
6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.)  
If applicable, attach Articles of Incorporation, Bylaws.  
FID NO. 22-4174041
7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS
8. ATTACH A LIST OF ORGANIZATIONAL AND EVENT STAFF OF THE ORGANIZATION.
9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.
10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)
11. ATTACH PROOF OF CITY OF TAXES PAID IN CITY OF ST. LOUIS & GROVE CID (IF APPLICABLE)
12. ATTACH A DESCRIPTION OF EVENT/PROJECT.
13. ANTICIPATED NUMBER OF EVENT ATTENDEES: 3000-4000 riders/spectators



14. ANTICIPATED NUMBER OF EVENT VENDORS: 5-10
14. LIABILITY/MEDICAL INSURANCE? No  Yes   
If Yes, indicate insurance carrier, contact and telephone number: Philadelphia Indemnity Ins. Co.  
(Grove CID must be named additionally insured and be provided a COI)
15. HAS VENUE/FACILITY BEEN SECURED? No  Yes   
If Yes, indicate location, contact and telephone number: street permit has been applied for
16. IS EVENT ACCESSIBLE TO THE PUBLIC AND DISABLED PERSONS? No  Yes
17. ATTACH EVENT/PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.
18. AMOUNT OF FUNDING REQUESTED: \$ 10,000.00
19. INTENDED USE OF THE FUNDS: marketing and security services
20. ATTACH PROOF OF MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE GROVE CID)
21. ATTACH MARKETING AND ADVERTISING PLAN.
22. ATTACH TRASH RECYCLING PLAN.
23. ATTACH SAFETY & SECURITY PLAN.
22. HOW WILL THE EVENT/PROJECT BENEFIT THE GROVE CID?
23. HAVE YOU RECEIVED GROVE CID SPECIAL EVENT FUNDING IN THE PAST? No  Yes   
If Yes, indicate name and date of event/project and amount received.  
moonlight ramble-2022 - \$10,000.00
24. IF YOU HAVE RECEIVED PREVIOUS GROVE CID EVENT FUNDING, PLEASE PROVIDE PRELIMINARY & FINAL ATTENDANCE FIGURES AND FINAL REPORT. ALSO, PLEASE PROVIDE COPIES OF ALL EVENT PROMOTIONAL MATERIALS, INCLUDING RADIO OR TELEVISION SCRIPTS, BILLBOARD COPY, PRINTED FLIERS, ADS, OR OTHER MATERIAL YOU PURCHASED WITH GROVE CID MONEY. (ONLY PROVIDE MATERIAL ON THE MOST RECENT YEAR SPECIAL EVENT MONEY WAS RECEIVED.)
25. WHAT RESEARCH DO YOU HAVE REGARDING THE DEMOGRAPHICS OF YOUR ATTENDEES? HOW DO YOU MEASURE THE SUCCESS OF YOUR EVENT? HOW DO YOU MEASURE THE EFFECTIVENESS OF YOUR PROMOTION?

The Grove CID  
 Special Event Grant Application - Moonlight Ramble  
 5/19/23

Question answers:

7. Our company does not have an official board.

8. Organizational and Event Staff of the Organization - Our company is St. Louis based as are all of our staff.

- Matt Helbig - Big River Race Management - CEO and Event Chair
- Tim Cornell - Big River Race Management - Ride Director
- Matt Hartman - Trailnet - Volunteer Coordinator
- Nick Walton - Big River Race Management - Course Coordinator

9. Annual Financial Report - See 2023 budget below. 2022 numbers are official numbers from that event.

12. Description of the Event: The Moonlight Ramble is a moonlit bike ride of vary length (7-18 miles) that takes place annually on the Saturday closest to the Full Moon in August. This is the 59th year of the Ramble! The Moonlight Ramble draws riders of all ages and abilities to safely enjoy riding the streets of the City of St. Louis traffic free while enjoying the full moon. In 2021 & 2022 we started and finished our ride in the Grove and thousands of our riders came early and stayed late patronizing the bars and restaurants in the Grove. Walking down the street that night we saw nothing but orange Moonlight Ramble shirts inside all of the businesses in the Grove.

17. Proposed budget (**CONFIDENTIAL**)

| <b>Expenses</b>            | <b>2019</b> | <b>2021</b> | <b>2022</b> | <b>2023<br/>(proposed)</b> |
|----------------------------|-------------|-------------|-------------|----------------------------|
| 2 Way Radio Rental         | \$210.00    | \$0.00      | \$204.00    | \$204.00                   |
| Ambulance                  |             | \$440.00    | \$550.00    | \$550.00                   |
| Advertising - Social Media | \$1,486.11  | \$1,115.19  | \$3,000.00  | \$3,000.00                 |
| Advertising - Marketing    | \$5,244.00  | \$0.00      | \$3,500.00  | \$1,000.00                 |
| Barricades/Labor           | \$14,250.00 | \$9,500.00  | \$13,500.00 | \$13,500.00                |
| Beer                       | \$3,500.00  | \$3,500.00  | \$3,500.00  | \$3,500.00                 |
| Charity Partner Donations  | \$8,548.00  | \$15,000.00 | \$16,000.00 | \$16,000.00                |
| Course Captains            | \$1,700.00  | \$2,200.00  | \$2,037.50  | \$2,037.50                 |
| Announcer                  | \$399.00    | \$325.00    | \$325.00    | \$325.00                   |
| Entertainment              | \$1,500.00  | \$600.00    | \$1,500.00  | \$1,500.00                 |
| Fencing, Signage           | \$4,016.00  | \$1,170.00  | \$3,795.00  | \$3,795.00                 |
| Food for Premium Riders    | \$0.00      | \$915.69    | \$0.00      | \$0.00                     |
| Food For Workers           | \$62.26     | \$45.00     | \$85.35     | \$85.35                    |

|                            |                     |                     |                     |                     |
|----------------------------|---------------------|---------------------|---------------------|---------------------|
| Gas For Vehicles           | \$65.00             | \$0.00              | \$0.00              | \$0.00              |
| Gas For Safety Vehicles    | \$0.00              | \$0.00              | \$0.00              | \$0.00              |
| Generator, Light Standards | \$1,192.41          | \$703.32            | \$238.28            | \$238.28            |
| Ice                        | \$205.00            | \$282.61            | \$282.61            | \$282.61            |
| Insurance                  | \$982.00            | \$506.00            | \$554.00            | \$554.00            |
| Course Map (design)        |                     | \$305.00            | \$175.00            | \$175.00            |
| Course Maps (printing)     | \$100.00            | \$200.00            | \$318.00            | \$318.00            |
| Location (parking lot)     | \$0.00              | \$1,000.00          | \$1,620.00          | \$1,620.00          |
| Management                 | \$40,000.00         | \$50,000.00         | \$53,000.00         | \$53,000.00         |
| Merchandise                | \$8,777.00          | \$5,240.00          | \$4,373.00          | \$2,000.00          |
| Miscellaneous              | \$0.00              | \$200.00            | \$0.00              | \$0.00              |
| Park Permit                | \$3,000.00          | \$500.00            | \$1,000.00          | \$1,000.00          |
| Patches/Stickers           |                     | \$570.00            | \$1,077.69          | \$1,077.69          |
| Race Bibs                  | \$574.84            | \$795.31            | \$666.92            | \$666.92            |
| Security                   | \$8,000.00          | \$13,112.00         | \$28,412.00         | \$32,000.00         |
| Security/Police            | \$2,000.00          | \$0.00              | \$0.00              | \$0.00              |
| Shipping (packets)         |                     | \$1,363.00          | \$748.28            | \$748.28            |
| Sound Tech                 | \$300.00            | \$300.00            | \$300.00            | \$300.00            |
| Sound - Stage              | \$2,648.25          | \$0.00              | \$0.00              | \$0.00              |
| Stage                      | \$720.00            | \$970.00            | \$970.00            | \$970.00            |
| Street Permit              | \$0.00              | \$1,625.00          | \$2,425.00          | \$2,425.00          |
| T-Shirts                   | \$14,784.05         | \$10,204.00         | \$11,199.70         | \$12,600.00         |
| T-Shirts - Printing        | \$0.00              | \$8,694.52          | \$5,813.15          | \$0.00              |
| Tables & Chairs            | \$601.50            | \$156.57            | \$0.00              | \$0.00              |
| Tents, Tables & Chairs     | \$1,270.00          | \$853.06            | \$1,141.61          | \$1,141.61          |
| Toilets/Dumpster           | \$1,334.00          | \$1,472.00          | \$1,590.00          | \$1,590.00          |
| Trash Service              | \$1,360.00          | \$1,614.83          | \$1,233.38          | \$1,233.38          |
| Truss Signage/Maps         | \$788.00            | \$527.00            | \$811.29            | \$811.29            |
| Tub Rental For Drinks      | \$100.00            | \$0.00              | \$0.00              | \$0.00              |
| Video/Photo Production     | \$2,500.00          | \$0.00              | \$1,750.00          | \$2,500.00          |
| Volunteers                 | \$500.00            | \$0.00              | \$300.00            | \$300.00            |
| Water                      | \$400.00            | \$400.00            | \$400.00            | \$400.00            |
| Social Media               |                     | \$300.00            | \$0.00              | \$0.00              |
| <b>Total Expense</b>       | <b>\$133,117.42</b> | <b>\$136,705.10</b> | <b>\$168,396.76</b> | <b>\$163,448.91</b> |
| <b>REVENUE</b>             |                     |                     |                     |                     |
| Number of Participants:    | 2740                | 2785                | 2815                | 2815                |
| Avg Reg Ticket:            | \$39.20             | \$43.79             |                     |                     |
|                            | \$107,415.0         | \$114,540.0         | \$114,296.9         | \$114,296.9         |
| Entry Fees (RSU)           | 0                   | 0                   | 1                   | 1                   |
| Entry Fees Cash/Square     | \$0.00              | \$0.00              | \$755.00            | \$755.00            |

|                          |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|
| Lost Rev. from CT        | \$1,500.00  | \$0.00      | \$0.00      | \$0.00      |
| Reg Credits from RSU     | \$2,552.41  | \$2,830.55  | \$3,243.12  | \$3,243.12  |
| Add'l Reg Fees (\$0.50/) | \$850.00    | \$0.00      | \$0.00      | \$0.00      |
| Tag Fees:                | \$1,511.40  | \$0.00      | \$0.00      | \$0.00      |
| Enterprise Entries       | \$560.00    | \$0.00      | \$0.00      | \$0.00      |
| Merch (online)           | \$4,585.00  | \$3,568.99  | \$4,239.00  | \$4,239.00  |
| Merch (on-site)          | \$1,295.23  | \$1,985.00  | \$856.00    | \$856.00    |
| Donations                | \$1,376.00  | \$4,976.00  | \$4,839.82  | \$4,839.82  |
| Trailnet Membership      | \$990.00    | \$1,815.00  | \$2,420.00  | \$2,420.00  |
| Shipping                 |             | \$2,020.00  | \$1,680.00  | \$1,680.00  |
| Sponsorship              |             |             |             |             |
| - Aetna                  | \$15,000    | \$0         | \$0         | \$0         |
| - Great Rivers Greenways | \$1,000     | \$1,000     | \$1,000     | \$1,000     |
| - MODOT                  |             |             | \$4,250     | \$4,250     |
| - Villa Lighting         |             | \$250       | \$0         | \$0         |
| - Ameren                 |             |             | \$4,750     | \$4,750     |
| Techrein                 |             |             | \$1,000     | \$1,000     |
| UCBC                     | \$1,000     | \$1,000     | \$1,000     | \$1,000     |
| State Farm               |             |             | \$750       | \$750       |
| Zipsprout Sponsors       |             | \$1,000     | \$0         | \$0         |
| Alpine Shop              | \$122       | \$590       | \$500       | \$500       |
| Foundry                  |             | \$500       | \$2,000     | \$2,000     |
| CID                      | \$3,750     | \$5,000     | \$10,000    | \$10,000    |
| BJC                      | \$4,750     | \$0         | \$7,500     | \$7,500     |
| In-kind                  |             |             |             |             |
| - Beer (UCBC)            | \$3,500     | \$3,500     | \$3,500     | \$3,500     |
| Vendor - Stretch Lab     |             | 450         | 0           | 0           |
|                          | \$148,257.0 | \$145,025.5 | \$168,579.8 | \$168,579.8 |
| Total Revenue            | 4           | 4           | 5           | 5           |
| Profit                   | \$15,139.62 | \$8,320.44  | \$183.09    | \$5,130.94  |

20. Proof of Matching Funds - See marketing/security expenses above.

21. Marketing Plan includes email marketing to Moonlight Ramble database (13k+), Big River Race Management database (40k) and Trailnet (10k) email databases, TV spots with ABC 30.

22. Recycling/Trash Plan - We have hired St. Louis Earth Day to help with the trash and recycling controls throughout the venue.



23. We are working with multiple security companies to help secure the footprint and ride course event day. The list of companies include MVP Security, SLMPD Police Cadets, Strike Force and Peacemaker Security.

With the additional funds requested in 2022 we were able to hire additional security that prevented any car break-ins or thefts. In 2021 we had more than 20 reported car break-ins, including members of our production team. We plan to use the funds in the same manner this year.

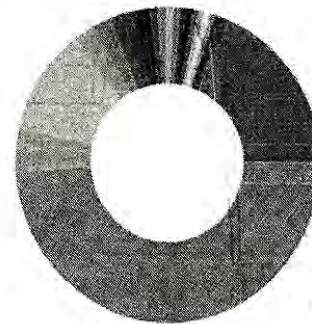
Q: How will the event/project benefit the Grove?

A: Our event brings crowds from all over the region to the Grove to experience and patronize its eclectic mix of restaurants, shopping and bars. We know from speaking with the bar and restaurant owners in the Grove that this event brings in lots of incremental business to their establishments. Our goal is for every rider and spectator to have a positive experience in the Grove (and the City) and for them to leave with the idea of coming back another time to shop, eat and experience one of the coolest neighborhoods in the region.

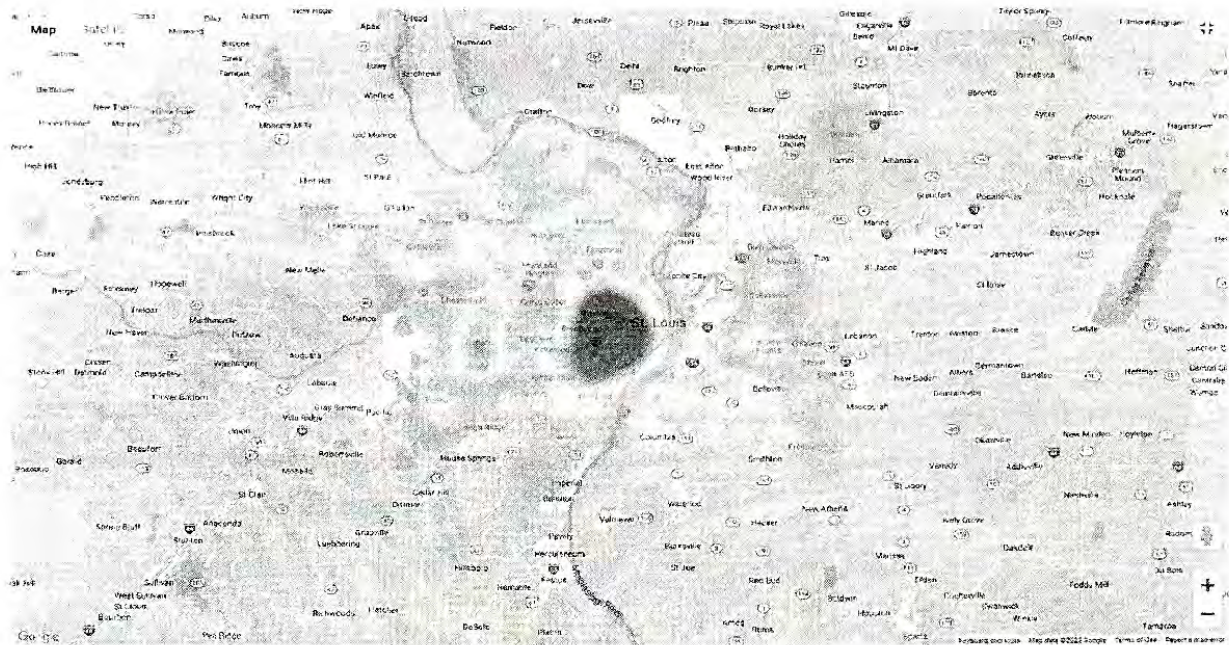
25. Demographics of our attendees? Measuring the success of the event?

| GENDER       | COUNT        | PERCENTAGE  |
|--------------|--------------|-------------|
| Males        | 1,631        | 57.92%      |
| Females      | 1,132        | 40.2%       |
| Non-Binary   | 18           | 0.64%       |
| Unknown      | 35           | 1.24%       |
| <b>Total</b> | <b>2,816</b> | <b>100%</b> |

| AGE GROUP      | COUNT        | PERCENTAGE  |
|----------------|--------------|-------------|
| Under 18       | 319          | 11.33%      |
| Ages (18 - 29) | 369          | 13.1%       |
| Ages (30 - 39) | 496          | 17.61%      |
| Ages (40 - 49) | 527          | 18.71%      |
| Ages (50 - 64) | 805          | 28.59%      |
| Over 65        | 214          | 7.6%        |
| Not Set        | 85           | 3.02%       |
| <b>Total</b>   | <b>2,816</b> | <b>100%</b> |



## Heat Map



Measuring the success of our event is based on a number of factors. Number one item is safety. If all of our riders come back to the starting line safely and their vehicles and personal property are safe, that is our number one measure of success. In 2023, we had no major safety incidents on the course/streets of St. Louis and zero reports of vehicles being vandalized (in 2021 we had more than 20 cars vandalized).

Our goal for 2022 was to get 3000 paid riders out for the event, and we were just short of that with 2816 registered riders.



## Preliminary Status Report

EVENT NAME: The 59th Annual Moonlight Ramble  
REPORT DATE: 5/19/23  
ORGANIZATION: Big River Race Management  
CONTACT PERSON: Matt Helbig TITLE: CEO  
ADDRESS: 456 Sovereign Ct 63011  
PHONE: 314-825-9818 FAX: N/A

On an attached sheet, answer the following questions and attach it to your application.

### PRELIMINARY INFORMATION:

1. Is this a first time event? No. This is the 59th annual event
2. If not, how many times has this event taken place?  
59
3. What is the estimated revenue generated by this event?  
\$165k
4. What is the estimated number of participants expected at this event?  
3000-6000
5. If event planning is in progress, what has been done, what remains to be done, and are there any problems?  
We have preliminary approval from the City, Abdul has invited us back to the Grove
6. If the event planning has not been started, why?  
—
7. List the advertising, marketing, and/or public relations that have been contracted or placed to date?
  - Press release to more than 100 press outlets
  - Partnership w/ local TV station ABC 30
    - ↳ Ads have started and will run through August
  - Partnership w/ Terrain Magazine both print and digital
  - Partnership w/ Trailnet and their membership and email listserve
  - Paid social media to begin in July/August

# OKTOBERFEST 2023 PLANNING INFORMATION

CID Sponsorship Information

**OKTOBERFEST**  
ST. LOUIS

FRIDAY  
SEPTEMBER  
**29<sup>TH</sup>**

THE  
**G·R·O·V·E**

SATURDAY  
SEPTEMBER  
**30<sup>TH</sup>**

12PM - 11:30PM

GERMAN FESTIVAL FARE ◆ LIVE MUSIC (2 STAGES) ◆ STEIN HOLDING COMPETITION

**& MOST IMPORTANTLY...BIER!**

URBAN CHESTNUT  
UCBC UCBC  
BREWING COMPANY

**PROST!**

*Annual Munich-style celebration featuring live music,  
German beer and food and activities*

**Urban Chestnut Brewing Company**

**Oktoberfest 2023**

**SPECIAL EVENT GRANT APPLICATION**

Contents .....

**Event Description** ..... 2

CID Sponsorship Questions & Answers..... 3

Completed Special Event Grant Application..... 5

Preliminary Status Report: Questions & Answers ..... 8

Supplemental Materials..... 10

    Proof of Good Corporate Standing ..... 10

    Proof of City Taxes Paid in City of St. Louis & Grove CID ..... 11

    Certificate of Liability Insurance ..... 12

    Event Site Map..... 14

    List of UCBC employees, Including Ownership ..... 15

## Event Description

Urban Chestnut Brewing Company's (UCBC) annual Oktoberfest St. Louis running for its thirteenth year, will for the third year be held at the UCBC Grove Biergarten. The two-day festival begins Friday, Sept. 29, and runs through Saturday, Sept. 30. Free to attend, Oktoberfest St. Louis will feature a full lineup of rock, blues, and polka music on two stages as well as yard games for all to enjoy.

Oktoberfest St. Louis will run along Manchester Avenue, in front of the Grove Bierhall, from Taylor to Newstead. Bier begins pouring and the festival grounds open Friday, Sept. 29 at noon, followed by a ceremonial keg-tapping.

In addition to the live music, Oktoberfest St. Louis will feature Urban Chestnut's award-winning O-Katz Oktoberfest Lager and a station for cans of various UCBC brews. Traditional (and some non-traditional) Oktoberfest food – including pretzels, brats, pulled pork and cheesy spaetzel – will be available for purchase.

Entry is free at Oktoberfest St. Louis. Patrons can purchase tokens both before and at the festival that are redeemable for drinks and food. A full schedule and lineup of activities will be made available at [urbanchestnut.com](http://urbanchestnut.com)

### **2023 Event Overview:**

**Location:** Urban Chestnut Grove Bierhall, 4465 Manchester Avenue

**Dates:** Friday, Sept. 29 from noon – 11:30 p.m.,  
Saturday, Sept 30, from noon – 11:30 p.m.

**Cost:** Entry is **FREE** at Oktoberfest St. Louis. An assortment of food and beverage items will be available. Tokens can be purchased before and at the festival to redeem for beverages to alleviate lines. Food can be purchased for cash/card.

**Ride Share Drop Off Location:** 4465 Manchester Avenue, St. Louis, MO 63110

**Musical Acts :** To be announced

**Full Schedule of events will be available at:** [urbanchestnut.com](http://urbanchestnut.com)

### **About Urban Chestnut Brewing Company**

Urban Chestnut Brewing Company (UCBC) is an unconventional-minded yet tradition-oriented brewer of craft beer. Founded in 2010 by Florian Kuplent, a German born and trained brewmaster with extensive experience at both small breweries, worldwide and with the world's largest, Anheuser-Busch, and David Wolfe, a 20-year brewing industry member, Urban Chestnut operates two breweries in St. Louis: Midtown Brewery & Biergarten at 3229 Washington Avenue in Midtown St. Louis and Grove Brewery & Bierhall at 4465 Manchester in Forest Park Southeast St. Louis, where they brew batches of artisanal, modern American beers (their Revolution series) and classically-crafted European styles (their Reverence series). Urban Chestnut also operates a third brewery, Urban Chestnut Hallertauer Brauerei, in the Hallertau region of Bavaria, where they brew their Hallertauer Serie; small batches of locally sourced, Bavarian beer.

## CID Sponsorship Questions & Answers

**Anticipated # of Attendees:** 20,000-30,000

**Anticipated # of Vendors:** Around 10 outside companies will be hired for event operations including supplemental service, ATM rental, Waste Management, entertainment etc. No outside vendors will be hired for public facing guest services.

**Has the venue been secured? What is the locations & contact information?**

The event will take place on site in the Grove Bierhall, and on Manchester Avenue between Taylor & Newstead. The street closure has been secured by permit and the building has been reserved for Oktoberfest. Private security has been hired for the duration of the event

**Is the event accessible to the public & disabled persons?**

Yes. The Grove Bierhall is ADA complaint and we have ensured that there will be ADA accessible porta-potties as well.

**How will financial resources be monitored?**

All financial resources will be monitored and managed by our President, David Wolfe and Office Manager, Kayla Compton-Wise

**Budget:**

| Budget Item                         | Overview   | Rate        | Cost                 |
|-------------------------------------|--|-------------|----------------------|
| Bands                               | JB Anderson, Gaslight Studios Booking              |             | \$15,000.00          |
| Toilets and sinks                   | Weekend rental cost per unit (20 and 3) service    | \$3,000.00  | \$3,000.00           |
| Generators                          | Fabrick-union labor- bumps, etc (based on 2017 #s) | \$6,500.00  | \$6,500.00           |
| Street Permit                       | ESTMATED   | \$1,500.00  | \$1,500.00           |
| Ice                                 | 20lb bags  | \$1,000.00  | \$1,000.00           |
| tent permits                        |  | \$35.00     | \$35.00              |
| stage & PA                          | with lighting                                      | 1000        | \$1,000.00           |
| Trashservices                       | earth day recycling- ESTMATED                      | \$2,500.00  | \$2,500.00           |
| Overnight Security                  |  | \$1,750.00  | \$1,750.00           |
| CSC security                        |  | \$2,000.00  | \$2,000.00           |
| Setting the Bar- Supplemental Staff |  | \$24,000.00 | \$24,000.00          |
| Creative                            |  | \$3,500.00  | \$3,500.00           |
| Internal Labor                      | 9 hour shifts- ~140 shifts ESTMATED                | \$22,000.00 | \$22,000.00          |
| Glassware                           | Commerative Steins                                 | \$2,500.00  | \$2,500.00           |
| Food Cost                           | Items TBD avg cost                                 | \$9,000.00  | \$9,000.00           |
| Misc. Costs                         | Fees or other stuff, etc.                          | \$5,000.00  | \$5,000.00           |
| <b>Total Cost</b>                   |  |             | <b>\$100,285.00</b>  |
| Grove CID Funding Sought            |  |             | \$ 10,000.00         |
| <b>Estimated Revenue</b>            |  |             | <b>\$ 150,000.00</b> |

**Intended use of the funds:** A stage sponsorship that will cover a portion of the costs for entertainment setup & entertainment.

**Marketing & Advertising Plan:**

- Social media marketing has begun, press release already distributed
- Event information to be sent in our September monthly newsletter, sent to over 15,000 recipients.
- Two Additional Event reminders to be sent via email.
- Event posters will be placed at both the Midtown & Grove Locations

**Trash/ Recycling Plan:**

Additional Trash receptacles to be provided by Republic Waste Services.

Regency has been hired to assist throughout the event with trash & recycling.

Please see Site Map for receptacle locations.

**Attach Safety & Security Plan:**

Event Security to be provided by GoldShield Security

Overnight Security to be provided by

SLMPD has been notified of the event and given contact information for reporting

**How will the event benefit the Grove CID?**

Urban Chestnut's Annual Oktoberfest celebration has become a fixture in St. Louis's festival rotation. The event has always been a success that draws thousands of visitors and we are excited to bring our celebration to the Grove for the first time ever. This is an opportunity for individuals and families who already plan to attend our celebration, to come visit us in the Grove. Because the event takes place in the street, individuals will have the opportunity to walk around and visit the many other businesses located in the Grove.

**Have you received Grove CID Special event funding in the past?** Yes, the last two years for Oktoberfest

**What research do you have regarding the demographics of your attendees?**

Based on observations made in the Oktoberfest events of years past, we have noted that Oktoberfest draws a diverse crowd. Attracting all ages, races, and life stages.

**How do you measure the success of your event?**

A successful event will:

- Draw first time attendees
- Show to be profitable & attract new UCBC Customers
- Be executed as planned with minimal unexpected hurdles

**How do you measure the effectiveness of your promotion?**

Our Social Media Manager can see the level of engagement with our social media & email messaging. We will look to the level of engagement, as compared to years past, to see if we are reaching and attracting a broader audience.



# Completed Special Event Grant Application



## THE GROVE COMMUNITY IMPROVEMENT DISTRICT

FISCAL YEAR: 2023

### SPECIAL EVENT GRANT APPLICATION

1. NAME OF EVENT/PROJECT: Oktoberfest Saint Louis
2. DATE OF EVENT/PROJECT: 9/29 - 9/30
3. LOCATION OF EVENT/PROJECT (address and/or specific location where event/project will take place):  
Address: 4465 Manchester Avenue  
City, State, Zip: Saint Louis, MO, 63110
4. NAME OF APPLICANT/HOST ORGANIZATION:  
Legal Name: Urban Chestnut Brewing Company, Inc.  
Address: 4465 Manchester Avenue  
City State Zip: Saint Louis, MO, 63110
5. CONTACT PERSON/TITLE:  
Name: Kayla Compton  
Title: Office Manager  
Telephone No. (314) 714 - 6392 Fax No. ( ) -  
E-mail: kayla @ urbanchestnut.com
6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.)  
If applicable, attach Articles of Incorporation, Bylaws  
#ID NO. 27-1324055  
Below items included in sponsorship report
7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS
8. ATTACH A LIST OF ORGANIZATIONAL AND EVENT STAFF OF THE ORGANIZATION.
9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.
10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)
11. ATTACH PROOF OF CITY OF TAXES PAID IN CITY OF ST. LOUIS & GROVE CID (IF APPLICABLE)
12. ATTACH A DESCRIPTION OF EVENT/PROJECT
13. ANTICIPATED NUMBER OF EVENT ATTENDEES: \_\_\_\_\_

# Preliminary Status Report: Questions & Answers



## Preliminary Status Report

EVENT NAME: Oktoberfest St. Louis  
REPORT DATE: 08/09/2023  
ORGANIZATION: Urban Chestnut Brewing Company  
CONTACT PERSON: Kayla Compton TITLE: Office Manager  
ADDRESS: 4465 Manchester Avenue  
PHONE: 314-714-6392 FAX: \_\_\_\_\_

*On an attached sheet, answer the following questions and attach it to your application.*

### PRELIMINARY INFORMATION:

1. Is this a first time event? No
2. If not, how many times has this event taken place?  
Twice in the Grove, then once a year at our 3229 Washington Avenue location from 2011 on
3. What is the estimated revenue generated by this event?  
\$150,000
4. What is the estimated number of participants expected at this event?  
20,000 - 30,000
5. If event planning is in progress, what has been done, what remains to be done, and are there any problems?  
We have permits and are in the process of confirming with various vendors for things like recycling/waste, entertainment, extra staffing, seating, etc. We are finalizing a map for the festival as well.
6. If the event planning has not been started, why?
7. List the advertising, marketing, and/or public relations that have been contracted or placed to date?  
A press release has been generated and we are gathering marketing materials for promotion across various social media platforms

- 1. Is this a first time event?**
  - i. This year will be the 12<sup>th</sup> annual Oktoberfest held by Urban Chestnut Brewing Co. This will be the third year the event will take place in the Grove.
- 2. If not, how many years has this taken place?**
  - i. 11
- 3. What is the estimated revenue generated by this event?**
  - i. 75,000
- 4. What is the estimated number of participants at this event?**
  - i. 20,000-30,000
- 5. If event planning is in progress, what has been done, what remains to be done, and are there any problems?**
  - i. Starting in August, we have held weekly meetings to review event plans and update department heads on event planning developments
  - ii. We have submitted all necessary permits
  - iii. We have initiated contracts for power, waste services, Porta-Potties, promotional materials, supplemental staffing, security
  - iv. While vendors and entertainment have been secured, we still need to finalize the run of show timeline for the weekend.
  - v. The most prominent problem we must remain aware of is the changing state of the Coronavirus Pandemic. We must remain aware of changing guidelines, and best practices to keep our guests safe.
- 6. List the advertising, marketing, and/or public relations that have been contracted or placed to date?**
  - i. (Pictured above) We have contracted and paid for marketing materials such as a poster and Instagram square for the event. We are currently working on a geo-filter for the event as well.



VERIFICATION OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION

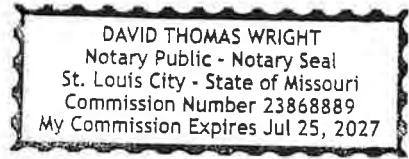
I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: Amelia Rodgers

Official's Name & Title (Typed): Amelia Rodgers Events Representative

ON This 8/31 day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Amelia Rodgers, to me known to be the person named in and who executed the foregoing document.

Notary Public: [Signature]  
My Commission Expires: 7/25/27



CONTACT PERSON AS LISTED ON PAGE ONE OF APPLICATION

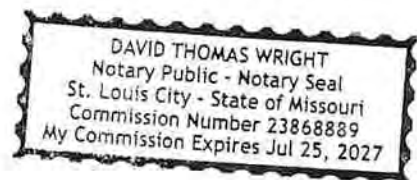
I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: Amelia Rodgers

Official's Name & Title (Typed): Amelia Rodgers Events Representative

ON This 8/31 day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Amelia Rodgers, to me known to be the person named in and who executed the foregoing document.

Notary Public: [Signature]  
My Commission Expires: 7/25/27





**Below included in sponsorship report**

14. ANTICIPATED NUMBER OF EVENT VENDORS: \_\_\_\_\_
14. LIABILITY/MEDICAL INSURANCE? No  Yes   
If Yes, indicate insurance carrier, contact and telephone number: \_\_\_\_\_  
(Grove CID must be named additionally insured and be provided a COI)
15. HAS VENUE/FACILITY BEEN SECURED? No  Yes   
If Yes, indicate location, contact and telephone number: \_\_\_\_\_
16. IS EVENT ACCESSIBLE TO THE PUBLIC AND DISABLED PERSONS? No  Yes
17. ATTACH EVENT/PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.
18. AMOUNT OF FUNDING REQUESTED: \$ \_\_\_\_\_
19. INTENDED USE OF THE FUNDS: \_\_\_\_\_
20. ATTACH PROOF OF MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE GROVE CID)
21. ATTACH MARKETING AND ADVERTISING PLAN.
22. ATTACH TRASH RECYCLING PLAN.
23. ATTACH SAFETY & SECURITY PLAN.
22. HOW WILL THE EVENT/PROJECT BENEFIT THE GROVE CID?
23. HAVE YOU RECEIVED GROVE CID SPECIAL EVENT FUNDING IN THE PAST? No  Yes   
If Yes, indicate name and date of event/project and amount received.
24. IF YOU HAVE RECEIVED PREVIOUS GROVE CID EVENT FUNDING, PLEASE PROVIDE PRELIMINARY & FINAL ATTENDANCE FIGURES AND FINAL REPORT. ALSO, PLEASE PROVIDE COPIES OF ALL EVENT PROMOTIONAL MATERIALS, INCLUDING RADIO OR TELEVISION SCRIPTS, BILLBOARD COPY, PRINTED FLIERS, ADS, OR OTHER MATERIAL YOU PURCHASED WITH GROVE CID MONEY. (ONLY PROVIDE MATERIAL ON THE MOST RECENT YEAR SPECIAL EVENT MONEY WAS RECEIVED.)
25. WHAT RESEARCH DO YOU HAVE REGARDING THE DEMOGRAPHICS OF YOUR ATTENDEES? HOW DO YOU MEASURE THE SUCCESS OF YOUR EVENT? HOW DO YOU MEASURE THE EFFECTIVENESS OF YOUR PROMOTION?

Proof of City Taxes Paid in City of St. Louis & Grove CID

TAXATION DIVISION  
PO BOX 3666  
JEFFERSON CITY, MO 65105-3666



*Missouri*  
DEPARTMENT OF REVENUE

Telephone: 573-751-9268  
Fax: 573-522-1265  
E-mail: taxclearance@dor.mo.gov

URBAN CHESTNUT BREWING COMPANY INC  
4465 MANCHESTER AVE  
SAINT LOUIS, MO 63110-2113

DATE: 08/08/2023  
VALID THROUGH: 11/06/2023

**CERTIFICATE OF NO TAX DUE**

MISSOURI ID: 20926529  
Notice Number 2041773490

To Supervisor of Liquor Control: The Department of Revenue, State of Missouri, certifies the above listed taxpayer has filed all required returns and paid all sales, use, or withholding tax due, including penalties and interest, and does not owe any sales, use, and withholding tax, as of August 7, 2023. This review does not include returns that are not required to be filed as of this date or that have been filed but not yet processed by the Department.

This certificate is only for the purpose of obtaining a liquor license and is not pursuant to Section 144.150, RSMo.

This statement only applies to sales, use, and withholding tax due and is not to be construed as limiting the authority of the Director of Revenue to assess, or pursue collection of liabilities resulting from final litigation, default in payment of any installment agreement entered into with the Director of Revenue, any successor liability that may become due in the future, or audits or reviews of the taxpayer's records as provided by law.

**THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE.**

TAXATION DIVISION

Supplemental Materials  
Proof of Good Corporate Standing

The screenshot displays the Missouri Online Business Filing portal. At the top, it features the name of John R. Ashcroft, Missouri Secretary of State, and the text "MISSOURI ONLINE BUSINESS FILING". A navigation bar includes links for "MY ACCOUNT", "HOME", "SEARCH", "MISC INFO", "UCC FILING", and a "Help" icon. The main heading reads "Gen. Business - For Profit Details as of 8/9/2023". Below this, there are instructions for filing documents, registration reports, and certificates. The central area shows a "Create Filing" button and a "FILE ONLINE" button. A detailed information table for "URBAN CHESTNUT BREWING COMPANY, INC." is displayed, including its type, domesticity, registered agent, date formed, duration, renewal month, and report due date. A footer note states that the information is provided as a public service and may change.

| Category                 | Value  |
|--------------------------|--|
| Name(s)                  | URBAN CHESTNUT BREWING COMPANY, INC.                                 |
| Type                     | Gen. Business - For Profit   |
| Domesticity              | Domestic   |
| Registered Agent         | SPRA Corp.<br>120 S. CENTRAL AVE., SUITE 4000<br>ST. LOUIS, MO 63105 |
| Date Formed              | 10/28/2009   |
| Duration                 | Perpetual  |
| Renewal Month            | October  |
| Report Due               | 1/31/2024  |
| Principal Office Address | 4465 Manchester Ave<br>Saint Louis, MO 63110-2113                    |
| Charter No               | 01007062   |
| Home State               | MO   |
| Status                   | Good Standing  |

The information contained on this page is provided as a public service, and may change at any time. The State, its employees, contractors, subcontractors or their employees do not make any warranty.



URBACHE-01

KWHITE

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |                                       |               |
|--|--|--|---------------------------------------|---------------|
| <b>PRODUCER</b><br>The Daniel and Henry Co.<br>1001 Highlands Plaza Drive West<br>Suite 500<br>Saint Louis, MO 63110 | <b>CONTACT NAME:</b><br>PHONE (A/C, No., Ext): <b>(314) 421-1525</b> |  | <b>FAX (A/C, No.): (314) 444-1990</b> |               |
|  | <b>E-MAIL ADDRESS:</b> info@danielandhenry.com                       |  |                                       |               |
| <b>INSURED</b><br><br>Urban Chestnut Brewing Company<br>4465 Manchester Avenue<br>Saint Louis, MO 63110              | <b>INSURER(S) AFFORDING COVERAGE</b>                                 |  | <b>NAIC #</b>                         |               |
|  | <b>INSURER A : Secura Supreme Insurance Company</b>                  |  |                                       |               |
|  | <b>INSURER B : Technology Insurance Company</b>                      |  |                                       |               |
|  | <b>INSURER C : Trisura Specialty Insurance Company</b>               |  |                                       | <b>020575</b> |
|  | <b>INSURER D :</b>   |  |                                       |               |
|  | <b>INSURER E :</b>   |  |                                       |               |

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

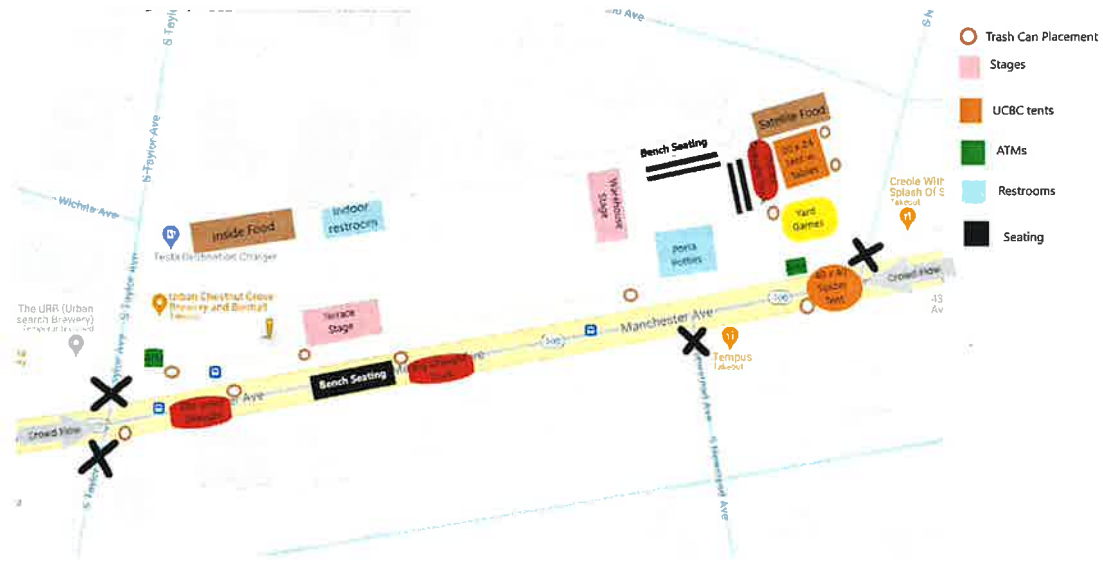
| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          | 3360561       | 2/27/2023               | 2/27/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br><b>LIQUOR LIABILIT</b> \$ 1,000,000<br>COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ |
| A        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          | 3360562       | 2/27/2023               | 2/27/2024               | \$<br>\$<br>\$<br>\$   |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |           |          | 3360563       | 2/27/2023               | 2/27/2024               | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$   |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |           |          | KWC1308255    | 2/27/2023               | 2/27/2024               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E L EACH ACCIDENT \$ 1,000,000<br>E L DISEASE - EA EMPLOYEE \$ 1,000,000<br>E L DISEASE - POLICY LIMIT \$ 1,000,000   |
| C        | <b>Cyber Liability</b>   |           |          | ATB661922402  | 2/27/2023               | 2/27/2024               | \$ 1,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>Urban Chestnut Brewing Company<br>4465 Manchester Avenue<br>Saint Louis, MO 63110 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><i>Cohen R. Kinn</i> |
|--|--|



# Event Site Map





FISCAL YEAR

**10/1/2022 - 9/30/2023**

1. NAME OF EVENT/PROJECT:

**St. Louis Shakespeare Festival's TourCo: MERRY WIVES**

2. DATE OF EVENT/PROJECT: **8/18/2023**

3. LOCATION OF EVENT/PROJECT (address and/or specific location where even project will take place):

Address: **Chroma Plaza 4041 Chouteau Ave**

City, State, Zip: **St. Louis, MO 63110**

4. NAME OF APPLICANT/HOST ORGANIZATION:

Legal Name: **St. Louis Shakespeare Festival**

Address: **3333 Washington Ave., #203**

City State Zip: **St. Louis, MO 63103**

5. CONTACT PERSON/TITLE:

Name: **Eli Wennstrom**

Title: **Development Manager**

Telephone No. **(314) 410-8722**

Fax No.: **N/A**

E-mail: **eli@stlshakes.org**

6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.) If applicable, attach Articles of Incorporation, Bylaws.

FIDNO.: **43-1815139**

7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS

8. ATTACH A LIST OF ORGANIZATIONAL AND EVENT STAFF OF THE ORGANIZATION.

9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.

10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)

11. ATTACH PROOF OF CITY OF TAXES PAID IN CITY OF ST. LOUIS & GROVE CID (IF APPLICABLE)

**N/A**

12. ATTACH A DESCRIPTION OF EVENT/PROJECT.

**The St. Louis Shakespeare Festival's third annual regional Touring Company (TourCo) will bring FREE, 90-minute performances of MERRY WIVES to 24 parks across the MO/IL bistate. While offering our programming to audiences at no cost (and in public spaces such as Forest Park) increases accessibility, we understand that there is more to be done to create truly equitable arts access for many in our region. The expenses of transportation, parking, and childcare bar entry—barriers that grow as distance from Forest Park increases.**

The Festival has been honored to partner with The Grove to bring OTHELLO and A MIDSUMMER NIGHT'S DREAM to Chouteau Park in 2021 and Chroma Plaza in 2022, respectively. TourCo's stop in the Grove is home to one of our most engaged audiences, which has already bloomed from a gathering of 107 in 2021 to one of 197 in 2022, nearly doubling. We are thrilled to see support continue to grow in your community and look forward to renewing our partnership in the summer of 2023.

We seek funding in support of the August 18th performance of MERRY WIVES in The Grove's Chroma Plaza.

The performance has been rehearsed and built at the Festival's headquarters in Grand Center. In early August, the Festival's street team will hang posters in Grove businesses promoting the performance. The week of August 14th or before, Festival staff will set on-site signage promoting the event. On August 18th, the Touring Company will arrive on-site. Equipment will be loaded in/out from our transit van. All equipment can be moved by hand, requiring two people maximum. The Festival will coordinate with the site coordinator to determine access times and routes. Audience members will bring their own chairs/blankets. A temporary, self ballasted tent will cover audio equipment. All equipment will be loaded out directly following the performance.

Financial resources will be monitored by the Festival's administrative team, including Development Manager Eli Wennstrom (application, reports, and invoices), Associate Producer Colin O'Brien (expenses), Community Engagement & Education Adam Flores (expenses), and General Manager Susan Rowe Jennings.

13. ANTICIPATED NUMBER OF EVENT ATTENDEES  
250

COMMUNITY IMPROVEMENT DISTRICT

14. ANTICIPATED NUMBER OF EVENT VENDORS:  
1 - St. Louis Shakespeare Festival is the sole vendor for the event.

14. LIABILITY/MEDICAL INSURANCE? No  Yes   
If Yes, indicate insurance carrier, contact and telephone number:  
The Daniel and Henry Co., % Portia Cannon (314) 444-5077

(Grove CID must be named additionally insured and be provided a COI)

15. HAS VENUE/FACILITY BEEN SECURED? No  Yes   
If Yes, indicate location, contact and telephone number:  
Address: Chroma Plaza 4041 Chouteau Ave  
City, State, Zip: St. Louis, MO 63110  
Contact: Abdul-Kaba Abdullah, Abdul@pcd-stl.org, (314) 239-1400

16. IS EVENT ACCESSIBLE TO THE PUBLIC AND DISABLED PERSONS? No  Yes

The performance space, audience seating, and welcome desk will be erected/set on the existing hard surfaces of the Chroma Plaza. Tickets are not required: there will be no formal box office.

In addition, the Festival's website includes alternative text descriptions and is compliant with screen reading software. As of 2020, all of our playbills are available in print as well as digitally on our website.

Audience members may contact Marketing Manager Allie Magee to request additional accessibility accommodations.

17. ATTACH EVENT/PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.

18. AMOUNT OF FUNDING REQUESTED:  
\$5,000

19. INTENDED USE OF THE FUNDS:

To fully support the performance of MERRY WIVES in The Grove's Chroma Plaza.

The attached budget includes expenses for the entire 24-performance tour. Each performance costs approximately \$5,000 to produce.

20. ATTACH PROOF OF MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE GROVE CID)

21. ATTACH MARKETING AND ADVERTISING PLAN.

TourCo will be promoted as part of the Festival's 2023 Season of FREE summer Shakespeare. Performances will be widely marketed to the public through social media, eblasts, and traditional print advertising.

The Grove CID's support of the event will be recognized through digital promotion, on-site signage, and an on-stage shout out before the performance.

22. ATTACH TRASH RECYCLING PLAN.

This is a one-night-only, 90-minute performance. No additional trash or recycling will be provided for the event. Guests will be encouraged to dispose of their refuse in the appropriate receptacles already on-site.

23. ATTACH SAFETY & SECURITY PLAN.

This is a one-night-only, 90-minute performance. No additional security is required. The Festival staff will have a basic first-aid kit, and at least one on-site staff member will be First Aid/CPR certified.

22. HOW WILL THE EVENT/PROJECT BENEFIT THE GROVE CID?

The TourCo performance at The Grove's Chroma Plaza will draw an audience of 200+ neighborhood residents and visitors—attracting pre- and post-performance customers to the area's shops and restaurants. The event is free to attend, and performances are approachable to children and adults alike.

23. HAVE YOU RECEIVED GROVE CID SPECIAL EVENT FUNDING IN THE PAST? No Yes

If Yes, indicate name and date of event/project and amount received.

**TourCo: A MIDSUMMER NIGHT'S DREAM, 8/26/2022, \$1,000**

24. IF YOU HAVE RECEIVED PREVIOUS GROVE CID EVENT FUNDING, PLEASE PROVIDE PRELIMINARY & FINAL ATTENDANCE FIGURES AND FINAL REPORT. ALSO, PLEASE PROVIDE COPIES OF ALL EVENT PROMOTIONAL MATERIALS, INCLUDING RADIO OR TELEVISION SCRIPTS, BILLBOARD COPY, PRINTED FLIERS, ADS, OR OTHER MATERIAL YOU PURCHASED WITH GROVE CID MONEY. (ONLY PROVIDE MATERIAL ON THE MOST RECENT YEAR SPECIAL EVENT MONEY WAS RECEIVED.)

25. WHAT RESEARCH DO YOU HAVE REGARDING THE DEMOGRAPHICS OF YOUR ATTENDEES? HOW DO YOU MEASURE THE SUCCESS OF YOUR EVENT? HOW DO YOU MEASURE THE EFFECTIVENESS OF YOUR PROMOTION?

TourCo is the only program of its kind, bringing FREE Shakespeare to audiences within a 120-mi. radius of St. Louis. The program engages underserved communities, making high-quality theater accessible to those who cannot afford attendance at other arts activities in the city. TourCo also visits rural communities that have few or no arts and culture offerings in their area.

2022’s TourCo continued to build the program’s audience. While 2021’s tour drew 2,300 patrons to their local parks, our 2022 production entertained a total of 4,475; a 95% increase. We anticipate patronage growing even further in 2023 and beyond.

Audience survey responses speak for themselves: an O’Fallon resident shared that “I brought a couple of teens in the LGBTQIA community not knowing the wonderful representation they got to see. Thank you so much for sharing your talents with us!” Another attendee simply said “the cast and crew put their mark on this classic.”

Success of the tour is measured by...

- Accomplishments and accolades for casts and creative team;
- Diversity of the casts and creative team;
- Total number and diversity of the audience;
- Media coverage by local outlets; and
- Audience reaction to the performances. Post-performance emails requesting feedback will measure audience members' response to the show.

Thanks to our post-performance outreach, we have a significant amount of data regarding the demographics of TourCo’s attendees. Over the course of our 2022 tour, we reached the following audiences:

|                       |     |                         |     |
|-----------------------|-----|-------------------------|-----|
| <u>Gender</u>         |     | Black/African           | 9%  |
| Male                  | 31% | Hispanic/Latinx         | 3%  |
| Female                | 67% | White                   | 80% |
| Nonbinary/Other       | 2%  | Prefer not to answer    | 7%  |
|                       |     | Other                   | 0%  |
| <u>Age</u>            |     | <u>Household Income</u> |     |
| 18-34                 | 15% | Under 35,000            | 13% |
| 35-54                 | 36% | \$35,000-66,000         | 18% |
| 55-69                 | 31% | \$67,000-100,000        | 15% |
| 70+                   | 18% | \$101,000-150,000       | 18% |
|                       |     | \$151,000+              | 13% |
| <u>Race/Ethnicity</u> |     | Prefer not to answer    | 23% |
| Asian/Asian American  | 1%  |                         |     |



**VERIFICATION OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION**

I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: [Signature]

Official's Name & Title (Typed): Eli Wennstrom, Development Manager

ON This Aug 09 day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Wennstrom, Elijah H. to me known to be the person named in and who executed the foregoing document.

Notary Public: [Signature]

HSIAO HUI SICKEL  
NOTARY PUBLIC - NOTARY SEAL  
STATE OF MISSOURI  
COMMISSIONED FOR ST. LOUIS CITY  
MY COMMISSION EXPIRES FEB. 28, 2026  
ID #22815483

My Commission Expires: Feb 28 2026

Aug 09 2023

**CONTACT PERSON AS LISTED ON PAGE ONE OF APPLICATION**

I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: [Signature]

Official's Name & Title (Typed): Eli Wennstrom, Development Manager

ON This Aug 09 day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Wennstrom, Elijah H. to me known to be the person named in and who executed the foregoing document.

Notary Public: [Signature]

HSIAO HUI SICKEL  
NOTARY PUBLIC - NOTARY SEAL  
STATE OF MISSOURI  
COMMISSIONED FOR ST. LOUIS CITY  
MY COMMISSION EXPIRES FEB. 28, 2026  
ID #22815483

My Commission Expires: Feb 28 2026

Aug 09 2023

# STATE OF MISSOURI



**John R. Ashcroft**  
**Secretary of State**

## CERTIFICATE OF AMENDMENT

WHEREAS,

*St. Louis Shakespeare Festival*  
*N00058830*

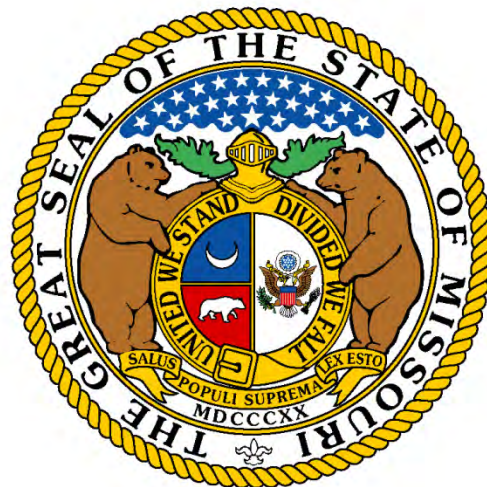
Formerly,

*Shakespeare Festival St. Louis*

a corporation organized under The Missouri Nonprofit Corporation Law has delivered to me Articles of Amendment of its Articles of Incorporation and has in all respects complied with the requirements of law governing the Amendment of Articles of Incorporation under The Missouri Nonprofit Corporation Law, and that the Articles of Incorporation of said corporation are amended in accordance therewith.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 21st day of February, 2020.

  
Secretary of State







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |                                      |
|--|---|--------------------------------------|
| PRODUCER<br><b>The Daniel and Henry Co.</b><br>1001 Highlands Plaza Drive West<br>Suite 500<br>Saint Louis, MO 63110 | CONTACT NAME: <b>Portia Cannon</b>                                |                                      |
|  | PHONE (A/C, No, Ext): <b>(314) 444-5077</b>                       | FAX (A/C, No): <b>(314) 444-1990</b> |
|  | E-MAIL ADDRESS: <b>CannonP@danielandhenry.com</b>                 |                                      |
|  | INSURER(S) AFFORDING COVERAGE                                     | NAIC #                               |
|  | INSURER A : <b>Secura Insurance</b>                               | <b>22543</b>                         |
|  | INSURER B : <b>Travelers Casualty Insurance Company of Americ</b> | <b>19046</b>                         |
|  | INSURER C :   |                                      |
|  | INSURER D :   |                                      |
|  | INSURER E :   |                                      |
|  | INSURER F :   |                                      |

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD                             | SUBR WVD | POLICY NUMBER          | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |               |
|----------|--|---------------------------------------|----------|------------------------|-------------------------|-------------------------|---|---------------|
| A        | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                       |          | 20-CP-003213450-12     | 10/2/2022               | 10/2/2023               | EACH OCCURRENCE   | \$ 1,000,000  |
|          |  |                                       |          |                        |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                                       | \$ 100,000    |
|          |  |                                       |          |                        |                         |                         | MED EXP (Any one person)  | \$ 0          |
|          |  |                                       |          |                        |                         |                         | PERSONAL & ADV INJURY   | \$ 1,000,000  |
|          |  |                                       |          |                        |                         |                         | GENERAL AGGREGATE   | \$ 1,000,000  |
|          |  |                                       |          | PRODUCTS - COMP/OP AGG | \$ 1,000,000            |                         |   |               |
|          |  |                                       |          |                        |                         |                         | \$  |               |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                 |                                       |          | 20-A-003213461-12      | 10/2/2022               | 10/2/2023               | COMBINED SINGLE LIMIT (Ea accident)   | \$ 1,000,000  |
|          |  |                                       |          |                        |                         |                         | BODILY INJURY (Per person)  | \$            |
|          |  |                                       |          |                        |                         |                         | BODILY INJURY (Per accident)  | \$            |
|          |  |                                       |          |                        |                         |                         | PROPERTY DAMAGE (Per accident)  | \$            |
|          |  |                                       |          |                        |                         |                         |   | \$            |
|          |  |                                       |          |                        |                         |                         | \$  |               |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR  |                                       |          |                        |                         |                         | EACH OCCURRENCE   | \$            |
|          | <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  |                                       |          |                        |                         |                         | AGGREGATE   | \$            |
|          | DED <input type="checkbox"/>   | RETENTION \$ <input type="checkbox"/> |          |                        |                         |                         |   | \$            |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A                            |                                       |          | 6JUB-6R08753-5-22      | 10/2/2022               | 10/2/2023               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |               |
|          |  |                                       |          |                        |                         |                         | E.L. EACH ACCIDENT  | \$ 1,000,000  |
|          |  |                                       |          |                        |                         |                         | E.L. DISEASE - EA EMPLOYEE  | \$ 1,000,000  |
|          |  |                                       |          |                        |                         |                         | E.L. DISEASE - POLICY LIMIT   | \$ 1,000,000  |
| A        | <b>Property</b>  |                                       |          | 20-CP-003213450-12     | 10/2/2022               | 10/2/2023               | <b>Leased/Rented Equip</b>  | <b>31,000</b> |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Grove CID is an additional insured under the general liability as their interest may appear and as required by written contract.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>The Grove CID<br>4512 Manchester Ave<br>Suite 100<br>Saint Louis, MO 63110 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><i>John R. Drew</i> |
|---|---|



## Project Budget

| Insert Agency Name Here                                   | TourCo: MERRY WIVES    |                              |                     |
|---|------------------------|------------------------------|---------------------|
| Expenses  | Total Project Expenses | Amount Requested from Funder |                     |
| Salary and Benefits                                       | \$ 44,631              | \$                           | 1,498.00            |
| Contract Services (consulting, professional, fundraising) | \$ 19,300              | \$                           | 647.00              |
| Occupancy (rent, utilities, maintenance)                  | \$ -                   | \$                           | -                   |
| Training & Professional Development                       | \$ -                   | \$                           | -                   |
| Insurance   | \$ -                   | \$                           | -                   |
| Travel  | \$ 500                 | \$                           | 17.00               |
| Equipment   | \$ 21,950              | \$                           | 736.00              |
| Supplies  | \$ 600                 | \$                           | 20.00               |
| Printing, Copying & Postage                               | \$ 2,500               | \$                           | 84.00               |
| Evaluation  | \$ -                   | \$                           | -                   |
| Marketing   | \$ 6,600               | \$                           | 222.00              |
| Conferences, meetings, etc.                               | \$ 3,351               | \$                           | 112.00              |
| Administration  | \$ -                   | \$                           | -                   |
| *Other - Allocated staff time _____                       | \$ 49,568              | \$                           | 1,664.00            |
| *Other - _____  | \$ -                   | \$                           | -                   |
| <b>TOTAL EXPENSES</b>                                     | <b>\$ 149,000</b>      | <b>\$</b>                    | <b>5,000</b>        |
| Revenues  | Committed              | Pending                      | Planned             |
| <b>Contributions, Gifts, Grants, &amp; Earned Revenue</b> |                        |                              |                     |
| Local Government  | \$ 1,000               | \$ -                         | \$ -                |
| State Government  | \$ 25,000              | \$ -                         | \$ -                |
| Federal Government  | \$ 20,000              | \$ -                         | \$ -                |
| Individuals   | \$ 22,500              | \$ -                         | \$ 10,346           |
| *Foundation - Eppinger                                    | \$ 5,000               | \$ -                         | \$ -                |
| *Foundation - Saigh                                       | \$ 10,000              | \$ -                         | \$ -                |
| *Foundation - _____                                       | \$ -                   | \$ -                         | \$ -                |
| *Foundation - _____                                       | \$ -                   | \$ -                         | \$ -                |
| *Corporation- Commerce Bank                               | \$ 2,500               | \$ -                         | \$ -                |
| *Corporation- Woodard                                     | \$ 1,000               | \$ -                         | \$ -                |
| *Corporation- Clean + Unifirst                            | \$ 5,000               | \$ -                         | \$ -                |
| *Corporation- Cherokee Street CID                         | \$ 1,500               | \$ -                         | \$ -                |
| *Corporation- The Grove CID                               | \$ -                   | \$ 5,000                     | \$ -                |
| *Corporation- Union Pacific                               | \$ -                   | \$ 10,000                    | \$ -                |
| *Corporation - Various                                    | \$ -                   | \$ -                         | \$ 25,000           |
| Membership Income   | \$ -                   | \$ -                         | \$ -                |
| Program Service Fees                                      | \$ -                   | \$ -                         | \$ -                |
| Products  | \$ -                   | \$ -                         | \$ -                |
| Fundraising Events (net)                                  | \$ -                   | \$ -                         | \$ -                |
| Investment Income   | \$ -                   | \$ -                         | \$ -                |
| In-Kind Support   | \$ -                   | \$ -                         | \$ -                |
| *Other -donations at sites                                | \$ 2,154               | \$ 3,000                     | \$ -                |
| <b>TOTAL REVENUES</b>                                     | <b>\$ 95,654.00</b>    | <b>\$ 18,000.00</b>          | <b>\$ 35,346.00</b> |
| *Please specify for contributions over \$1,000.           |                        |                              |                     |



## FINAL STATUS REPORT

EVENT NAME: St. Louis Shakespeare Festival's Touring Company: A MIDSUMMER NIGHT'S DREAM

REPORT DATE: 10/24/2022

ORGANIZATION: St. Louis Shakespeare Festival

CONTACT PERSON/TITLE:

Name: Tori Rezek

Title: Development Manager

Address: 3333 Washington Ave., #203

City State Zip: St. Louis, MO 63103

Telephone No. 314-410-8722

Fax No.: N/A

E-mail: [tori@stlshakes.org](mailto:tori@stlshakes.org)

1. Is this a first time event? If not, how many times has this event taken place?

This was the first time the Festival's TourCo production had been hosted at Chroma Plaza.

This was the 2<sup>nd</sup> annual tour presentation, which brings free Shakespeare to 24 parks across the bi-state.

2. What is the total revenue generated for this event?

\$0

This event is completely free to attend.

3. Total expenses. (Have all vendors been paid?)

Yes.

4. List the vendors that have been paid, if not, what invoices are still outstanding and why?

"Vendors" include all personnel and organizations associated with the project – designers, actors, stage managers, fabricators, administrators, etc. All have been paid.

5. What is the number of participants that came to this event?

197

6. What is the percentage of the total participants from out of the St. Louis region?

It is likely that the vast majority of audience members were Grove residents or lived in the surrounding neighborhoods.

7. What problems occurred if any during the event?

The heat and lack of shade were problematic for the performers. Should the event be hosted in the same venue in the future, we may consider changing the stage orientation and brining in additional shade/tents/umbrellas for the performers.

8. List the advertising, marketing, and/or public relations that have been contracted or placed to date?

The event was featured on the Festival's website beginning in mid-May. The tour was also promoted during our Shakespeare in the Park production throughout the month of June in Forest Park: it was promoted by word-of-mouth during our nightly onstage welcome speech and in the Shakespeare in the Park playbill.

Advertising and active promotion for the event began in July and included...

- Press release

- 3-part direct mail campaign (~2,100 recipients)
- Eblast and social media promotion
- Postering in performance neighborhoods

9. How can the event be improved or expanded?

Event attendance could have been expanded through active collaboration and promotion with Grove businesses and organizations.



## FINAL STATUS REPORT

EVENT NAME: St. Louis Shakespeare Festival's Touring Company: A MIDSUMMER NIGHT'S DREAM

REPORT DATE: 10/24/2022

ORGANIZATION: St. Louis Shakespeare Festival

CONTACT PERSON/TITLE:

Name: Tori Rezek

Title: Development Manager

Address: 3333 Washington Ave., #203

City State Zip: St. Louis, MO 63103

Telephone No. 314-410-8722

Fax No.: N/A

E-mail: [tori@stlshakes.org](mailto:tori@stlshakes.org)

1. Is this a first time event? If not, how many times has this event taken place?

This was the first time the Festival's TourCo production had been hosted at Chroma Plaza.

This was the 2<sup>nd</sup> annual tour presentation, which brings free Shakespeare to 24 parks across the bi-state.

2. What is the total revenue generated for this event?

\$0

This event is completely free to attend.

3. Total expenses. (Have all vendors been paid?)

Yes.

4. List the vendors that have been paid, if not, what invoices are still outstanding and why?

"Vendors" include all personnel and organizations associated with the project – designers, actors, stage managers, fabricators, administrators, etc. All have been paid.

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