



**BOARD OF DIRECTORS MONTHLY MEETING**

**TO BE HELD**

**February 8<sup>th</sup>, 2021 at 11:00 a.m.  
at 4512 Manchester Avenue  
St. Louis, MO 63110**

**NOTICE & PROPOSED AGENDA**

***Please Note: Due to COVID-19, physical access to the general Board meeting by the public will be closed and replaced by Zoom Conference.***

***Please sign in at <https://zoom.us/j/94610301030> (Meeting ID: 946 1030 1030) or call by phone at 312-626-6799.***

**TAKE NOTICE** that on February 8<sup>th</sup>, 2021 at 11:00 a.m. at 4512 Manchester, 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. Covid-19 Small Business Support
6. Committee Reports:
  - a. Safety and Security Committee
    - i. Crime Reports
  - b. Executive & Finance Committees
    - i. Financial Reports
    - ii. Committee Applications
    - iii. Resolution 2021-02: Amendment to Public Services Committee
    - iv. Audit
  - c. Marketing Committee
    - i. Banner RFP
    - ii. Website updates
  - d. Public Services
    - i. Piros Contract
7. Administrator's Report
  - a. CID Expansion
  - b. Onboarding Document
8. Other Business

**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: 2/4/2021**

**Time: 11:00 AM**

**• The Grove Community Improvement District •**

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

<http://www.thegrovestl.com/>

**Grove CID Board of Director Meeting  
January 11th, 2021 at 11:00 AM  
at 4512 Manchester, St. Louis, MO 63110**

**Board Members Present:** K. Kenter, G. Slay, J. Oliver, T. Telnikova, C. Schloss, J. Mueller, K. Spencer, D. Bellon, N. Griffin, F. Mohammad

**Board Members Absent:** S. Myers

**Others in Attendance:** Alayna Graham, Abdul Abdullah (Park Central Development), Chris Saracino (Campbell Security), Charlie Felker (Free-2-Grow), Officer Ed Slade (SLMPD), Ron Coleman (Neighborhood Improvement Specialist), Gerry Connolly, Karen Buckley (St. Louis Residents)

**1. Call to Order:**

- a. K. Kenter called the meeting to order at 11:02 AM.

**2. Approval of December 14th, 2020 Minutes:**

- a. D. Bellon motioned to approve the minutes. J. Oliver seconded the motion. All in favor, motion approved.

**3. Chairs Report & Announcement of the Order of Business**

**4. Public Comments and Questions:** No members of the public had comments.

**5. Committee Reports:**

a. Safety and Security Committee:

- i. C. Felker gave an update on the Safety and Security Committee.
  - A. There was a report of shots fired at the parking lot next to Gramophone.
- ii. C. Saracino updated the Board on patrols. Covid-19 has presented challenges for number of officers available.
- iii. Officer Slade gave an update on catalytic converter thefts in the Grove.

b. Executive & Finance Committee:

- i. J. Oliver presented the financial report. K. Kenter reported that administration is in the process of getting access to the MODOR Sales Tax reports.
- ii. K. Kenter presented Resolution 2021-01 authorizing J. Oliver and K. Kenter as signators for the bank account. G. Slay motions to approve Resolution 2021-01. D. Bellon seconds the motion. All in favor, motion passes.
- iii. K. Kenter presented the insurance renewal.
- iv. K. Kenter presented the recommendations for Committees. The Executive Committee recommends Jon Shine and Rick Lewis for Safety and Security, Neal Griffin for Nominations, and Paul Byrne and Kurt Bellon for Marketing Committee. J. Oliver motioned to approve the recommendations. K. Spencer seconded the motion. All in favor, motion passes.

c. Marketing Committee:

- i. T. Telnikova presented the Marketing Committee updates.
  - A. The website is about 98% finished. It is only missing an interactive map that is being added. A. Graham presented the website through screen

share. K. Spencer motioned to publish the website and replace the current one as soon as it's finished. J. Mueller seconded the motion. All in favor, motion passes.

B. The Banner RFP deadline will be extended due to no responses.

C. A. Graham presented the FY 2019-2020 Public Annual Report. T. Telnikova motioned to approve the report. D. Bellon seconded the motion. All in favor, motion passes.

d. Public Services Committee:

i. G. Slay presented an update on the contract negotiations with Piros Signs.

ii. T. Telnikova volunteered to fill the empty seat on the Public Services Committee. J. Oliver motioned to approve T. Telnikova for the Public Services Committee. G. Slay seconded the motion. All in favor, motion passes.

e. Nominations Committee:

i. Covered in Executive and Finance Committee.

**6. Administrator's Report:**

a. A. Graham presented the CID Expansion map that was approved last year. There will be an additional charge from Park Central to do this expansion. Part of the development agreement for Green Street and Raising Canes was to join the CID.

b. After discussion, K. Spencer motions to move forward with the expansion. J. Mueller seconds the motion. All in favor, motion passes.

c. A. Graham will send the onboarding document out to the Board later in the week.

**7. Other Business:** None.

**8. Adjournment:** Meeting adjourned at 12:02 PM.

## The Grove Community Improvement District Balance Sheet

Jan 31, 21 As of January 31, 2021

**ASSETS**

**Current Assets**

<b>Checking/Savings</b>	
Operating (9310)	152,129.40
Sales and Use Tax (0668)	282,993.19
Special Assessments (3269)	2,309.28 *
<b>Total Checking/Savings</b>	437,431.87
<b>Accounts Receivable</b>	
Other Accounts Receivable	2,646.00
<b>Total Accounts Receivable</b>	2,646.00
<b>Other Current Assets</b>	
CID Assmt Rec CY17	222.00
CID Assmt Rec CY16	1,968.00
CID Assmt Rec CY15	2,490.00
CID Assmt Rec CY14	1,052.00
Due to From Special Events	60.46
Prepaid Expenses	709.00
<b>Total Other Current Assets</b>	6,501.46
<b>Total Current Assets</b>	446,579.33

**Fixed Assets**

Accumulated Amort-Intangible As	-4,579.00
Intangible Assets	11,775.00
<b>Total Fixed Assets</b>	7,196.00

**TOTAL ASSETS** **453,775.33**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

<b>Accounts Payable</b>	
20000 · Accounts Payable	4,253.33
<b>Total Accounts Payable</b>	4,253.33
<b>Other Current Liabilities</b>	
Deferred Inflows of Resources	8,156.00
<b>Total Other Current Liabilities</b>	8,156.00

**Total Current Liabilities** 12,409.33

**Total Liabilities** 12,409.33

**Equity**

32000 · Retained Earnings	315,589.84
Net Income	125,776.16
<b>Total Equity</b>	441,366.00

**TOTAL LIABILITIES & EQUITY** **453,775.33**

There was an account with Simmons Bank that had a small "dormant" balance of \$3,526 what was on 12.31.20 financials. This acct was created to pay for pedestrian lights. This account was closed in January 2021 and \$3,526 was deposited to the Operating acct 9310.

\* Special Assessments acct 3269 balance will be closed and balance to be transferred to Operating acct 9310. This account was used to deposit special assessments tax payments. These payments are now being deposited directly to the Operating

## The Grove Community Improvement District Profit & Loss Budget Performance January 2021

	<u>Jan 21</u>	<u>Jul '20 - Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · Revenue</b>				
46400 · Reserves	0.00	0.00	139,416.69	239,000.04
46430 · Miscellaneous Revenue	0.00	0.00	6,814.00	6,814.00
40150 · Special Assessments	97,108.50	108,848.95	93,000.00	93,000.00
40100 · CID 1% Sales and Use Tax	20,437.84	170,957.15	96,250.00	165,000.00
40200 · Interest Earnings	10.46	76.96		
<b>Total 40000 · Revenue</b>	<u>117,556.80</u>	<u>279,883.06</u>	<u>335,480.69</u>	<u>503,814.04</u>
<b>Total Income</b>	<u>117,556.80</u>	<u>279,883.06</u>	<u>335,480.69</u>	<u>503,814.04</u>
<b>Gross Profit</b>	117,556.80	279,883.06	335,480.69	503,814.04
<b>Expense</b>				
60270 · Sponsorships	0.00	0.00	21,070.00	36,120.00
Marketing & Advertisement	0.00	156.22		
<b>60100 · Administrative Support</b>				
60110 · Administration-Park Central	12,704.10	38,044.10	38,010.00	50,680.00
60135 · General Liability Insurance	0.00	7,327.00	10,000.00	10,000.00
60160 · Bank Fees and Charges	13.00	58.00		
60140 · Audit Services	0.00	0.00	4,000.00	4,000.00
60130 · Directors & Officers Insurance	0.00	10,288.95	2,300.00	2,300.00
60170 · Storage Facility	0.00	622.47		
60150 · Legal Services	0.00	3,330.00	1,750.00	3,000.00
60165 · Miscellaneous	0.00	5,052.33		
60115 · Postage/Office Supplies	0.00	75.00	291.65	500.00
<b>Total 60100 · Administrative Support</b>	<u>12,717.10</u>	<u>64,797.85</u>	<u>56,351.65</u>	<u>70,480.00</u>
<b>60400 · Public Services</b>				
60415 · Public Pkg lot-Litter Control	0.00	0.00	0.00	0.00
60410 · Litter Control	0.00	16,883.94	22,866.65	39,200.00
60420 · Landscaping	0.00	0.00	3,917.67	5,876.00
60425 · Weed Abatement	0.00	1,000.00		
<b>Total 60400 · Public Services</b>	<u>0.00</u>	<u>17,883.94</u>	<u>26,784.32</u>	<u>45,076.00</u>
<b>60200 · Marketing</b>				
60210 · Advertising	0.00	0.00	2,333.35	4,000.00
60215 · Promotional Materials	0.00	0.00	875.00	1,500.00
60220 · Website & Design Services	0.00	490.00	2,724.15	4,670.00
60250 · Reserve Funds	0.00	0.00	6,515.85	11,170.00
<b>Total 60200 · Marketing</b>	<u>0.00</u>	<u>490.00</u>	<u>12,448.35</u>	<u>21,340.00</u>
<b>60300 · Public Improvements</b>				
60335 · Public Parking Lot Rental	0.00	0.00	1,500.00	3,000.00
60315 · Street Lighting Impr-Electricit	299.87	2,744.60	3,500.00	6,000.00
60325 · Holiday Decorations	0.00	750.00	3,500.00	3,500.00
60310 · Grove Signs Electricity	159.90	613.43	1,050.00	1,800.00
60320 · Grove Signs Repairs & Mnt	0.00	-6,814.00	69,482.00	119,112.00
60330 · Other Public Improvements	0.00	0.00	583.35	1,000.00
<b>Total 60300 · Public Improvements</b>	<u>459.77</u>	<u>-2,705.97</u>	<u>79,615.35</u>	<u>134,412.00</u>

The Grove Community Improvement District  
**Profit & Loss Budget Performance**  
 January 2021

	<u>Jan 21</u>	<u>Jul '20 - Jan 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>60500 · Security &amp; Public Safety</b>				
<b>60515 · Spectrum (Camera/Internet)</b>	0.00	524.86	3,640.00	6,240.00
<b>60510 · Administration-Security</b>	2,750.00	19,250.00	19,250.00	33,000.00
<b>60530 · Thursday Security Patrols</b>	1,830.00	5,715.00	24,360.00	41,760.00
<b>60531 · Friday Security Patrols</b>	3,130.00	13,175.00	24,360.00	41,760.00
<b>60532 · Saturday Security Patrols</b>	3,080.00	14,220.00	24,360.00	41,760.00
<b>60533 · Sunday Security Patrols</b>	3,080.00	5,600.00	8,120.00	13,920.00
<b>60534 · Other Security Patrols</b>	2,700.00	15,000.00	10,237.50	17,550.00
<b>Total 60500 · Security &amp; Public Safety</b>	<u>16,570.00</u>	<u>73,484.86</u>	<u>114,327.50</u>	<u>195,990.00</u>
<b>Total Expense</b>	<u>29,746.87</u>	<u>154,106.90</u>	<u>310,597.17</u>	<u>503,418.00</u>
<b>Net Ordinary Income</b>	<u>87,809.93</u>	<u>125,776.16</u>	<u>24,883.52</u>	<u>396.04</u>
<b>Net Income</b>	<u><u>87,809.93</u></u>	<u><u>125,776.16</u></u>	<u><u>24,883.52</u></u>	<u><u>396.04</u></u>

## The Grove Community Improvement District Transaction List by Vendor January 2021

Type	Date	Num	Memo	Split	Amount
<b>Ameren Missouri- 4052 Chouteau ave sign</b>					
Bill	01/04/2021	0594144027-Dec	4052 Chouteau Sign	60310 · Grove Signs Electricity	-59.75
<b>Ameren Missouri- 924 talmage ave</b>					
Bill	01/05/2021	0825140010-Dec	0825140010-Talmage	60310 · Grove Signs Electricity	-100.15
<b>Ameren MO- 4512 Manchester ave unit 100</b>					
Bill	01/05/2021	0324031034-Dec	Pedestrian Lighting	60315 · Street Lighting Impr-Electricit	-299.87
<b>Campbell Security &amp; Services Group</b>					
Bill	01/04/2021	2344	Patrols	-SPLIT-	-6,920.00
Bill	01/13/2021	2330	Patrols	-SPLIT-	-2,980.00
Bill	01/17/2021	2359	Patrols	-SPLIT-	-3,920.00
<b>Free-2-Grow, LLC</b>					
Bill	01/04/2021	1071	Inv 1071 - Security Administrative	60510 · Administration-Security	-2,750.00
<b>Park Central Development Corporation*</b>					
Bill	01/15/2021	2021-01-15	Recurring Bill recurring payment	60110 · Administration-Park Central	-12,670.00
Bill	01/19/2021	1-19-21	Reimburse for 1099 eFiling	60110 · Administration-Park Central	-34.10
<b>Total Bills Paid for January 2021</b>					<b>-29,733.87</b>

## RESOLUTION NO. 2021-02

### A RESOLUTION OF THE GROVE COMMUNITY IMPROVEMENT DISTRICT AMENDING RESOLUTION NO. 2017-01 WHICH AMENDED RESOLUTION MO. 2009-06 WHICH COMBINES THE PUBLIC SERVICES AND IMPROVEMENT COMMITTEE AND TRANSPORTATION COMMITTEE

Whereas Article VII of the By-Laws provides, in pertinent part, that, “The Board may from time to time establish committees and confer upon them such powers as it deems expedient for the conduct of the District’s business;”

Whereas Resolution 2009-06 establishing a Public Services Committee was adopted on March 9<sup>th</sup>, 2009;

Whereas Resolution 2017-01 amending Resolution 2009-06 which established a Public Services Committee was adopted on February 13, 2017;

Whereas Resolution 2019-05 amending Resolution 2017-07 which is combining the Public Services and Improvement Committee and Transportation Committee is adopted on September 9, 2019;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors for the Grove Community Improvement District, that Resolution 2021-02 is hereby amended to read as follows:

1. Public Services & Improvements Committee: The Public Services and Improvements Committee shall consist of two (2) Directors or their representatives, **four (4)** business owners including at least one (1) night-time business, and two (2) property owners to be appointed by the Chairman of the Board at each Annual Meeting in May or as soon thereafter as practical. Committee members shall serve until their successors have been duly appointed. The Board Chairman shall also appoint one of the said **eight (8)** members to act as Committee Chair.

For the presentation to and approval by the Board of Directors, the Public Services and Improvement Committee shall create an overall public services framework for the CID including, but not limited to, preparing the draft RFP for cleaning services and landscaping, overseeing public infrastructure projects, preparing the draft Annual Public Services and Improvements Budget for the District to submit to the Finance Committee, managing the funds designated for Public Improvements, developing beautification initiatives and researching potential public space improvements.

The Public Service and Improvement Committee shall also oversee all initiatives in the district involving transportation including, but not limited to, parking, car share, bike share, public transit, and bicycle and pedestrian traffic. The committee will be tasked with overseeing current parking lot management, working to identify future parking needs, addressing the needs of



bicycle traffic and bicycle parking within the district, coordinating and monitoring bus shelters located throughout the district, and working to identify and create opportunities for a multi-modal transportation network within the district.

The Public Services and Improvements Committee shall also handle such other matters as may be assigned by the Board; and will report monthly to the Board on its activities.

2. Actions of Committee in Lieu of Meeting. Any action which is required to be or may be taken at a meeting of the committee may be taken without a meeting in consents in writing, setting forth the action also taken, are signed by all members of the committee. The consents shall have the same force and effect as a unanimous vote of the committee at a meeting duly held and may be stated as such in any certificate or document filed pursuant to the provisions of Missouri law. The consents shall be filed with the minutes of the meetings of the committee.

3. Committee Reports. The committee shall report all of its decisions and actions to the Board of Directors at the next meeting of the Board thereafter occurring and shall at all times be subject to the general supervision and control of the Board of Directors.

Adopted this \_\_\_<sup>th</sup> Day of February, 2021

ATTEST;

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Kelly Kenter, Chairman

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Board Member



## Proposal for Grove CID Expansion

**Park Central Development will provide the following planning and administrative services related to expanding the Grove Community Improvement District:**

- Develop a robust plan of action and comprehensive timeline
- Collect, analyze, and maintain a comprehensive database with the following information:
  - Property ownership and contact information
  - Assessed valuation (by parcel)
- Create and adjust as necessary, a boundary map identifying all parcels within the proposed district
- Prepare an outreach campaign for property owners within the proposed expansion area, comprised of the following:
  - Introductory packet
  - Informational email
  - Individual/group meeting- as needed
- Collaborate and handle all communication with necessary political entities, including:
  - Missouri Department of Revenue
  - City of St. Louis Board of Aldermen
- Work with legal and the Grove CID Board of Directors
  - Determine properties to include in CID
  - Write two (2) CID Expansion petitions- Green Street and Vandeventer
  - Collect signatures from property owners

**PCD will provide the list of services above, in its entirety, at a cost of ten thousand dollars (\$10,000).**

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**Kelly Kenter**  
**Grove CID**

**Date**

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**Abdul Abdullah**  
**Park Central Development**

**Date**

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**Park Central Development Corporation**

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