



**BOARD OF DIRECTORS MONTHLY MEETING**

**TO BE HELD**

**January 11<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/92623808423?from=addon> (Meeting ID: 926 2380 8423) or call by phone at 312-626-6799.***

**TAKE NOTICE** that on January 11<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. Committee Reports:
  - a. Safety and Security Committee
    - i. Crime Reports
  - b. Executive & Finance Committees
    - i. Financial Reports
    - ii. Resolution 2021-01: Banking
    - iii. Insurance
    - iv. Open Committee Seat Nominations
  - c. Marketing Committee
    - i. Website updates
    - ii. Banner RFP
    - iii. Public Annual Report
  - d. Public Services
    - i. Piros Contract
  - e. Nominations Committee
6. Administrator's Report
  - a. CID Expansion
  - b. Onboarding Document
7. 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: 1/7/2021**

**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  
December 14th, 2020 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  
**Board Members to be sworn in (non-voting):** D. Bellon, N. Griffin

**Board Members Absent:** F. Mohammad, S. Myers

**Others in Attendance:** Alayna Graham, Ashley Johnson, Abdul Abdullah (Park Central Development), Chris Saracino (Campbell Security), Charlie Felker (Free-2-Grow), Billy Thompson (Tropical Liqueurs), Ron Coleman (Neighborhood Improvement Specialist), Gerry Connolly (St. Louis Resident)

**1. Call to Order:**

- a. K. Kenter called the meeting to order at 11:04 AM.

**2. Approval of November 9th, 2020 Minutes:**

- a. A. Graham noted there were some attendance issues that had been brought to her attention and she would correct them.
- b. T. Telnikova motioned to approve the minutes with the attendance corrections. J. Oliver seconded the motion. All in favor, motion approved.

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

- a. K. Kenter welcomed the new members of the Board and thanked the previous members for their years of dedicated service.

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

**5. Letter of Support:** Billy Thompson of Tropical Liqueurs has installed an art installation. He needs a permit to have this mural. He is requesting a letter of support for this installation. The Board asked B. Thompson questions about the art installation. T. Telnikova motioned to approve the letter of support contingent on the permit process and engineering documentation. G. Slay seconded the motion. All in favor, motion approved.

**6. Committee Reports:**

a. Safety and Security Committee:

- i. C. Felker from Free-2-Grow presented an overview of his company and the procedures for managing the security patrols.
- ii. C. Saracino added his background information for the new Board members. He also informed the Board that there was an arrest over the weekend by a Campbell officer.
- iii. Board members asked C. Saracino questions about the patrols.

b. Nominations Committee: A. Graham presented the committee and officer open seats with names of volunteers for the Board to review. K. Kenter requested to only vote for officers and have the Executive Committee review the committees and submit a recommendation.

- i. K. Spencer volunteered for Vice Chair, J. Oliver volunteered for Treasurer, D. Bellon volunteered for Finance Committee Member at large. C. Schloss motioned to approve the Executive and Finance Committee as presented. G. Slay seconds the motion. All in favor, motion approved.

- ii. A. Abdullah recommended if there is a volunteer for Committee Chairs, the Board could vote now, but if there are multiple volunteers for one Chair position, the vote could be tabled.
  - iii. G. Slay stepped down from co-Chair of Marketing Committee, leaving T. Telnikova as sole Chair.
  - iv. K. Kenter stated he would like to step down from Public Services Committee Chair and recommends that the Board review the open seats and vote at the next meeting.
  - v. K. Spencer motioned to approve J. Mueller as Safety and Security Chair. K. Kenter stated that there were other members of the Board who are interested in the Safety and Security Chair position. G. Slay seconded the motion made by K. Spencer if the Board members are not coming forward now to volunteer for this Chair. All in favor, motion approved.
  - vi. T. Telnikova volunteered to be on the Nominations Committee. K. Kenter volunteered to be the Nominations Committee Chair. G. Slay volunteered to be the Public Services Chair. T. Telnikova motioned to approve G. Slay as Public Services Committee Chair. K. Spencer seconded the motion. All in favor, motion approved.
  - vii. G. Slay motioned to approve K. Kenter as Nomination Committee Chair. J. Oliver seconded the motion. All in favor, motion approved.
- c. Executive & Finance Committee:
- i. K. Kenter presented the financial statements. There was discussion about the sales tax. A. Graham noted that the forms for the Department of Revenue needed to be updated with the new Treasurer before PCD could access those numbers.
  - ii. D. Bellon asked about Raising Canes. A. Abdullah and A. Graham explained that they will contribute tax dollars when the CID expands. Expansion will be on the next agenda.
  - iii. K. Kenter brought up the invoice from ATBM to showcase the details of the public maintenance that is done monthly.
- d. Marketing Committee:
- i. T. Telnikova presented an update on the RFP for the Grove flags.
  - ii. T. Telnikova went over the website as A. Graham shared it on the screen. She requested that members of the Board send any photos they have to A. Graham to add to the website.
  - iii. The Marketing Committee also noted that they voted to put up the regular holiday decoration and revisit buying new decorations for next year.
- e. Public Services Committee:
- i. K. Kenter excused himself from the conversation.
  - ii. A. Graham presented to the Board the separate packet that had all the background information about the sign structure process.
  - iii. G. Slay gave a brief summary of the RFP process for the sign structures. There is a new, updated RFP. This was voted on last meeting. The three options going forward are 1. Vote to post this new RFP. 2. Vote to pay ~\$3,000 to the engineer

to write front-end specifications for the new RFP. 3. Revisit the previous votes and decide between one of the original responses.

iv. After discussion, J. Oliver made two motions: 1. Overturn the previous vote. 2. Award Piro's the contract. K. Spencer seconded both motions.

A. The Board took a roll call vote for each motion. Motion 1: K. Spencer, yes. J. Mueller, yes. G. Slay, yes. C. Schloss, yes. T. Telnikova, yes. J. Oliver, yes. Motion 2: K. Spencer, yes. J. Mueller, yes. G. Slay, yes. C. Schloss, yes. T. Telnikova, yes. J. Oliver, yes.

**7. Administrator's Report:**

- a. A. Graham presented the number of meetings the committees have used and the number that they are each allotted as per PCD's contract. She noted that Public Services and Safety & Security have both used 3/4 meetings, and each additional meeting will cost. K. Kenter noted that he did not want any committee to not meet because they are worried about the money. G. Slay made a motion to approve any extra expenses for additional meetings. T. Telnikova seconded the motion.
- b. A. Abdullah noted that there are sometimes additional charges for administration that comes up. He would like permission on the record to have the authority to spend as needed. K. Kenter suggested the Executive Committee discuss and vote at the next meeting.
- c. A. Graham shared that she is creating an Onboarding document for the Board that will be finished by January.

**8. Other Business:** None.

**9. Adjournment:** Meeting adjourned at 12:53 PM.

## The Grove Community Improvement District

## Balance Sheet

As of December 31, 2020

01/07/21

Accrual Basis

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Reliance (4124)	3,526.00
Operating (9310)	828.77
Sales and Use Tax (0668)	342,544.89
Special Assessments (3269)	<u>2,322.28</u>
<b>Total Checking/Savings</b>	349,221.94
<b>Accounts Receivable</b>	
Other Accounts Receivable	<u>2,646.00</u>
<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	<u>709.00</u>
<b>Total Other Current Assets</b>	6,501.46
<b>Total Current Assets</b>	358,369.40
<b>Fixed Assets</b>	
Accumulated Amort-Intangible As	-4,579.00
Intangible Assets	<u>11,775.00</u>
<b>Total Fixed Assets</b>	7,196.00
<b>TOTAL ASSETS</b>	<b><u><u>365,565.40</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	<u>3,433.33</u>
<b>Total Accounts Payable</b>	3,433.33
<b>Other Current Liabilities</b>	
Deferred Inflows of Resources	<u>8,156.00</u>
<b>Total Other Current Liabilities</b>	8,156.00
<b>Total Current Liabilities</b>	<u>11,589.33</u>
<b>Total Liabilities</b>	11,589.33
<b>Equity</b>	
32000 · Retained Earnings	315,589.84
Net Income	<u>38,386.23</u>
<b>Total Equity</b>	353,976.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>365,565.40</u></u></b>

**The Grove Community Improvement District**  
**Profit & Loss Budget Performance**  
December 2020

	<u>Dec 20</u>	<u>Jul - Dec 20</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	119,500.02	239,000.04
46430 · Miscellaneous Revenue	0.00	0.00	6,814.00	6,814.00
40150 · Special Assessments	5,740.92	11,740.45	80,000.00	93,000.00
40100 · CID 1% Sales and Use Tax	24,164.94	150,519.31	82,500.00	165,000.00
40200 · Interest Earnings	12.88	66.50		
<b>Total 40000 · Revenue</b>	<u>29,918.74</u>	<u>162,326.26</u>	<u>288,814.02</u>	<u>503,814.04</u>
<b>Total Income</b>	<u>29,918.74</u>	<u>162,326.26</u>	<u>288,814.02</u>	<u>503,814.04</u>
<b>Gross Profit</b>	29,918.74	162,326.26	288,814.02	503,814.04
<b>Expense</b>				
60270 · Sponsorships	0.00	0.00	18,060.00	36,120.00
Marketing & Advertisement	0.00	156.22		
<b>60100 · Administrative Support</b>				
60110 · Administration-Park Central	0.00	25,340.00	25,340.00	50,680.00
60135 · General Liability Insurance	7,327.00	7,327.00	10,000.00	10,000.00
60160 · Bank Fees and Charges	13.00	45.00		
60140 · Audit Services	0.00	0.00	4,000.00	4,000.00
60130 · Directors & Officers Insurance	10,288.95	10,288.95	2,300.00	2,300.00
60170 · Storage Facility	0.00	622.47		
60150 · Legal Services	0.00	2,910.00	1,500.00	3,000.00
60165 · Miscellaneous	0.00	5,052.33		
60115 · Postage/Office Supplies	0.00	75.00	249.98	500.00
<b>Total 60100 · Administrative Support</b>	<u>17,628.95</u>	<u>51,660.75</u>	<u>43,389.98</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	4,975.00	16,883.94	19,599.98	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>4,975.00</u>	<u>17,883.94</u>	<u>23,517.65</u>	<u>45,076.00</u>
<b>60200 · Marketing</b>				
60210 · Advertising	0.00	0.00	2,000.02	4,000.00
60215 · Promotional Materials	0.00	0.00	750.00	1,500.00
60220 · Website & Design Services	0.00	490.00	2,334.98	4,670.00
60250 · Reserve Funds	0.00	0.00	5,585.02	11,170.00
<b>Total 60200 · Marketing</b>	<u>0.00</u>	<u>490.00</u>	<u>10,670.02</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	397.07	2,047.66	3,000.00	6,000.00
60325 · Holiday Decorations	750.00	750.00	3,500.00	3,500.00
60310 · Grove Signs Electricity	95.55	850.60	900.00	1,800.00
60320 · Grove Signs Repairs & Mnt	0.00	-6,814.00	59,556.00	119,112.00
60330 · Other Public Improvements	0.00	0.00	500.02	1,000.00

The Grove Community Improvement District  
**Profit & Loss Budget Performance**  
 December 2020

	<u>Dec 20</u>	<u>Jul - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 60300 · Public Improvements	1,242.62	-3,165.74	68,956.02	134,412.00
<b>60500 · Security &amp; Public Safety</b>				
60515 · Spectrum (Camera/Internet)	0.00	524.86	3,120.00	6,240.00
60510 · Administration-Security	2,750.00	16,500.00	16,500.00	33,000.00
60530 · Thursday Security Patrols	280.00	3,885.00	20,880.00	41,760.00
60531 · Friday Security Patrols	560.00	10,045.00	20,880.00	41,760.00
60532 · Saturday Security Patrols	840.00	11,140.00	20,880.00	41,760.00
60533 · Sunday Security Patrols	1,120.00	2,520.00	6,960.00	13,920.00
60534 · Other Security Patrols	1,730.00	12,300.00	8,775.00	17,550.00
<b>Total 60500 · Security &amp; Public Safety</b>	<u>7,280.00</u>	<u>56,914.86</u>	<u>97,995.00</u>	<u>195,990.00</u>
<b>Total Expense</b>	<u>31,126.57</u>	<u>123,940.03</u>	<u>262,588.67</u>	<u>503,418.00</u>
<b>Net Ordinary Income</b>	<u>-1,207.83</u>	<u>38,386.23</u>	<u>26,225.35</u>	<u>396.04</u>
<b>Net Income</b>	<u><u>-1,207.83</u></u>	<u><u>38,386.23</u></u>	<u><u>26,225.35</u></u>	<u><u>396.04</u></u>

## The Grove Community Improvement District Transaction List by Vendor

Type	Date	Num	Memo	December 2020	Split	Amount
<b>A T Building/Anthony Trotter</b>						
Bill	12/01/2020	1331	Street Cleaning	60410 · Litter Control		-2,625.00
Bill	12/29/2020	1335	Street Cleaning/	-SPLIT-		-3,100.00
<b>Ameren MO- 4510 Manchester ave, sign</b>						
Bill	12/01/2020	0594144027-Nov-20	4052 Chouteau - 0594144027	60310 · Grove Signs Electricity		-46.31
Bill	12/02/2020	0324031034-Nov	Street Lighting	60315 · Street Lighting Impr-Electricit		-397.07
Bill	12/02/2020	0825140010-Nov	Grove Signs Lighting	60310 · Grove Signs Electricity		-49.24
<b>Assured Partners of Missouri LLC</b>						
Bill	12/22/2020	759537	Inv 759536	60130 · Directors & Officers Insurance		-3,933.30
Bill	12/22/2020	759536	Inv 759536	60130 · Directors & Officers Insurance		-423.15
Bill	12/23/2020	759699	Inv 759536	60130 · Directors & Officers Insurance		-5,932.50
<b>Campbell Security &amp; Services Group</b>						
Bill	12/02/2020	2321	Patrols	-SPLIT-		-4,530.00
<b>Free-to-Grow, LLC</b>						
Bill	12/01/2020	1064	Security Administration	60510 · Administration-Security		-2,750.00
<b>The Hartford</b>						
Bill	12/07/2020	15919730	Account 15919730	60135 · General Liability Insurance		-7,327.00
<b>Total Bills Paid December</b>						<b>-31,113.57</b>



**A RESOLUTION OF THE GROVE COMMUNITY IMPROVEMENT DISTRICT AMENDING RESOLUTION NO. 2020-04 , THE FOLLOWING RESOLUTION REGARDING SIGNATURES AND ADMINISTRATION OF COMMERCE BANK ACCOUNTS;**

A MEETING of the Board of Directors of the Grove Community Improvement District (“CID”) duly called and held on the 11<sup>th</sup> day of January 2021, the following resolution regarding the administration of the CID’s accounts at Commerce Bank was adopted.

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

Joel Oliver, 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 signators; 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 to 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 11<sup>th</sup> day of January 2021.

**THE GROVE COMMUNITY IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Treasure



# THE GROVE

COMMUNITY IMPROVEMENT DISTRICT

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2019-2020 // PREPARED BY PARK CENTRAL DEVELOPMENT

# ABOUT

## Community Improvement District

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

*Community Improvement Districts* can collect sales and property taxes to fund these services and improvements.

## Board and Committees

The Grove CID is managed by a board of eleven (11) directors who vote on the services and improvements that are provided. There are five committees that provide the Board of Directors with suggestions.

### BOARD MEMBERS

Kelly Kenter  
 Jack Baumstark  
 Tom Boldt  
 Chip Schloss  
 Pete Rothschild  
 Tatyana Telnikova  
 Sheryl Myers  
 Fahime Mohammad  
 Guy Slay  
 Joel Oliver  
 Don Bellon

### COMMITTEES

*Executive & Finance*  
*Marketing*  
*Nominations*  
*Public Service*  
*Safety and Security*



THE GROVE  
 Community  
 Improvement  
 District

# EVENTS & NEW BUSINESSES

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*While many events were canceled for FY 2019-2020, the CID was still able to sponsor and host these events:*

## **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 entertainment from jugglers and dancers to fashion shows. To top everything off, featured at the end of the street is a concert- this year featured Jay E presents High Score.

## **World Naked Bike Ride**

The World Naked Bike Ride is a celebration of the body that starts and ends in the Grove. Approximately 4,000 of the community came together in a clothing-optional gathering to take a bicycle ride around St. Louis City.

## **New Businesses**

Raising Canes

*opened August 2019*

Takashima Records

*opened briefly in March 2020*

Seoul Taco

*opened January 2020*



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**THE GROVE**  
Community  
Improvement  
District

## PROJECTS

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### Grove Signs

Due to structural damage, both Grove signs were removed from the Grove for repairs. The Grove CID Board of Directors chose Structures Inc as the engineering firm to design a new structural support system for the signs. They are in the process of choosing a company to build this support system.

### New Security Patrols & Management

Campbell Security has been chosen to take over security patrols in The Grove. To help manage schedules and budget, the Grove has hired Free2Grow.

### Social Media Management

Engage Taste was hired as social media manager to provide a more consistent online presence. Unfortunately, this service was paused until the budget has been assessed as COVID-19 has affected sales tax revenue.

### Other

Drury landscaping continues to plant and care for the planters in the Grove CID. ATBM continues to maintain the trash and litter in the Grove. Park Central Development continues to provide administrative support to the Grove Board of Directors.



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THE GROVE  
Community  
Improvement  
District

# EXPENSES

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## Safety and Security

The Grove CID spends the majority of its resources on Security and Public Safety for secondary police officers and cameras, as the safety of visitors and residents is the top priority for the Grove CID.

## Administration

Administration includes the services of Park Central Development, managing the meetings, communication with contractors, accounting services, etc. It also includes legal services from Husch Blackwell.

## Public Improvements

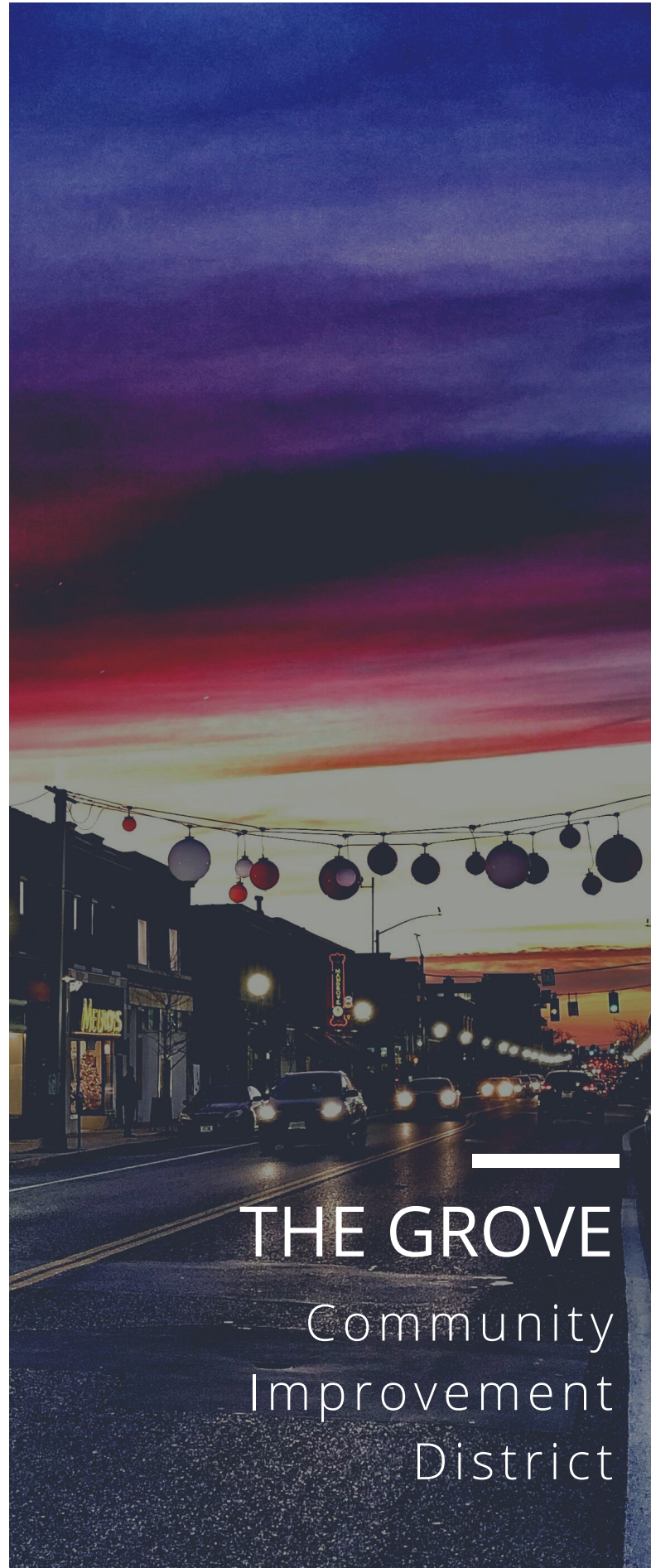
Public Improvements include electricity to public lighting, public parking lot rental, and sign maintenance.

## Public Services

Public Services includes services for landscaping, litter control, trash removal, and overall maintenance of the Grove CID.

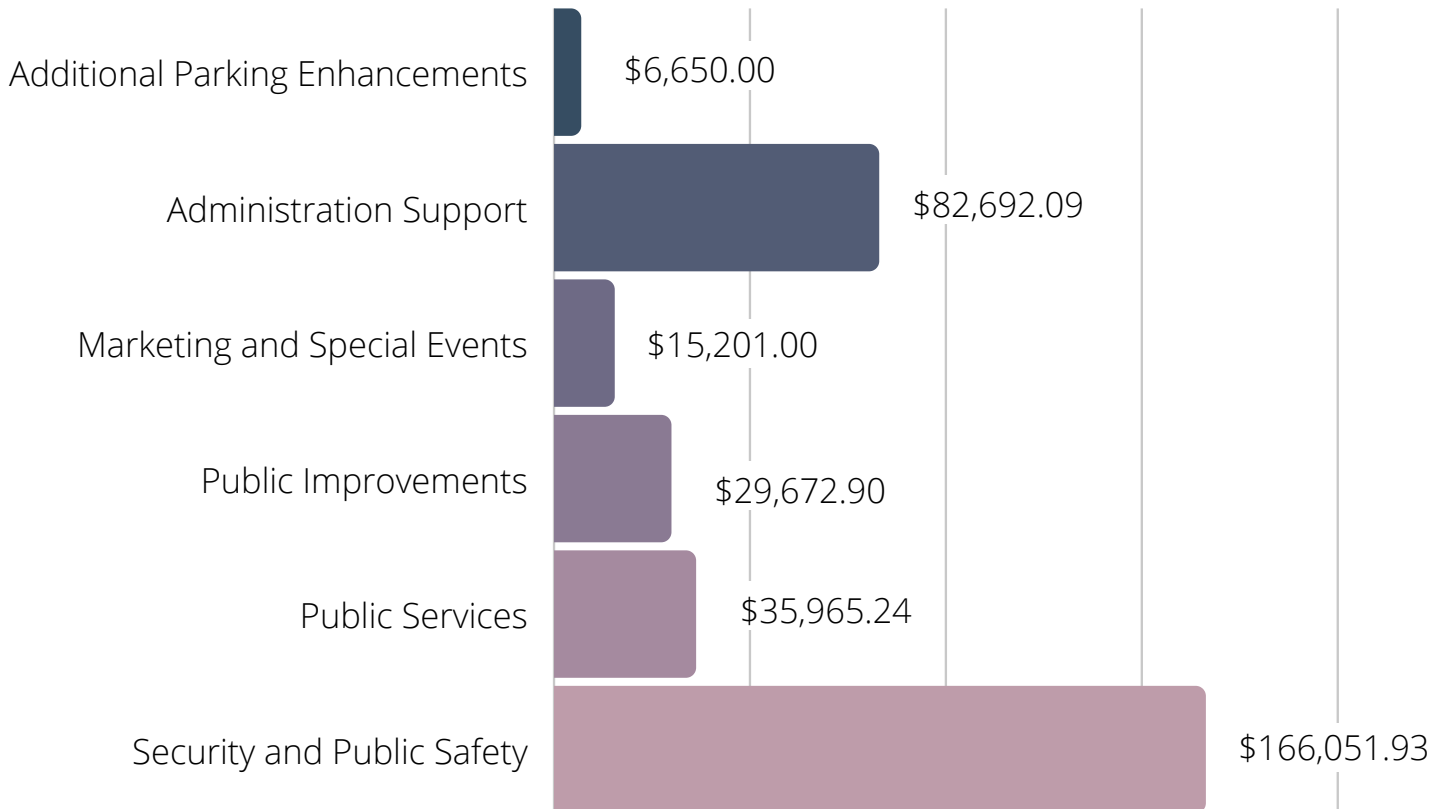
## Marketing and Special Events

Marketing and special events include sponsoring placemaking events such as GroveFest, Flyover Comedy Festival, and Manchester Bike Bash. It also includes website design and social media branding. These efforts help to keep the area active and vibrant.



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THE GROVE  
Community  
Improvement  
District

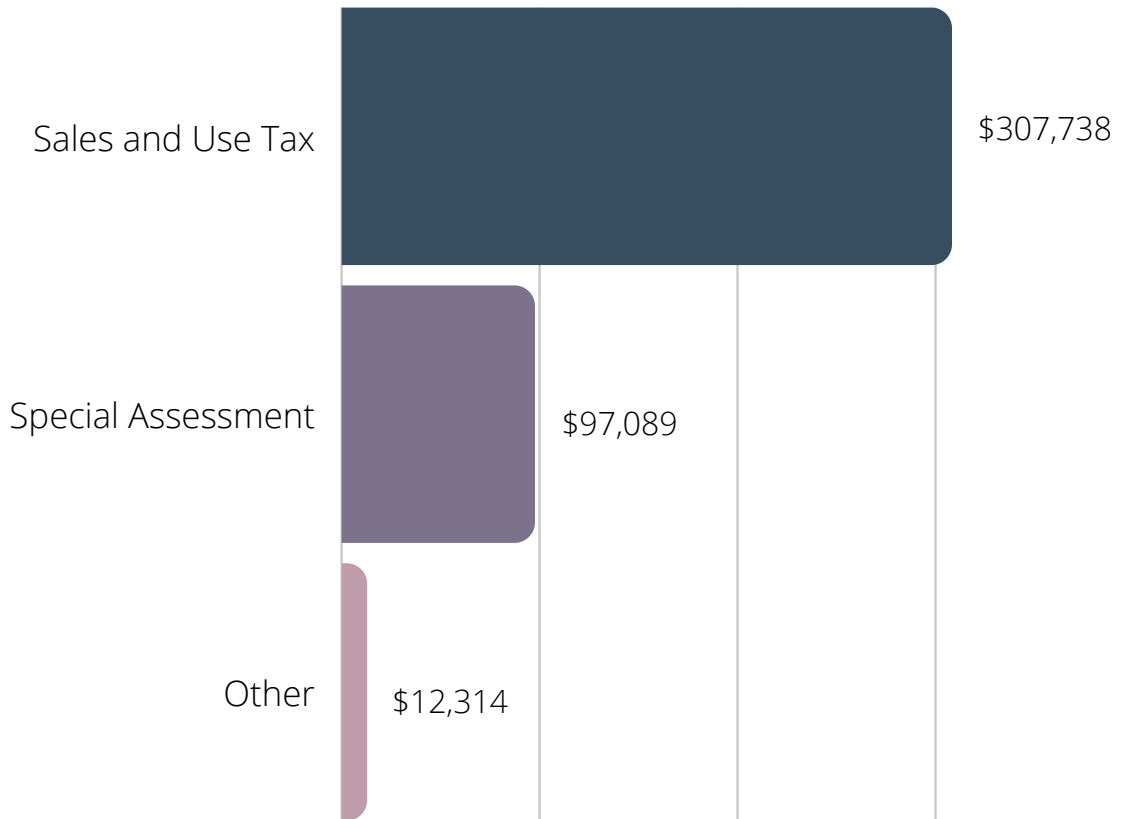


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## Expenses

# Financial OVERVIEW

The Grove CID obtains most of its revenue from Sales and Use Tax. Special Assessment property tax is also collected based on the value of properties in the Grove. Other revenue sources include grants and parking fees.



## Incoming Funds

# Financial OVERVIEW





# Grove CID Expansion

