



**BOARD OF DIRECTORS MONTHLY MEETING
TO BE HELD**

**December 14th, 2020 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/95630469418?from=addon> (Meeting ID: 956 3046 9418) or call by phone at 312-626-6799.

TAKE NOTICE that on December 14th, 2020 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
 - a. Introduction of new Directors
4. Public Comments & Questions (limited to 5 minutes per speaker)
5. Trops Mural Letter of Support: Billy Thompson
6. Committee Reports:
 - a. Safety and Security Committee
 - i. Crime Reports
 - b. Nominations Committee
 - i. Vote- Committee Members and Chairs
 - c. Executive & Finance Committee
 - i. Financial Reports
 - d. Marketing Committee
 - i. Website updates
 - ii. Banner RFP
 - iii. Public Annual Report
 - e. Public Services
 - i. New Sign Structure RFP
7. Administrator's Report
 - a. Update on Committees
 - 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: 12/10/2020

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
November 9th, 2020 at 11:00 AM
at 4512 Manchester, St. Louis, MO 63110**

Board Members Present: K. Kenter, T. Boldt, D. Bellon, G. Slay, J. Oliver, T. Telnikova, P. Rothschild

Board Members Absent: F. Mohammad, S. Myers, C. Schloss

Others in Attendance: Alayna Graham, Ashley Johnson, Abdul Abdullah (Park Central Development), Officer Slade (District 2), Chris Saracino (Campbell Security), Ron Colman (Neighborhood Improvement Specialist), Gerry Connolly (St. Louis Resident)

1. Call to Order:

- a. K. Kenter called the meeting to order at 11:03 AM.

2. Approval of October 12th, 2020 Minutes:

- a. P. Rothschild noted that the minutes have him listed as absent, but he was in attendance by phone. A. Graham will make the adjustment.
- b. T. Boldt motioned to approve the minutes with the adjustment of P. Rothschild being present. J. Oliver seconded the motion. All in favor, approved.

3. Chairs Report & Announcement of the Order of Business

4. Public Comments and Questions: Gerry Connolly was listening in but did not have comments.

5. Committee Reports:

a. Safety and Security Committee:

- i. J. Baumstark reported that Free 2 Grow adjusted visibility with foot patrols and lights. A Sunday night patrol was added as well as patrol stops at Urban Chestnut.
- ii. They are coordinating plans for a public presentation about what the Safety and Security team is doing to improve visibility and address safety concerns. He claimed that Free 2 Grow spoke with A. Graham at Park Central Development (PCD) and that PCD did not want to participate in this presentation, but would send a distribution list for Safety and Security to send invitations.

- A. A. Graham clarified that PCD was not refusing to participate, but that a public meeting run by the Safety and Security Committee would be held to all Sunshine Laws as they are a public entity. This would require specific notifications, an agenda, meeting minutes, etc. If they host this public meeting, it will count as the 4th Safety and Security Committee meeting for the fiscal year, which is all that is allotted in the PCD contract. Every meeting after the 4th meeting will cost extra. She suggested to Free 2 Grow that he and Campbell Security host this meeting on their own as private companies to avoid extra costs and that she would email out that invitation- not give them a distribution list.
- B. The Grove CID decided that they would still like to host the meeting themselves.
- C. D. Bellon would like to see the movements of the officers. Free 2 Grow said they would send him the link, but he has not received it. C. Saracino says that this is the most transparent system that they've ever seen.

- D. P. Rothschild would like to bring up the email from Rob Betts to Abdul Abdullah that was shared with the Board and note that he appreciated seeing it and agrees that the more folks involved in trying to help, the better the CID is. He also believes that it is not a good idea for any one person on the Board to weigh in as a Director or Committee Member representing the CID. If they have opinions about the email, they should only speak as an individual.

b. Executive & Finance Committee:

- i. T. Boldt presented the financial reports.
- ii. A miscellaneous revenue is money back from an insurance claim.
- iii. A miscellaneous charge is for a centralized storage space.
 - A. J. Baumstark is offering his storage space for free, but PCD moved their storage to a paid facility. The Board wonders why they are incurring a fee for storage when they had a space for free.
 - B. A. Abdullah joined the meeting and listed the reasons why they moved the items to a new facility including ease of accessibility, climate control, and insurance.
 - C. K. Kenter requested the storage facility information (contract, Grove portion, and list of items stored) to discuss at the next meeting.
 - D. A. Abdullah said PCD would reimburse the Grove CID for storage and get the information to present next meeting. The Grove CID can decide at the next meeting if they would like their items moved back to J. Baumstark's warehouse.
- iv. The number under Storage is for \$570, but that is higher than expected. T. Boldt requests that A. Graham check into that number.
- v. Also under Miscellaneous, there is a \$5,000 charge from PCD. K. Kenter informed T. Boldt and the Board that this was a one-time fee for renewing the Special Assessment. This includes the outreach to property owners, collecting signatures, working with the attorney and the City to file the Special Assessment. The last time this was performed, it cost the CID \$10,000 but was reduced this year.
- vi. Litter Control is cleaned up from last month.
- vii. The sales tax is still increased. A. Johnson is the listed administrator for the Grove, so she will log in to the Department of Revenue website to get more information.
- viii. T. Telnikova asked about a charge for website design services. A. Graham explained that someone had been hosting the Grove website for 3-4 years free of charge. This person recently moved and cannot host now. They invoiced for back charges for hosting for several years and the task of switching everything over.
- ix. T. Telnikova also asked about the charges from ATBM. A. Johnson explained that there is some fluctuation in charges depending on the extra tasks that he performs throughout the month. She offered to give a detailed report of the invoice for next meeting.

c. Marketing Committee:

- i. Did not meet. T. Telnikova gave the update that the website is almost done.

d. Public Service Committee:

- i. K. Kenter dismissed himself for this discussion.
- ii. A. Graham presented the revised RFP.
 - A. J. Baumstark says that he looked through the RFP and it looks very good, very complete.
 - B. T. Boldt asks if there is any information in the Scope of Services about the post being taken down or re-aligned. A. Graham says it only requires the contractor to follow the designs of the engineer. D. Bellon requests that the RFP should require the contractor to have visited the site and understand the existing conditions, and if something needs to be altered, it will be at their expense. D. Bellon would like the RFP to state that the Grove CID is tax exempt. D. Bellon would like the RFP to request a fresh coat of paint on the entire structure. T. Boldt made a motion for G. Slay to go to the engineer to get an opinion about the structure for a cost not to exceed \$200. P. Rothschild seconds the motion. G. Slay and T. Telnikova abstain. Majority in favor—motion approved.
 - C. T. Telnikova noted that they are altering the RFP to match what Piro's has already provided in their response and questions whether they need to go through this entire process.
- e. Nominations Committee:
 - i. No updates.

6. 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.
- b. A. Graham noted that it is November and if they want to add to their holiday decorations, now would be the time to order. A. Johnson noted that the lights were removed last year because the maintenance was too costly. The Board would like the Marketing Committee to discuss.

- 7. Other Business:** T. Boldt would like to keep all public comments to no more than five minutes. A. Graham explained that it is already on the agenda and it does not need to go into the by-laws. It is up to the discretion of the Chair on giving a longer comment period.

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

The Grove Community Improvement District

Balance Sheet

As of November 30, 2020

12/08/20

Accrual Basis

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Reliance (4124)	3,526.00
Operating (9310)	26,706.42
Sales and Use Tax (0668)	318,367.07
Special Assessments (3269)	<u>2,335.28</u>
Total Checking/Savings	350,934.77
Accounts Receivable	
Other Accounts Receivable	<u>2,646.00</u>
Total Accounts Receivable	2,646.00
Other Current Assets	
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>
Total Other Current Assets	6,501.46
Total Current Assets	360,082.23
Fixed Assets	
Accumulated Amort-Intangible As	-4,579.00
Intangible Assets	<u>11,775.00</u>
Total Fixed Assets	7,196.00
TOTAL ASSETS	<u><u>367,278.23</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>3,938.33</u>
Total Accounts Payable	3,938.33
Other Current Liabilities	
Deferred Inflows of Resources	<u>8,156.00</u>
Total Other Current Liabilities	8,156.00
Total Current Liabilities	<u>12,094.33</u>
Total Liabilities	12,094.33
Equity	
32000 · Retained Earnings	315,589.84
Net Income	<u>39,594.06</u>
Total Equity	355,183.90
TOTAL LIABILITIES & EQUITY	<u><u>367,278.23</u></u>

The Grove Community Improvement District
Profit & Loss Budget Performance
 November 2020

	<u>Nov 20</u>	<u>Jul - Nov 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
40000 · Revenue				
46400 · Reserves	0.00	0.00	99,583.35	239,000.04
46430 · Miscellaneous Revenue	0.00	0.00	6,814.00	6,814.00
40150 · Special Assessments	574.99	5,999.53	0.00	93,000.00
40100 · CID 1% Sales and Use Tax	23,394.83	126,354.37	68,750.00	165,000.00
40200 · Interest Earnings	11.96	53.62		
Total 40000 · Revenue	<u>23,981.78</u>	<u>132,407.52</u>	<u>175,147.35</u>	<u>503,814.04</u>
Total Income	<u>23,981.78</u>	<u>132,407.52</u>	<u>175,147.35</u>	<u>503,814.04</u>
Gross Profit	23,981.78	132,407.52	175,147.35	503,814.04
Expense				
60270 · Sponsorships	0.00	0.00	15,050.00	36,120.00
Marketing & Advertisement	0.00	156.22		
60100 · Administrative Support				
60110 · Administration-Park Central	0.00	25,340.00	25,340.00	50,680.00
60135 · General Liability Insurance	0.00	0.00	0.00	10,000.00
60160 · Bank Fees and Charges	8.00	32.00		
60140 · Audit Services	0.00	0.00	0.00	4,000.00
60130 · Directors & Officers Insurance	0.00	0.00	0.00	2,300.00
60170 · Storage Facility	0.00	622.47		
60150 · Legal Services	0.00	2,910.00	1,250.00	3,000.00
60165 · Miscellaneous	52.33	5,052.33		
60115 · Postage/Office Supplies	0.00	75.00	208.31	500.00
Total 60100 · Administrative Support	<u>60.33</u>	<u>34,031.80</u>	<u>26,798.31</u>	<u>70,480.00</u>
60400 · Public Services				
60415 · Public Pkg lot-Litter Control	0.00	0.00	0.00	0.00
60410 · Litter Control	2,850.00	11,908.94	16,333.31	39,200.00
60420 · Landscaping	0.00	0.00	3,917.67	5,876.00
60425 · Weed Abatement	0.00	1,000.00		
Total 60400 · Public Services	<u>2,850.00</u>	<u>12,908.94</u>	<u>20,250.98</u>	<u>45,076.00</u>
60200 · Marketing				
60210 · Advertising	0.00	0.00	1,666.69	4,000.00
60215 · Promotional Materials	0.00	0.00	625.00	1,500.00
60220 · Website & Design Services	190.00	490.00	1,945.81	4,670.00
60250 · Reserve Funds	0.00	0.00	4,654.19	11,170.00
Total 60200 · Marketing	<u>190.00</u>	<u>490.00</u>	<u>8,891.69</u>	<u>21,340.00</u>
60300 · Public Improvements				
60335 · Public Parking Lot Rental	0.00	0.00	750.00	3,000.00
60315 · Street Lighting Impr-Electricit	0.00	2,047.66	2,500.00	6,000.00
60325 · Holiday Decorations	0.00	0.00	3,000.00	3,500.00
60310 · Grove Signs Electricity	0.00	357.98	750.00	1,800.00
60320 · Grove Signs Repairs & Mnt	0.00	-6,814.00	49,630.00	119,112.00
60330 · Other Public Improvements	0.00	0.00	416.69	1,000.00
Total 60300 · Public Improvements	<u>0.00</u>	<u>-4,408.36</u>	<u>57,046.69</u>	<u>134,412.00</u>

The Grove Community Improvement District
Profit & Loss Budget Performance
 November 2020

	<u>Nov 20</u>	<u>Jul - Nov 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
60500 · Security & Public Safety				
60515 · Spectrum (Camera/Internet)	0.00	524.86	2,600.00	6,240.00
60510 · Administration-Security	2,750.00	13,750.00	13,750.00	33,000.00
60530 · Thursday Security Patrols	560.00	3,605.00	17,400.00	41,760.00
60531 · Friday Security Patrols	2,520.00	9,485.00	17,400.00	41,760.00
60532 · Saturday Security Patrols	2,590.00	10,300.00	17,400.00	41,760.00
60533 · Sunday Security Patrols	840.00	1,400.00	5,800.00	13,920.00
60534 · Other Security Patrols	1,610.00	10,570.00	7,312.50	17,550.00
Total 60500 · Security & Public Safety	<u>10,870.00</u>	<u>49,634.86</u>	<u>81,662.50</u>	<u>195,990.00</u>
Total Expense	<u>13,970.33</u>	<u>92,813.46</u>	<u>209,700.17</u>	<u>503,418.00</u>
Net Ordinary Income	<u>10,011.45</u>	<u>39,594.06</u>	<u>-34,552.82</u>	<u>396.04</u>
Net Income	<u><u>10,011.45</u></u>	<u><u>39,594.06</u></u>	<u><u>-34,552.82</u></u>	<u><u>396.04</u></u>

The Grove Community Improvement District Transaction List by Vendor November 2020

Type	Date	Num	Memo	Amount
A T Building/Anthony Trotter				
Bill	11/12/2020	1330	Street Cleaning	-2,850.00
Campbell Security & Services Group				
Bill	11/02/2020	2292	Patrols	-4,515.00
Bill	11/17/2020	2308	Patrols	-3,605.00
Free-to-Grow, LLC				
Bill	11/01/2020	1052		-2,750.00
Justin Chick				
Bill	11/18/2020	000008		-150.00
Park Central Development Corporation*				
Bill	11/13/2020	04506	Reimburse Park Central for website purchase	-40.00
Bill	11/15/2020	2020-11-15	Recurring Bill Life Storage - Storage Unit Rental	-52.33
Total for November				-13,962.33

A T BUILDING MAINTENANCE
 4541 CHOUTEAU
 ST LOUIS MO 63110
 314 629-8444

Invoice

Number 1330

Date 11/12/2020

Bill To
 Abdul-Kaba Abdullah
 THE GROVE CID
 4512 MANCHESTER
 1ST FLOOR
 ST LOUIS, MO, 63110

Ship To
 Abdul-Kaba Abdullah
 THE GROVE CID
 4512 MANCHESTER
 1ST FLOOR
 ST LOUIS, MO, 63110

PO Number Terms Project
 5 DAYS

Date	Description	Hours	Rate	Amount
11/12/2020	CLEAN MANCHESTER FOR THE MONTH OF OCT 9 X \$175 <i>150.00</i>		\$175.00 <i>150.00</i>	\$1,575.00 <i>1,350.00</i>
	EMPTY TRASH CANS ON MANCHESTER FOR MONTH OF OCT 9 X \$75		\$75.00	\$675.00
	CLEAN PARKING LOTS ALONG MANCHESTER FOR THE MONTH OF OCT (3) LOTS AT \$25 EACH \$ 75 PER OCCURRENCE		\$75.00	\$675.00
	GRAFFITI CLEAN UP ON MANCHESTER FOR MONTH OF OCT (9) TIMES FLAT RATE		\$150.00	\$150.00

Amount Paid	\$0.00	Discount	\$0.00
Amount Due	\$3,075.00	Shipping Cost	\$0.00
		Sub Total	\$3,075.00 <i>2,850.00</i>
		Total	\$3,075.00 <i>2,850.00</i>

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$3,075.00	\$0.00	\$0.00	\$0.00	\$3,075.00

REQUEST FOR PROPOSAL (RFP)

For banners

Proposals must be submitted by no later than 5:00 P.M. January 8th, 2021. Proposals must include all requested materials to be considered: services offered, cost proposal, time turn around, references, etc. Proposals may be submitted in the following ways:

Emailed to annette@pcd-stl.org

Or

Mailed or hand-delivered to the following address:

The Grove Community Improvement District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions, please contact Annette Pendilton at 314-535-5311.

Section I: INTRODUCTION

The Grove Community Improvement District (CID) is seeking proposals from qualified agencies to build and install 45 banners on the pedestrian light poles along Manchester Avenue. Company must include any permits, licenses, and other documentation that will be needed by the City of St. Louis.

Agencies must bid on all services listed below. The RFP establishes information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service 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 amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Note: The Grove CID is **tax-exempt**.

Section II: SCOPE OF SERVICES



1. Provide pricing to create and install 45 18x36 banners to hang on pedestrian light poles in the Grove.
2. Must include banners, fixtures, and labor for the creation and installation.
3. Any permitting, licenses, insurance coverage and warranties MUST be included in proposal.
4. Maintenance proposal should be included.

Section III: 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 Services Offered with Detailed Description

- Provide a detailed description of methodology for design and build.
- Provide a detailed description for the installation process with mention of permitting requirements.
- Provide estimated length of lifetime for banners.
- List any warranties included.
- Describe materials used.

2 Project Timeline

- Provide an estimated time until completion once awarded a contract.
- Describe the agency's labor capacity to deliver on the project in a timely manner.
- Describe the agency's process for reporting on the status of the project.

3 Cost Proposal and Invoicing

- Provide cost and invoicing procedures for:
 - Design and build of banners
 - Installation of banners
 - Regular maintenance of banners for five years
 - Any permits included
- Cost should exclude tax

4 Company Background, Past Work, and References

- Provide a brief Agency history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.
- Describe Agency's efforts regarding diversity, equity, and inclusion.
- Describe Agency's environmental impact considerations.
- Provide a brief description of relevant past experience on similar projects.
- Provide at least three (3) past client references. Include reference name, address, and contact number.

5 Value-Added Features

- Indicate features or programs not covered elsewhere in the response which are offered to enhance your Agency's ability to effectively carry out this project.



THE GROVE

COMMUNITY IMPROVEMENT DISTRICT

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

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



THE GROVE
Community
Improvement
District

PROJECTS

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.



THE GROVE
Community
Improvement
District

EXPENSES

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

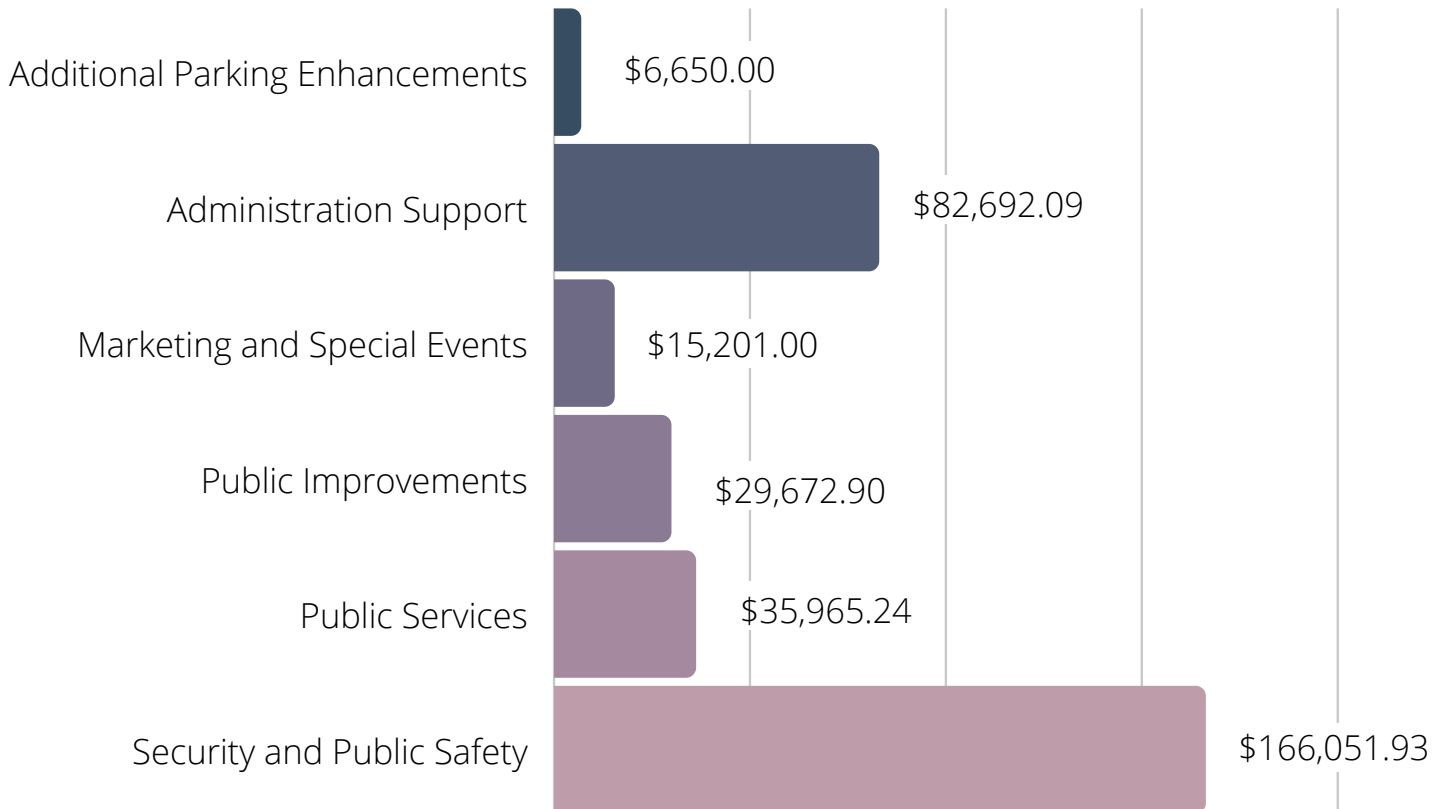
Public Services includes services for landscaping, litter control, trash removal, and overall maintenance of the Grove CID.

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.



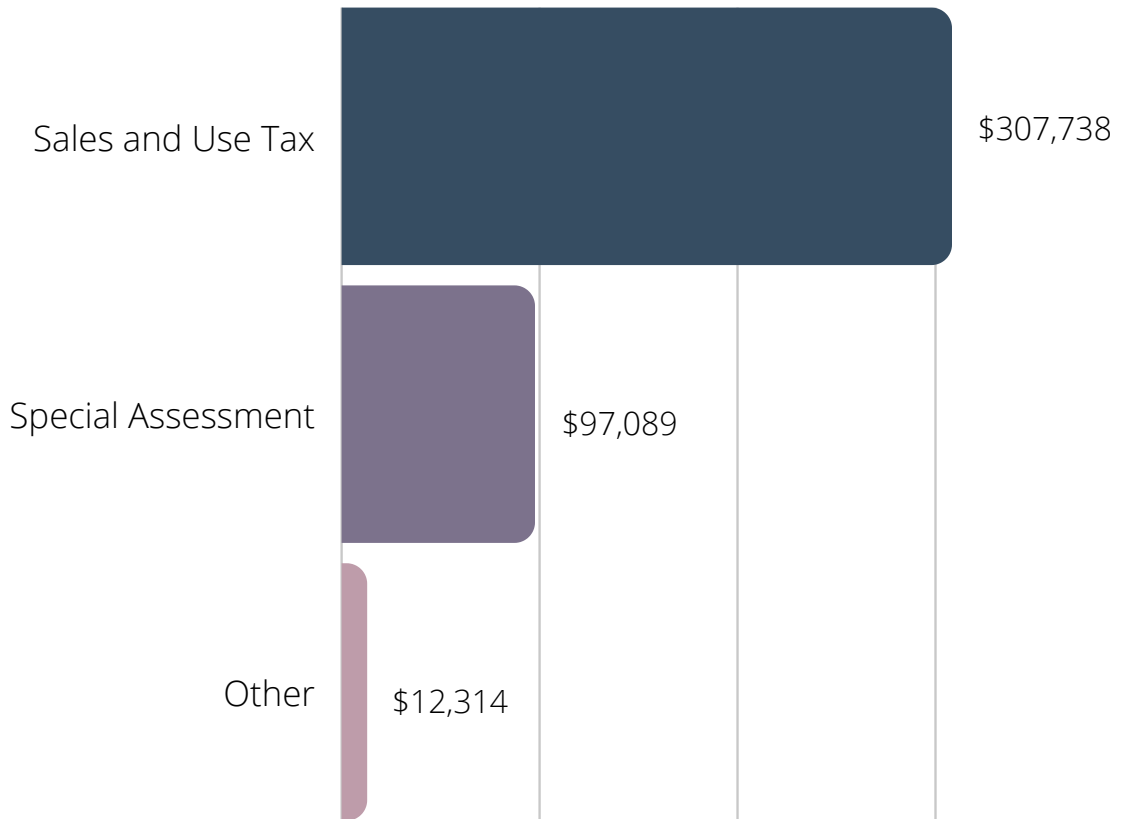
THE GROVE
Community
Improvement
District



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

