



BOARD OF DIRECTORS MONTHLY MEETING

TO BE HELD

**March 8th, 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/92071201446> (Meeting ID: 920 7120 1446) or call by phone at 312-626-6799.

TAKE NOTICE that on March 8th, 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. 21-22 Budget for the City
 - c. Marketing Committee
 - i. Banner RFP
 - ii. Website Published
 - d. Public Services
 - i. Piros Contract
6. Administrator's Report
 - a. CID Expansion
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: 3/4/2021

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
February 8th, 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 (Park Central Development), Chris Saracino (Campbell Security), Charlie Felker (Free-2-Grow), Ron Coleman (Neighborhood Improvement Specialist), Gerry Connolly (St. Louis Resident), Peter Berns (Auditor)

1. Call to Order:

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

2. Approval of January 11th, 2021 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. Covid-19 Small Business Support: J. Mueller opened discussion for the possibility of providing support to small businesses. After some discussion, the Board decided to have J. Mueller draft an email to send to the businesses inquiring about assistance they might need. K. Spencer, F. Mohammad, and T. Telnikova volunteered to help with the email.

6. Committee Reports:

a. Safety and Security Committee:

- i. C. Felker gave an update on Safety and Security. There were several break-ins around Seoul Taco, so they are enhancing monitors in that area.

b. Executive & Finance Committee:

- i. J. Oliver presented the financial reports.
- ii. K. Kenter presented the applications for committees. Jay from Space Architects would like to join the Public Services Committee, and Brandon from Narwhals would like to join the Marketing Committee. The Executive Committee recommends approval.
- iii. K. Kenter presented Resolution 2021-02 expanding the Public Services Committee to 8 in order to include Jay.
- iv. D. Bellon motioned to approve Resolution 2021-02. F. Mohammad seconded the motion. All in favor – motion approved.
- v. J. Oliver motioned to approve the two committee applicants. D. Bellon seconded the motion. All in favor – motion approved.
- vi. Peter Berns made himself available for questions about the recent audit. The Board had some clarifying questions regarding adjustments, deficiencies, and related party transactions resolved.

c. Marketing Committee: T. Telnikova presented the Marketing Committee updates.

- i. Banner RFP: The committee decided to extend the deadline for the banner RFP due to few responses.
 - ii. Website: A. Graham gave an update. She will be getting a tutorial from Engage Taste to manage the backend. If any Board members need the website and password to review, please email A. Graham. T. Telnikova requested that the Board members review it to get it published sooner rather than later. K. Kenter recommended voting to publish it as soon as A. Graham gets the tutorial. T. Telnikova motioned to publish the website as soon as the tutorial is done. J. Mueller seconded the motion. All in favor – Motion approved.
- d. Public Services Committee: G. Slay presented the Public Services Committee updates.
- i. Piros Contract: The Committee made notes for Piros and they are reviewing those notes now. Piros noted that the price of steel had gone up, so he was working to make sure he could give the Grove the same price he quoted earlier.

7. Administrator's Report:

- a. A. Graham presented the Grove Board of Directors Onboarding document. She requested that everyone review the Attendance policy and Conflict of Interest and sign the acknowledgement of review signature pages.
- b. A. Graham presented proposal from PCD to expand the district boundaries. This includes the properties that agreed to join the CID as part of their development approval. D. Bellon motioned to approve the proposal. J. Oliver seconded the motion. All in favor— motion approved.

8. Other Business: None.

9. Adjournment: Meeting adjourned at 11:44 AM.

The Grove Community Improvement District

Balance Sheet

03/01/21

As of February 28, 2021

Accrual Basis

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating (9310)	131,503.13
Sales and Use Tax (0668)	291,032.33
Total Checking/Savings	<u>422,535.46</u>
Accounts Receivable	
Other Accounts Receivable	2,646.00
Total Accounts Receivable	<u>2,646.00</u>
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	709.00
Total Other Current Assets	<u>6,501.46</u>
Total Current Assets	<u>431,682.92</u>
Fixed Assets	
Accumulated Amort-Intangible As	-11,775.00
Intangible Assets	18,971.00
Total Fixed Assets	<u>7,196.00</u>
TOTAL ASSETS	<u><u>438,878.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	4,533.33
Total Accounts Payable	<u>4,533.33</u>
Other Current Liabilities	
Deferred Inflows of Resources	8,156.00
Total Other Current Liabilities	<u>8,156.00</u>
Total Current Liabilities	<u>12,689.33</u>
Total Liabilities	12,689.33
Equity	
32000 · Retained Earnings	315,589.84
Net Income	110,599.75
Total Equity	<u>426,189.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>438,878.92</u></u>

The Grove Community Improvement District
Profit & Loss Budget Performance
February 2021

	<u>Feb 21</u>	<u>Jul '20 - Feb 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
40000 · Revenue				
46400 · Reserves	0.00	0.00	159,333.36	239,000.04
46430 · Miscellaneous Revenue	0.00	0.00	6,814.00	6,814.00
40150 · Special Assessments	735.13	109,584.08	93,000.00	93,000.00
40100 · CID 1% Sales and Use Tax	8,029.15	178,986.30	110,000.00	165,000.00
40200 · Interest Earnings	9.99	86.95		
Total 40000 · Revenue	<u>8,774.27</u>	<u>288,657.33</u>	<u>369,147.36</u>	<u>503,814.04</u>
Total Income	<u>8,774.27</u>	<u>288,657.33</u>	<u>369,147.36</u>	<u>503,814.04</u>
Gross Profit	8,774.27	288,657.33	369,147.36	503,814.04
Expense				
60270 · Sponsorships	0.00	0.00	24,080.00	36,120.00
Marketing & Advertisement	0.00	156.22		
60100 · Administrative Support				
60110 · Administration-Park Central	0.00	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	0.00	58.00		
60140 · Audit Services	0.00	5,500.00	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	4,080.00	2,000.00	3,000.00
60165 · Miscellaneous	0.00	5,052.33		
60115 · Postage/Office Supplies	0.00	75.00	333.32	500.00
Total 60100 · Administrative Support	<u>0.00</u>	<u>71,047.85</u>	<u>56,643.32</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	2,625.00	19,508.94	26,133.32	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>2,625.00</u>	<u>20,508.94</u>	<u>30,050.99</u>	<u>45,076.00</u>
60200 · Marketing				
60210 · Advertising	0.00	0.00	2,666.68	4,000.00
60215 · Promotional Materials	0.00	0.00	1,000.00	1,500.00
60220 · Website & Design Services	0.00	490.00	3,113.32	4,670.00
60250 · Reserve Funds	0.00	0.00	7,446.68	11,170.00
Total 60200 · Marketing	<u>0.00</u>	<u>490.00</u>	<u>14,226.68</u>	<u>21,340.00</u>
60300 · Public Improvements				
60335 · Public Parking Lot Rental	0.00	0.00	1,500.00	3,000.00
60315 · Street Lighting Impr-Electricit	405.03	3,149.63	4,000.00	6,000.00
60325 · Holiday Decorations	750.00	1,500.00	3,500.00	3,500.00
60310 · Grove Signs Electricity	75.65	689.08	1,200.00	1,800.00
60320 · Grove Signs Repairs & Mnt	1,050.00	-5,764.00	79,408.00	119,112.00
60330 · Other Public Improvements	0.00	0.00	666.68	1,000.00
Total 60300 · Public Improvements	<u>2,280.68</u>	<u>-425.29</u>	<u>90,274.68</u>	<u>134,412.00</u>

The Grove Community Improvement District
Profit & Loss Budget Performance
 February 2021

	<u>Feb 21</u>	<u>Jul '20 - Feb 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
60500 · Security & Public Safety				
60515 · Spectrum (Camera/Internet)	0.00	524.86	4,160.00	6,240.00
60510 · Administration-Security	2,750.00	22,000.00	22,000.00	33,000.00
60530 · Thursday Security Patrols	280.00	5,995.00	27,840.00	41,760.00
60531 · Friday Security Patrols	2,240.00	15,415.00	27,840.00	41,760.00
60532 · Saturday Security Patrols	2,800.00	17,020.00	27,840.00	41,760.00
60533 · Sunday Security Patrols	2,800.00	8,400.00	9,280.00	13,920.00
60534 · Other Security Patrols	1,925.00	16,925.00	11,700.00	17,550.00
Total 60500 · Security & Public Safety	<u>12,795.00</u>	<u>86,279.86</u>	<u>130,660.00</u>	<u>195,990.00</u>
Total Expense	<u>17,700.68</u>	<u>178,057.58</u>	<u>345,935.67</u>	<u>503,418.00</u>
Net Ordinary Income	<u>-8,926.41</u>	<u>110,599.75</u>	<u>23,211.69</u>	<u>396.04</u>
Net Income	<u>-8,926.41</u>	<u>110,599.75</u>	<u>23,211.69</u>	<u>396.04</u>

The Grove Community Improvement District Transaction List by Vendor February 2021

Type	Date	Num	Memo	Amount
A T Building/Anthony Trotter				
Bill	02/02/2021	1344	Street Cleaning/	-3,375.00
Ameren Missouri- 4052 Chouteau ave sign				
Bill	02/02/2021	0594144027-Jan 21	4052 Chouteau Sign - 0594144027	-12.67
Bill	02/03/2021	0825140010-Jan-21	0825140010-Talmage	-50.31
Ameren MO- 4510 Manchester ave, sign				
Bill	02/02/2021	0606084003-Jan-21	Grove Signs Lighting - 0606084003	-12.67
Ameren MO- 4512 Manchester ave unit 100				
Bill	02/03/2021	0324031034-Jan-21	Pedestrian Lighting	-405.03
Campbell Security & Services Group				
Bill	02/01/2021	2372	Patrols	-5,845.00
Bill	02/15/2021	2395	Patrols	-4,200.00
Free-to-Grow, LLC-DO NOT USE THIS ONE				
Bill	02/01/2021	1084	Security Administration	-2,750.00
Zimmerman Electric				
Bill	02/11/2021	13695	Inspected Globe Lights hanging in the Grove	-1,050.00
Total Bills Paid in February				-17,700.68

Balance Sheet as of 2/28/21	
Operating	131,503.13
Sales & Use Tax	291,032.33
Total in Checking/Savings	422,535.46

	Est expense for 2020- 2021 by 6.30.21	2020-2021 Annual Budget	Comments for 20-21 budget compared to actual	2021-2022 Projected Budget	Revenues in 2019-2020
Ordinary Income/Expense					
Income					
40000 · Revenue					
46400 · Reserves		239,000.04			
46430 · Miscellaneous Revenue		6,814.00			
40150 · Special Assessments	109,584.08	93,000.00		93,000.00	97,088.61
40100 · CID 1% Sales and Use Tax	268,479.45	165,000.00	Thought sales tax would go down due to COVID	200,000.00	307,737.84
40200 · Interest Earnings					
Total 40000 · Revenue	378,063.53	503,814.04		293,000.00	404,826.45
Total Income	378,063.53	503,814.04		293,000.00	
Gross Profit	378,063.53	503,814.04		293,000.00	
Expense					
60270 · Sponsorships		36,120.00	No sponserships in 2020		???
60100 · Administrative Support					
60110 · Administration-Park Central	50,714.10	50,680.00		50,680.00	
Park Central - Vandeventer Expansion				10,000.00	Vandeventer Expansion
60135 · General Liability Insurance	7,327.00	10,000.00		10,000.00	
60160 · Bank Fees and Charges	87.00				
60140 · Audit Services	5,500.00	4,000.00		4,000.00	

60130 · Directors & Officers Insurance	10,288.95	2,300.00	11,000.00	Insurance went up to
60170 · Storage Facility	622.47		700.00	
60150 · Legal Services	4,080.00	3,000.00	3,000.00	
60165 · Miscellaneous	5,052.33			
60115 · Postage/Office Supplies	75.00	500.00	250.00	
Total 60100 · Administrative Support	83,746.85	70,480.00	89,630.00	
60400 · Public Services				
60415 · Public Pkg lot-Litter Control		0.00		
60410 · Litter Control - ATMB	29,263.41	39,200.00	39,200.00	
60420 · Landscaping - Drury		5,876.00	5,876.00	
60425 · Weed Abatement - ATMB	2,000.00			
Total 60400 · Public Services	31,263.41	45,076.00	45,076.00	
60200 · Marketing				
60210 · Advertising		4,000.00	4,000.00	
60215 · Promotional Materials		1,500.00	1,500.00	
60220 · Website & Design Services	1,346.22	4,670.00	4,670.00	
60250 · Reserve Funds		11,170.00		
Total 60200 · Marketing	1,346.22	21,340.00	10,170.00	
60300 · Public Improvements				
60335 · Public Parking Lot Rental		3,000.00		
60315 · Street Lighting Impr-Electricit	4,724.45	6,000.00	6,000.00	
60325 · Holiday Decorations	1,500.00	3,500.00	3,500.00	
60310 · Grove Signs Electricity	1,033.62	1,800.00	1,800.00	
60320 · Grove Signs Repairs & Mnt	-5,764.00	119,112.00	114,000.00	Negative amt is due to insurance claim money for Grove sign
60330 · Other Public Improvements		1,000.00		Cost for new construction & maintenance on globe balls
Total 60300 · Public Improvements	1,494.07	134,412.00	125,300.00	
60500 · Security & Public Safety				
60515 · Spectrum (Camera/Internet)	524.86	6,240.00		
60510 · Administration-Security	33,000.00	33,000.00	33,000.00	

60530 · Thursday Security Patrols	8,992.50	41,760.00	41,760.00	
60531 · Friday Security Patrols	23,122.50	41,760.00	41,760.00	
60532 · Saturday Security Patrols	25,530.00	41,760.00	41,760.00	
60533 · Sunday Security Patrols	12,600.00	13,920.00	13,920.00	
60534 · Other Security Patrols	25,387.50	17,550.00	17,550.00	
Total 60500 · Security & Public Safety	129,157.36	195,990.00	189,750.00	
Total Expense	247,007.91	503,418.00	459,926.00	
Net Ordinary Income	131,055.63	396.04	-166,926.00	Can use Reserves for difference
Net Income	131,055.63	396.04	-166,926.00	