



BOARD OF DIRECTORS MONTHLY MEETING

TO BE HELD

**April 12th, 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/99612499702> (Meeting ID: 996 1249 9702) or call by phone at 312-626-6799.

TAKE NOTICE that on April 12th, 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
 - c. Marketing Committee
 - i. Banner Contract with Zane Williams
 - ii. Banner Statement to Public
 - d. Public Services
 - i. Sign Structure Update
6. Ongoing Discussion: Covid-19 Recovery
7. Administrator's Report
 - a. CID Expansion
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: 4/8/2021

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
March 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, K. Spencer, D. Bellon, N. Griffin, S. Myers

Board Members Absent: J. Mueller, F. Mohammad

Others in Attendance: Alayna Graham, Ashley, Johnson, Abdul Abdullah (Park Central Development), Chris Saracino (Campbell Security), Charlie Felker (Free 2 Grow), Ron Coleman (Neighborhood Improvement Specialist), Gerry Connolly (St. Louis Resident), Captain Marks, P.O. Nicola Walker (SLMPD), Kurt Bellon (Chao Baan)

1. Call to Order:

- a. K. Kenter called the meeting to order at 11:01 AM.

2. Approval of February 8th, 2021 Minutes:

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

3. Chairs Report & Announcement of the Order of Business: Nothing to report.

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 Safety and Security. He welcomed Jon Shine and Rick Lewis to the Safety and Security Committee.
- ii. Car break-ins are still an issue. The Safety and Security Committee met to discuss the break-ins. The patrols will start separate their patrols so that there are two vehicles for each shift. The Safety and Security Committee recommends the security provider adds a patrol shift on the weekends starting at 3:30 pm. K. Spencer motions to go with the Committee recommendation of a shift from 3:30 pm to 7:30 pm for one month in April. J. Oliver seconds that motion. D. Bellon believes it should have been discussed in the Safety and Security meeting. N. Griffin asked about how the extra patrols will affect the budget. There is an excess of budget currently. Majority in favor, D. Bellon opposed—Motion carries.

b. Executive & Finance Committee:

- i. J. Oliver presented the financial reports.
- ii. K. Kenter asked PCD if they were able to get access to the reports for the sales tax. A. Graham stated that she had submitted the form and followed-up on it, but there has been no response.
- iii. K. Kenter presented the budget for FY 21-22. He discussed the deficit of the Grove signs and the increase in insurance. The Finance Committee proposes adding \$40,000 for Sponsorships. J. Oliver motioned to move forward with the proposed changes in the budget. K. Spencer seconded the motion. All in favor--- motion approved.

- c. Marketing Committee: T. Telnikova presented the Marketing Committee updates.
 - i. She announced the new Grove website is live.
 - ii. She introduced the proposal by Zane Williams from the banner project RFP. The project bid is \$6,576.25-\$6,676.25. The Committee recommends approving Zane Williams for the project. T. Telnikova motioned to approve the bid from Zane Williams. G. Slay seconded the motion. K. Kenter asked if the steel brackets will remain assets of the Grove, and could they be used for future projects. T. Telnikova responded yes, they can keep them and use them for future projects. K. Kenter also wanted to make sure that the tax is removed from this cost. He asked which part of the budget they would like to take this project out of. T. Telnikova and G. Slay discussed their budget, but there were no major projects that would come out of the FY 20-21 budget. G. Slay added the caveat that the funds come from their budget, not the reserve. All in favor—Motion approved.
- d. Public Services Committee: G. Slay presented the Public Services Committee updates.
 - i. G. Slay brought up the Piros contract. K. Kenter gave some background. G. Slay motioned to approve the contract with Piros Signs. J. Oliver seconded the motion. All in favor—Motion approved.

6. Administrator's Report:

- a. A. Graham presented the CID Expansion Timeline.

7. Other Business: None.

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

The Grove Community Improvement District

Balance Sheet

As of March 31, 2021

04/02/21

Accrual Basis

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating (9310)	121,903.39
Sales and Use Tax (0668)	319,228.00
Total Checking/Savings	441,131.39
Accounts Receivable	
Other Accounts Receivable	2,646.00
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	709.00
Total Other Current Assets	6,501.46
Total Current Assets	450,278.85
Fixed Assets	
Accumulated Amort-Intangible As	-11,775.00
Intangible Assets	18,971.00
Total Fixed Assets	7,196.00
TOTAL ASSETS	<u>457,474.85</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	56,278.33
Total Accounts Payable	56,278.33
Other Current Liabilities	
Deferred Inflows of Resources	8,156.00
Total Other Current Liabilities	8,156.00
Total Current Liabilities	64,434.33
Total Liabilities	64,434.33
Equity	
32000 · Retained Earnings	315,589.84
Net Income	77,450.68
Total Equity	393,040.52
TOTAL LIABILITIES & EQUITY	<u>457,474.85</u>

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

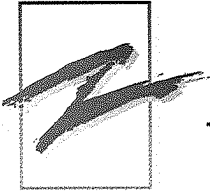
	<u>Mar 21</u>	<u>Jul '20 - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
40000 · Revenue				
46400 · Reserves	0.00	0.00	179,250.03	239,000.04
46430 · Miscellaneous Revenue	0.00	0.00	6,814.00	6,814.00
40150 · Special Assessments	357.22	109,941.30	93,000.00	93,000.00
40100 · CID 1% Sales and Use Tax	28,182.89	207,169.19	123,750.00	165,000.00
40200 · Interest Earnings	12.78	99.73		
Total 40000 · Revenue	<u>28,552.89</u>	<u>317,210.22</u>	<u>402,814.03</u>	<u>503,814.04</u>
Total Income	<u>28,552.89</u>	<u>317,210.22</u>	<u>402,814.03</u>	<u>503,814.04</u>
Gross Profit	28,552.89	317,210.22	402,814.03	503,814.04
Expense				
60270 · Sponsorships	0.00	0.00	27,090.00	36,120.00
60100 · Administrative Support				
60110 · Administration-Park Central	0.00	38,044.10	38,010.00	50,680.00
60135 · General Liability Insurance	0.00	17,615.95	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	0.00	2,300.00	2,300.00
60170 · Storage Facility	0.00	622.47		
60150 · Legal Services	0.00	4,080.00	2,250.00	3,000.00
60165 · Miscellaneous	0.00	5,052.33		
60115 · Postage/Office Supplies	0.00	75.00	374.99	500.00
Total 60100 · Administrative Support	<u>0.00</u>	<u>71,047.85</u>	<u>56,934.99</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	2,350.00	21,858.94	29,399.99	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>2,350.00</u>	<u>22,858.94</u>	<u>33,317.66</u>	<u>45,076.00</u>
60200 · Marketing				
60210 · Advertising	0.00	0.00	3,000.01	4,000.00
60215 · Promotional Materials	0.00	0.00	1,125.00	1,500.00
60220 · Website & Design Services	172.80	819.02	3,502.49	4,670.00
60250 · Reserve Funds	0.00	0.00	8,377.51	11,170.00
Total 60200 · Marketing	<u>172.80</u>	<u>819.02</u>	<u>16,005.01</u>	<u>21,340.00</u>
60300 · Public Improvements				
60335 · Public Parking Lot Rental	0.00	0.00	2,250.00	3,000.00
60315 · Street Lighting Impr-Electricit	408.53	3,558.16	4,500.00	6,000.00
60325 · Holiday Decorations	0.00	1,500.00	3,500.00	3,500.00
60310 · Grove Signs Electricity	25.34	764.71	1,350.00	1,800.00
60320 · Grove Signs Repairs & Mnt	51,325.00	45,561.00	89,334.00	119,112.00
60330 · Other Public Improvements	0.00	0.00	750.01	1,000.00
Total 60300 · Public Improvements	<u>51,758.87</u>	<u>51,383.87</u>	<u>101,684.01</u>	<u>134,412.00</u>
60500 · Security & Public Safety				

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

	<u>Mar 21</u>	<u>Jul '20 - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
60515 · Spectrum (Camera/Internet)	0.00	524.86	4,680.00	6,240.00
60510 · Administration-Security	2,750.00	24,750.00	24,750.00	33,000.00
60530 · Thursday Security Patrols	0.00	5,995.00	31,320.00	41,760.00
60531 · Friday Security Patrols	1,120.00	16,535.00	31,320.00	41,760.00
60532 · Saturday Security Patrols	1,120.00	18,140.00	31,320.00	41,760.00
60533 · Sunday Security Patrols	1,120.00	9,520.00	10,440.00	13,920.00
60534 · Other Security Patrols	1,260.00	18,185.00	13,162.50	17,550.00
Total 60500 · Security & Public Safety	<u>7,370.00</u>	<u>93,649.86</u>	<u>146,992.50</u>	<u>195,990.00</u>
Total Expense	<u>61,651.67</u>	<u>239,759.54</u>	<u>382,024.17</u>	<u>503,418.00</u>
Net Ordinary Income	<u>-33,098.78</u>	<u>77,450.68</u>	<u>20,789.86</u>	<u>396.04</u>
Net Income	<u>-33,098.78</u>	<u>77,450.68</u>	<u>20,789.86</u>	<u>396.04</u>

The Grove Community Improvement District Transaction List by Vendor March 2021

Type	Date	Num	Memo	Split	Amount
A T Building/Anthony Trotter					
Bill	03/02/2021	1346	Street Cleaning/	60410 · Litter Control	-2,350.00
Ameren Missouri- 4052 Chouteau ave sign					
Bill	03/03/2021	0594144027-Feb	4052 Chouteau Sign - 0594144027	60310 · Grove Signs Electricity	-12.67
Ameren MO- 4510 Manchester ave, sign					
Bill	03/03/2021	0606084003-Feb	Grove Signs Lighting - 0606084003	60310 · Grove Signs Electricity	-12.67
Ameren MO- 4512 Manchester ave unit 100					
Bill	03/04/2021	0324031034-Feb	Pedestrian Lighting	60315 · Street Lighting Impr-Electricit	-408.53
Campbell Security & Services Group					
Bill	03/15/2021	2440	Patrols	-SPLIT-	-4,620.00
Free-2-Grow, LLC					
Bill	03/01/2021	1100	Inv 1100 - Security Administrative	60510 · Administration-Security	-2,750.00
Park Central Development Corporation*					
Bill	03/03/2021	030321	Reimburse for Square Space new website	60220 · Website & Design Services	-172.80
Piros Signs					
Bill	03/16/2021	10273	Deposit for Grove Signs Construction	60320 · Grove Signs Repairs & Mnt	-51,325.00
					-61,651.67



Zane Williams

Large Format Solutions

The Grove Community Improvement District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 110
St. Louis, MO 63110

February 5, 2021

Request For Proposal (RFP) For Light Pole Banners

Creative Brief

Proposal consist of printing (45) 18" Wide x 36" Tall Vinyl Banners, placed on (1) set of Banner Brackets. These Banner Brackets consist of Zane Williams 3 band brackets with fiberglass armatures, (6) stainless steel screw bands and (2) Zip Ties. These pole kits will be professionally installed at the desired height specified by the District on the concrete Lamp post along Manchester Avenue. Approximately (23) on the North side of the street and (22) on the South side of the street.

Pricing

001 Light Pole Banners

Size: 18" x 36"

Prints: 4c/4c

Substrate: 18 oz Vinyl

Finishes: Hemmed 4" Pockets with 3" openings top and Bottom, 2 Grommets -Top and Bottom

Proof: PDF via Email

Pack: Bulk

Qty: 45 of 1 Design Unit Price: \$30.25 Total: \$1,361.25

002 WindsaverXL Single Brackets

Set for 30" Wide Banners

Bracket Color: Aluminum Silver with Silver Stainless Steel Bands

Set Consist of: (2) Armatures, (6) Stainless Steel Screw Bands and (2) Zip Ties.

Package: Bulk

Qty: 45 Unit Price: \$57.75 Total: \$2,598.75

003 Installation

Professionally install Banners at the desired height specified by the District and allowed by the City of St. Louis, on the concrete Lamp posts along Manchester Avenue. Approximately (23) on the North side of the street and (22) on the South side of the street.

Qty: 45 Unit Price: \$47.25 Total: \$2,126.25

004 Creative and Project Management

Creating the necessary Specifications, Drawings and Photos in order to obtain a permit to be able to install these banners at their desired locations.

Estimated 6 Hours Unit Price: \$65.00/per Hour Total: \$390.00

005 Permitting

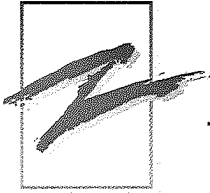
Submit the necessary Specifications, Drawing and Photos in order to obtain a permit (s).

Permit: Qty: 1 Price Range: \$100.00 - 200.00 Estimated Range: \$100.00 - 200.00

Total

\$6,576.25 - \$6,676.25

Estimated Total based on the information furnished.



Zane Williams

Large Format Solutions

The Grove Community Improvement District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 110
St. Louis, MO 63110

February 5, 2021

Services

Printing

We will be printing these banners on our flat bed Inca Printer.
A 4 color process Printer that will print UV inks directly on 18 oz Vinyl on both sides.

Installation

Our installer will be using a boom truck to place the banners at the specified height on each pole.
They will be using our custom bracket which allows for 3 bands (not 2) to secure the bracket to the pole.

Life Span of Banners

Most of our banners are considered Seasonal Banners, meaning that they were designed to rotate every 4-6 months and then be put back up in their rotation. Weather plays a big factor in the life of a banner. Depending on location and exposure to the sun, most banners last around 2 years.
We have some clients who have had their banners up for 5 years or more.

Warranty

We will back our workmanship to assure there are no manufacturing defects prior to the installation. Any defects will be caught by our internal staff and our installer at the time of installation. Once the banners are hung, there is no set warranty. This is due to our inability to control the weather and the surroundings in which the banners are placed. Example: A hail storm or for some reason a pedestrian decides to try hanging on every banner bracket down the block. We can not be responsible for those actions.

Materials

- UV Inks
- 18 oz white vinyl

Timeline

Production Schedule for Projects

Currently we are running a 15-18 days production schedule from the time the final proof is approved.

Labor Capacity

Our staff is been fortunate to stay healthy and have been working full-time through this pandemic. We have continued to deliver goods on time this whole past year.

Project Reporting

Once art files are submitted, production will provide a final proof for approval. up on receiving the approval, you will have an account executive and an account coordinator tracking the project. You will receive weekly if not by-weekly update, via phone call or email. Once project is finished, scheduling an installation will take place. Weather could be a factor.

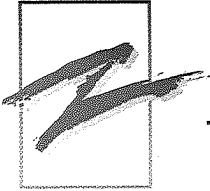
Cost Proposal and Invoicing

Cost for producing and installing and permitting - Tax Exempt

See Page 1.

Maintenance

We do not set up maintenance agreements, simply we don't believe you should pay for something before you actually need it.



Zane Williams

Large Format Solutions

The Grove Community Improvement District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 110
St. Louis, MO 63110

February 5, 2021

Company Background

Zane Williams, LLC

We have been serving clients for nearly 60 years with large format brand and marketing solutions. Projects range from doors, floors, windows and walls (and ceilings!) to light poles, buses, displays, and trade shows. While we have a nationally recognized division focused on outdoor pole banner and event signage work, we also have our ZW Commercial group dedicated to providing solutions in environmental marketing for office, hospitality, commercial, and retail spaces. From conference room makeovers, office, and lobby or entrance graphics to visuals including floor, door, and wall graphics as well as stage and photo backdrops and even table top and bar wraps. If it can be branded (and should!) we can create a solution to do so.

Our daily work may include the design and installation of a one day, one off experience or the roll out of a national promotion or the replenishment/fulfillment of POP/POS retail signs. In between we may be wrapping a shuttle bus, delivering site signage or finishing up a 60' branded cloth backdrop for a corporate celebration. Zane Williams wide breadth of equipment and capabilities including print on rigid, vinyl, or fabric allow for many options and customized solutions to ensure your brand looks its best and gathers the attention it deserves.

Ownership

The company was locally owned for more than 50 years, with Zane Williams starting the company and then his son, Jeff taking over the company. The company is the oldest pole banner company in the Midwest. Jeff decided to sell the company to Corporate Image Group located out of Aberdeen, South Dakota. This was a win-win for both companies allowing us to utilize their capabilities and for them to utilize ours in providing more services and products to our individual clients.

Account Executive

Rowdy Jones will directly be responsible for handling your projects.
He has over 20 years in the sign and graphics industry.

Rowdy Jones rowdy@zanewilliams.com 314-647-0787 office 314.406.3890 cell

References

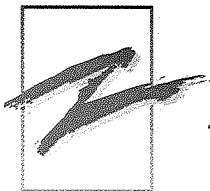
Brian Moore - Raineri Construction - St. Louis, Missouri
BMoore@rainericonstruction.com

Debbie Lee - Colorado Lighting - Denver Colorado
dlee@coloradolighting.com

Brad Johnson - Frenship Baseball - Lubbock, TX
bradley.johnson@ttu.edu

Value Added Feature - Minority Supplier

Mid-States Minority Supplier Development Council (NMSDC)
Certified Member - NAICS Codes: 339950, 323111



Zane Williams

Large Format Solutions

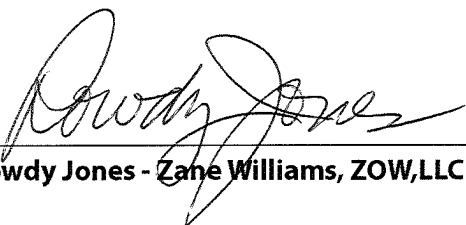
The Grove Community Improvement District
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February 5, 2021

Approved

_____ / /
Kelly Kenter, Chair of the Grove CID

Date


Rowdy Jones - Zane Williams, ZOW, LLC

3 1/5 12021

Date

Terms and Conditions

- All estimates are valid for 60 days.
- Our terms are 50% down prior to project being produced and the remaining balance of 50% due upon installation completion.
- Any issues with artwork ,color,sizes, and other information will delay production of your project.
- We reserve the right to apply a finance charge of 1.5% per month, which is equivalent to an annual percentage rate of 18% on accounts past due.
- Our quoted price does not include freight or sales tax. Pricing is subject to change after 60 days.

