



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

**April 10, 2017 at 11:00 a.m.
at 4512 Manchester #100
St. Louis, MO 63110**

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on April 10, 2017 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 February Minutes
3. Chair's Report & Announcement of the Order of Business
4. Public Comments & Questions (5 minute limit per speaker)
5. Committee Reports:
 - a. Safety and Security Committee
 - b. Finance Committee
 - c. Marketing Committee
 - d. Public Services Committee
 - e. Nominations
 - f. Parking Committee
6. Administrator's Report
7. Other Business

This meeting is open to the public; provided, however, that a portion of the meeting may be closed to discuss legal, real estate and/or personnel matters as provided by Sections 610.021(1), (2) and/or (3), RSMo.

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: 4-6-17

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Grove CID Board of Directors Meeting
March 13th, 2017: 11:00am
At 4512 Manchester, St. Louis, MO 63110

Board Members in Attendance: Kelly Kenter, Tom Boldt, Pete Rothschild, Chip Schloss, Jack Baumstark, Brian Phillips, Don Bellon, Fran Fanara, Brian Pratt.

Board members not in Attendance: Guy Slay, Austin Barzantny.

Others in attendance: Brooks Goedecker (PCDC), Matt Green (PCDC), Hannah Curtin (PCDC), Jim Whyte (CWE NSI), Charles Betts (TCF), Garrick Hamilton (Komen), Drew Jameson (Atomic Cowboy), Matt Femmer (PCDC).

1. Call to order

K. Kenter called the meeting to order at 11:00 am

2. Approval of February Minutes

M. Green read an email from G. Slay requesting an edit of the February minutes to remove that he agreed to the idea of releasing a “wanted poster” concerning graffiti artists in the CID. J. Baumstark moved to approve the February minutes with this change. P. Rothschild seconded the motion. Motion passed 9-0-0.

3. Chair’s report

None

4. Public Comments

None

5. Committee Reports

a. Safety and Security Committee

J. Whyte spoke about formulating an annual budget for TCF to prevent dramatic budget shifts. J. Whyte presented crime statistics for January and February, which were each the lowest they have been in five years. J. Whyte spoke about an incident in which a woman was assaulted at gunpoint near Atomic Cowboy. J. Baumstark mentioned that there had been attempts to add additional flood lighting in this area, which Ameren did not perform for technical reasons. C. Betts recommended putting a police box with a camera in the area. T. Boldt suggested adding new lights at Firecracker Pizza to resolve this issue. J. Whyte presented on the graffiti problem in the Grove and proposed giving Crimestoppers a list of graffiti tagger names to anonymously ask for public input in identifying graffiti taggers. J.

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Whyte mentioned a free letter-writing training for business owners to be able to write letters about crime that are admissible in court.

C. Betts presented on crime in the Grove CID during February. There were no major crime during February. There was one domestic abuse incident, two FIRs, ten parking tags, and a number of complaints from residents on Kentucky about parking. There was an incident on Talmage in which an officer encountered three men in the process of breaking into a car; the men fled in a car, but the officer was able to get a license plate number. C. Betts mentioned that crime is down 47% YTD through the month of February. D. Bellon asked for an update on installing cameras in the CID, and K. Kenter said that WUMC has been working on a study and a report is coming out on that subject.

b. Finance Committee

B. Phillips reported on the Grove CID finances as of February 28, 2017. B. Phillips walked the board through the CID's total assets, revenue, expenses, and balance sheets for special events. M. Green presented on the February and YTD sales tax numbers, which have been consistent with 2015 and 2016. YTD sales tax is up \$3,700 compared to 2016. M. Green spoke about continuing to develop a depreciation policy for large signs and similar items, and about deciding which items the Grove will own. M. Green spoke about revising the CID's credit card policy and internal controls policy and making them more robust. M. Green mentioned that Park Central released an RFP for audits and received proposals from 3 firms which will be reviewed by the Executive & Finance Committee. M. Green spoke about a draft budget for 2018 which will be sent to the Board of Aldermen immediately, with a final budget to be discussed and approved by the full CID Board in May.

c. Marketing Committee

M. Green spoke about revamping the marketing committee. There are eight people interested in sitting on the marketing committee. M. Green presented Resolution 2017-02 which amends the resolution creating the marketing committee, increasing the committee membership to 9, and removing the special event portion of the marketing committee. M. Green said that the committee is now planning to meet six times yearly instead of twelve times yearly. T. Boldt spoke about having co-chairmen for the Marketing Committee, and recommended changing Resolution 2017-02 to include co-chairs. T. Boldt recommended C. Schloss and G. Slay to co-chair the committee. M. Green also mentioned adding an attendance policy to the resolution requiring committee members to attend 66% of all meetings.

d. Public Service Committee

M. Green gave an update about planting new trees in the Grove to fill empty tree wells and replace dead trees. M. Green said that the Public Service Committee is recommending retaining Tony Trotter for waste removal for the next fiscal year. The committee also recommended installing test infrastructure including a cigarette bin, pet waste station, and recycling bin; the Executive Committee did not agree to fund the installation of the new test infrastructure.

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e. Nominations Committee

T. Boldt made a motion to approve the amended Resolution 2017-02 to change the Marketing Committee. P. Rothschild seconded the motion. Motion passed 9-0-0.

M. Green mentioned that the nominations committee is continuing to review all committees, their structure, and attendance. M. Green said that a requirement to attend 66% of all meetings will be added to all committees. M. Green also spoke about the absence of an Infrastructure Committee. C. Schloss moved to make infrastructure part of the Public Services Committee. J. Baumstark seconded the motion. Motion passed 9-0-0.

f. Parking Committee

M. Green reported that the number of cars parked on the Archway Sales lot have been lower over the past few months. M. Green said that parking numbers are likely down because people are parking in the public lot prior to the arrival of the lot attendant at 7 pm. M. Green recommended having the parking attendants arrive at 5-5:30 pm. J. Baumstark said that PCD should request that Notch clearly mark their parking spots. J. Baumstark said that as of April 1, the parking contract can be changed to have attendants arrive at 5 pm. P. Rothschild expressed disagreement with the creation of resident-only parking zones.

M. Green spoke about having cobra head lights and pedestrian lights changed to LED bulbs. The city has said they will do both, and PCD is waiting on a price estimate and timeline from the city. The city has promised to replace the lights with LEDs one-by-one as they burn out, or will replace them all for free if the Grove provides the replacement bulbs.

6. Administrator's Report

M. Green presented a short survey about the CID to be distributed on social media for the purpose of public engagement. The survey has questions about budget, safety and security, events, and the quality of services. B. Phillips expressed concern with sending the survey to the general public via social media, and suggested sending it in paper or direct email form to property and business owners in the area instead. K. Kenter suggested having two surveys, one for property and business owners, and one for residents and visitors. M. Green presented on the 2017 calendar of events for the Grove.

7. Other

C. Schloss spoke about an event being planned for May 20, 2017 which will take place near Atomic Cowboy. The event, Chop Rod Ramble, is a car and motorcycle show, and would be taking place from noon to 6 pm on the same day as IndiHop. Drew Jameson from Atomic Cowboy presented on Chop Rod Ramble. The event should attract around 500 people and would require a street closure. C. Schloss said that he wants to see a road closure on Manchester from Kentucky to Sarah, and is also seeking endorsement and potential funding from the CID. B. Goedeker expressed concern that having the two events take place on

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Manchester could be detrimental to IndiHop, for logistical reasons. C. Schloss said that the footprint of Chop Rod Ramble is flexible, and can take place off of Manchester if necessary.

J. Baumstark moved to adjourn the meeting at 12:26 pm. D. Bellon seconded the motion.

DRAFT

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The Grove Community Improvement District
Balance Sheet
As of March 31, 2017

	<u>Mar 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Reliance (4124)	99,974.00
Operating (9310)	44,696.66
Sales and Use Tax (0668)	99,163.98
Special Assessments (3269)	80,559.13
Total Checking/Savings	<u>324,393.77</u>
Other Current Assets	
Due to From Special Events	193.08
Prepaid Expenses	709.00
Total Other Current Assets	<u>902.08</u>
Total Current Assets	325,295.85
Fixed Assets	
Accumulated Amort-Intangible As	-654.00
Intangible Assets	11,775.00
Total Fixed Assets	<u>11,121.00</u>
TOTAL ASSETS	<u>336,416.85</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	920.00
Total Accounts Payable	<u>920.00</u>
Other Current Liabilities	
Unearned/Deferred Revenue	76,941.91
Total Other Current Liabilities	<u>76,941.91</u>
Total Current Liabilities	<u>77,861.91</u>
Total Liabilities	77,861.91
Equity	
Retained Earnings	213,335.60
Net Income	45,219.34
Total Equity	<u>258,554.94</u>
TOTAL LIABILITIES & EQUITY	<u>336,416.85</u>

The Grove Community Improvement District Profit & Loss Prev Year Comparison

	Jul '16 - Mar 17	Jul '15 - Mar 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
Parking Lot Revenue	7,414.00	3,093.00	4,321.00	139.7%
Special Event Revenue	37,042.49	0.00	37,042.49	100.0%
Other Types of Income	4.00	124.12	-120.12	-96.8%
Receipts				
2016 Special Assessments	94,320.95	0.00	94,320.95	100.0%
2015 Special Assessments	1,779.82	91,291.51	-89,511.69	-98.1%
2014 Special Assessments	522.19	4,505.18	-3,982.99	-88.4%
2013 Special Assessments	0.00	322.04	-322.04	-100.0%
2012 Special Assessments	0.00	947.00	-947.00	-100.0%
2011 Special Assessments	0.00	4.81	-4.81	-100.0%
CID 1% Sales and Use Tax	140,759.24	145,179.00	-4,419.76	-3.0%
Donations	39,000.00	39,000.00	0.00	0.0%
Interest Earnings	84.22	255.47	-171.25	-67.0%
Total Receipts	276,466.42	281,505.01	-5,038.59	-1.8%
Total Income	320,926.91	284,722.13	36,204.78	12.7%
Gross Profit	320,926.91	284,722.13	36,204.78	12.7%
Expense				
Additional Parking Enhancements				
Administration	0.00	1,242.63	-1,242.63	-100.0%
Public Parking Management	2,650.00	1,800.00	850.00	47.2%
Public Park. Lot Litter Control	4,450.00	4,350.00	100.00	2.3%
Total Additional Parking Enhancements	7,100.00	7,392.63	-292.63	-4.0%
Administrative Support				
Administration	21,748.88	11,391.39	10,357.49	90.9%
General Liability Insurance	5,495.75	0.00	5,495.75	100.0%
Bank Fees and Charges	47.00	93.00	-46.00	-49.5%
Audit Services	6,000.00	5,750.00	250.00	4.4%
Legal Services	1,026.00	0.00	1,026.00	100.0%
Miscellaneous	75.00	75.00	0.00	0.0%
MO Sales Tax Reports	105.00	35.00	70.00	200.0%
Office Supplies	32.04	178.97	-146.93	-82.1%
Postage	282.00	148.91	133.09	89.4%
Total Administrative Support	34,811.67	17,672.27	17,139.40	97.0%
Public Services				
Administration	0.00	2,692.50	-2,692.50	-100.0%
Contract Labor	0.00	2,814.75	-2,814.75	-100.0%
Litter Control	17,521.55	14,770.45	2,751.10	18.6%
Planter/Landscaping Watr/Mntnce	3,052.45	3,833.37	-780.92	-20.4%
Weed Abatement	700.00	0.00	700.00	100.0%

	<u>Jul '16 - Mar 17</u>	<u>Jul '15 - Mar 16</u>	<u>\$ Change</u>	<u>% Change</u>
Total Public Services	21,274.00	24,111.07	-2,837.07	-11.8%
Marketing & Special Events				
Administration	0.00	2,717.35	-2,717.35	-100.0%
Advertising	1,655.00	2,132.07	-477.07	-22.4%
Merchant Window Stickers	0.00	565.50	-565.50	-100.0%
Professional Services	1,500.00	0.00	1,500.00	100.0%
Website & Design Services	2,400.00	7,001.02	-4,601.02	-65.7%
Special Events	10,000.01	3,000.00	7,000.01	233.3%
Total Marketing & Special Events	15,555.01	15,415.94	139.07	0.9%
Public Improvements				
Administration	0.00	1,449.84	-1,449.84	-100.0%
Holiday Decorations	3,881.62	3,357.24	524.38	15.6%
Grove Entry Marker Electricity	1,283.59	1,430.06	-146.47	-10.2%
Grove Entry Marker Insurance	221.25	1,464.00	-1,242.75	-84.9%
Grove Entry Marker Repairs	0.00	1,286.00	-1,286.00	-100.0%
Other Public Improvements	6,944.00	3,286.61	3,657.39	111.3%
Trash Cans & Bike Racks	0.00	2,757.11	-2,757.11	-100.0%
Total Public Improvements	12,330.46	15,030.86	-2,700.40	-18.0%
Security & Public Safety				
Administration	0.00	5,177.82	-5,177.82	-100.0%
CWE NSI	22,500.00	0.00	22,500.00	100.0%
Thursday Security Patrols	21,023.75	38,833.75	-17,810.00	-45.9%
Friday Security Patrols	35,021.25	34,841.25	180.00	0.5%
Saturday Security Patrols	30,195.00	29,660.00	535.00	1.8%
Sunday Security Patrols	12,663.75	20,885.00	-8,221.25	-39.4%
Other Security Patrols	26,200.63	220.00	25,980.63	11,809.4%
St Lighting Improvement-Elec	3,112.05	452.11	2,659.94	588.3%
Total Security & Public Safety	150,716.43	130,069.93	20,646.50	15.9%
Total Expense	241,787.57	209,692.70	32,094.87	15.3%
Net Ordinary Income	79,139.34	75,029.43	4,109.91	5.5%
Other Income/Expense	-33,000.00	-32,500.00	-500.00	-1.5%
Net Income	46,139.34	42,529.43	3,609.91	8.5%