



Grove CID Executive & Finance Committee Meeting Minutes  
June 5th, 2016: 10:00am  
at 4512 Manchester, St. Louis, MO 63110

**Committee members in attendance:** Kelly Kenter, Jack Baumstark, Brian Phillips

**Committee members not in attendance:** Pete Rothschild, Tom Boldt

**Others in attendance:** Matt Green (PCD), Hannah Curtin (PCD), Susan Anderson (PCD)

1. K. Kenter called the meeting to order at 10:01am.
2. **Approval of Previous Meeting Minutes**  
J. Baumstark made a motion to approve the February meeting minutes. B. Phillips seconded the motion. Motion passed 3-0-0.
3. **Legal RFP Review and Recommendation**  
M. Green presented the responses for the legal RFP. He reported that there were four responses: Lewis Rice (David Sweeny) at \$315/ hour, Husch Blackwell (Patrick Eckelkamp) at \$260/ hour, AEGIS Professional services at \$100-\$375/ hour and Bick & Kistner, PC at \$200-\$250/ hour. K. Kenter disclosed that AEGIS is the law firm he uses for professional business. B. Phillips mentioned that he would like to see a law firm with Community Improvement District experience. The committee discussed Patrick Eckelkamp as the preferred attorney, if Husch Blackwell is chosen. M. Green assured the committee that Patrick would be the Grove CIDs attorney. B. Phillips made a motion to recommend using Husch Blackwell as the Grove CID's Attorney to the Grove CID Board. J. Baumstark Seconded the motion, and it was unanimously passed 3-0-0.
4. **Audit RFP Review & Recommendation**  
M. Green presented the responses for the Audit RFP for years '17, '18, '19. He reported that there were three responses: Kerber, Eck & Braeckel LLP (\$32,250 total), Catlett & Associates (\$18,900 total) and RSM (\$29,250). M. Green disclosed that he has a friend at RSM. The committee discussed the cost and experiences of each firm. J. Baumstark made a motion to recommend using RSM as the Grove CID's Auditor for the years '17, '18 and '19 to the Grove CID's Board. B. Phillips seconded the motion and unanimously passed 3-0-0.
5. **PCDC Administrative Contract Review**  
M. Green presented the current Grove Administration contract and asked the board to take some time to review. M. Green noted that items 1-7 are general administrative tasks that should not change from year to year, items 8-9 are
  - **The Grove Community Improvement District** •



project based and are up for negotiations. The exact projects are to be determined at the full board strategic planning meeting. K. Kenter asked for Item 8 (committee tasks) to be moved to admin tasks, rather than special projects. J. Baumstark asked to see a 30-day termination clause. K. Kenter asked to also add a note to reference the MOU in the services, to show an attachment of the two documents. K. Kenter noted that there is no need to make a motion on this item, until changes are made and a final is in place.

**6. FY 2017-18 Budget**

M green reviewed the proposed FY 2017-18 Budget. He noted that due to the Executive/ Finance committee's recommended choice of auditor, the budgeted amount will need to be raised from the originally proposed budget. K. Kenter voiced concerns about the "legal services" line item being too low. B. Phillips recommended that if we use in-house contracts, that will cut down on the need for lawyer review. K. Kenter mentioned that legal services for the possible 501c3 will also need to be considered. The committee asked M. Green to track legal dollars. General legal services should come out of the general budgeted line item, and anything outside of general should be tracked through the reserve funds. K. Kenter also requested to change the line item name of "Public Parking Lot Management" to "Public Parking Lot Lease Management." Additionally he asked to merge "Special Events" and "Ordinary" into one under reserves, titling the item "Ordinary." B. Phillips motioned to approve the proposed budget with the requested changes (mentioned above) K. Kenter seconded the motion and the motion was unanimously passed 3-0-0.

**7. Ownership of Grove Light Art & Other Infrastructure**

M. Green identified 5 pieces of infrastructure in the Grove CID boundaries that need to find a permanent home. The infrastructure items are as follows: East Grove Sign, West Grove Sign, Gramophone Light Art, Urban Chestnut Light Art, Grove Steel Sign (Newstead.) K. Kenter made a motion to recommend to the Grove CID Board to take ownership of all 5 pieces of infrastructure. J. Baumstark seconded the motion and it was unanimously passed 3-0-0.

**8. Special Event Sponsorship Requests**

M. Green reported that the Manchester Bike Bash (July 15<sup>th</sup>) and the Grove Criterium (July 31<sup>st</sup>) have requested a sponsorship from the Grove CID. The Manchester Bike Bash requested a sponsorship of \$3,000, and the Grove Criterium requested \$5,000. J. Baumstark made a motion to approve the

• **The Grove Community Improvement District** •

4512 Manchester, Suite #100 Saint Louis, MO 63110 (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)



sponsorship of \$3,000 for both the Manchester Bike Bash and for the Grove Criterium. B. Phillips seconded the motion and it was unanimously passed 3-0-0.

**9. Other**

*Creation of 501c3*

K. Kenter proposed that the Grove CID start research of what it would take to create a 501c3 that could be used to house events and large infrastructure. K. Kenter asked M. Green to do some internal research and to have a proposal ready for the Executive Committee's review on Monday, June 12<sup>th</sup>.

*Camera Project (WUMCRC)*

B. Phillips, as the representative of WUMCRC, reported that Washington University is proposing the support to both the Grove CID and the FPSE neighborhood to donate funds to cover the capital cost of cameras in two phases (I. the commercial district, II. the neighborhood.)

The meeting was adjourned at 12:40 pm.

• **The Grove Community Improvement District** •

4512 Manchester, Suite #100 Saint Louis, MO 63110 (314) 535-5311

[www.thegrovestl.com](http://www.thegrovestl.com)