

**Central West End SouthEast
Special Business District**

c/o Park Central Development Corporation
4512 Manchester Avenue, Suite 100
Saint Louis, Missouri 63110-2100
O: 314.535.5311
cwesoutheastssbd.com

**BOARD OF COMMISSIONERS MONTHLY MEETING
TO BE HELD
October 19th, 2021 at 5:00 p.m.
Via Zoom**

Please Note: Due to Covid-19, the Board of Commissioners meeting will be held via Zoom at <https://us06web.zoom.us/j/85402107148> (Meeting ID: 854 0210 7148) or call by phone at 1-312-626-6799.

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on October 19th, 2021 at 5:00 p.m., the Central West End Southeast Special Business 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. Chair's Report & Announcement of the Order of Business
3. Public Comments & Questions (5-minute limit per speaker)
4. Approve Previous Meeting Minutes
5. Public Safety
 - a. Neighborhood Security Initiative, Jim Whyte
 - b. The City's Finest, Rob Betts
6. Neighborhood Improvement
 - a. City of St. Louis, Ron Coleman
7. Project Reports
 - a. Financial Reports
 - i. 2022 Budget
 - b. Insurance
 - c. 5-year Plan
 - i. Median Landscaping Contract
 - ii. Lighting
 - iii. Sidewalk Audit
8. 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: 10/15/2021
Time: 5:00 PM**

• Central West End Southeast Special Business District •

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

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Central West End Southeast Board of Commissioners Meeting
September 21st, 2021 at 5:00pm
Via Zoom

Board Members in Attendance: Yusef Scoggin, Rick Kissel, Doug Anderson, Jeff Miner

Board members not in Attendance: N/A

Others in attendance: Alayna Graham (Park Central Development), Ron Coleman (City of St. Louis), Rob Betts (TCF), Frank Eppert (ABNA), Kimberly Smith-Drake (Washington University), Gerry Connolly (8th Ward Resident)

1. **Call to order**
 - a. Y. Scoggin called the meeting to order at 5:01 pm.
2. **Chair's Report & Announcement of the Order of Business:** Y. Scoggin announced that Park Central Development, the administrator for the SBD, held a successful Gala fundraiser.
3. **Public Comments:** K. Smith-Drake announced the Delmar Main project that will be officially announced soon. K. Smith-Drake announced that WUMC has posted the live link for their Holiday Outreach program.
4. **Approval of August Meeting Minutes**
 - a. D. Anderson motioned to approve the August 17th, 2021 meeting minutes with the corrections. Seconded by R. Kissel. All in favor—Motion approved.
5. **Public Safety**
 - a. R. Betts went over crime data to the Board.
 - i. Crime is down for the year through August compared to last year. It was down 36% for person crime, down 9% overall.
 - ii. The SBD is under budget due to Covid reductions at the beginning of the year.
 - iii. TCF is submitting a proposal to the NSI to raise their rates.
6. **Neighborhood Improvement-** R. Coleman gave updates for the Board of Commissioners.
 - a. The water spigot and plumbing at Laclede and Boyle has been repaired.
 - b. R. Coleman will be asking to plant 30-40 trees. He will get the list to propose to the SBD soon.
 - c. R. Coleman emailed Harold with the Neighborhood Association to ask if they will be hosting a National Night Out.
 - i. J. Miner motioned to approve up to \$500 for National Night Out if any neighborhood groups decide to host an event. R. Kissel seconded the motion. All in favor, motion approved.
7. **Project Reports:**
 - a. **Financial Reports:** A. Graham presented the financial reports.

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- i. There were no questions or comments on the financial reports.
 - ii. A. Graham presented the tax rate memorandum.
 - 1. J. Miner motioned to keep the rate the same. R. Kissel seconded the motion. All in favor, motion approved.
 - iii. A. Graham presented the draft 2022 budget.
 - 1. J. Miner asked what the Miscellaneous \$200,000 expense was.
 - 2. J. Miner and Y. Scoggin asked about the "Lighting" being \$0 since they plan on spending money on lighting.
 - 3. J. Miner noted that the landscaping and beautification contracts were not included in the budget.
 - 4. Y. Scoggin suggested moving the vote to the next meeting when some of these items get cleared up.
 - iv. Notice that MOPERM will not offer cyber insurance.
 - 1. A. Graham presented the 2 options of going without or purchasing cyber insurance from another company.
 - 2. J. Miner suggested looking into other options.
 - 3. R. Coleman asked if Park Central has insurance that would protect the SBD since Park Central holds the information and files of the SBD.
 - 4. Y. Scoggin suggested doing some training for taxing districts and Park Central to protect against phishing scams. A. Graham asked if Y. Scoggin had specific trainings he knew about. He responded that he knows the County has some that might be available that he will send more information on.
- b. 5-Year Planning**
- i. Median Landscaping & Trash and Litter Pickup- A. Graham presented the two edited contracts that have been reviewed by the lawyers.
 - 1. D. Anderson motioned to approve both contracts with the lawyer edits. J. Miner seconded the motion. All in favor, motion approved.
 - ii. Lighting- A. Graham submitted the most recent plans to the City.
 - 1. F. Eppert reviewed some of the comments from the residents and addressed any concerns.
 - 2. F. Eppert discussed the taxing districts go in on spare parts for the lights that Park Central could take lead on storing.
 - 3. Y. Scoggin asked if the Alderwoman will provide any monetary support to the project.
 - a. R. Coleman stated that the Alderwoman is not interested in putting monetary support to decorative lights for any taxing district.
 - b. Y. Scoggin reminded the group that this particular lighting project is not only decorative. This street does not have the overhead cobra lights, so it is a matter of safety.
 - c. R. Coleman committed to getting the City involved in a conversation about cost-sharing.

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4. R. Coleman asked about the presentation from last time about the fiber connection. D. Anderson gave some input from their Condo Association lawyers. F. Eppert responded that they would still have to dig two holes to add in the connection for fiber unless someone else has another way of doing it.
5. Y. Scoggin asked about addressing the residents' concerns. A. Graham noted that they had discussed just sending out an email to Bernie or the specific resident who had expressed concerns. R. Coleman stated that he was the only resident that had concerns and F. Eppert has addressed the need.
 - iii. Supplemental Meeting-
 1. A. Graham agreed to send another Doodle Poll for October.
 2. Considering vacations, A. Graham agreed to send out a Doodle Poll for the end of October.
8. **Other**
 - a. **None.**
9. **Meeting Adjourned:** The meeting was adjourned at 6:14 pm.

CWE Southeast SBD
Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1072-1 · Bill.com Clearing	5,015.63
40900 · Cash	
10150 · Simmons Bank checking #2...	32,094.18
10155 · Simmons MMkt #8362	487,838.53
10160 · GSB - CWESE 8810	450,332.23
	<hr/>
Total 40900 · Cash	970,264.94
	<hr/>
Total Checking/Savings	975,280.57
	<hr/>
Total Current Assets	975,280.57
	<hr/>
TOTAL ASSETS	975,280.57
	<hr/> <hr/>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	250,000.01
Retained Earnings	339,955.56
Net Income	385,325.00
	<hr/>
Total Equity	975,280.57
	<hr/>
TOTAL LIABILITIES & EQUITY	975,280.57
	<hr/> <hr/>

CWE Southeast SBD Profit & Loss Budget Performance September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
41000 · Tax Revenue	0.00	788,624.88	560,000.00	560,000.00
42800 · Interest Income	41.68	612.43		
Total Income	<u>41.68</u>	<u>789,237.31</u>	<u>560,000.00</u>	<u>560,000.00</u>
Gross Profit	41.68	789,237.31	560,000.00	560,000.00
Expense				
Miscellaneous Expense	0.00	200,000.00		
61000 · Administration				
61050 · Annual Award	0.00	0.00	50.00	50.00
61100 · Administration (PCDC)	0.00	14,805.00	14,805.00	19,740.00
61200 · Bank Charge	0.00	11.30	30.01	40.00
61300 · Insurance, Liability & D&O	0.00	0.00	0.00	1,300.00
61400 · Legal Fees	0.00	1,118.50	1,500.02	2,000.00
61600 · Postage and Shipping Expense	0.00	0.00	75.01	100.00
61755 · Contribution/Donations	0.00	7,000.00		
61800 · Web Site	0.00	212.56	100.00	100.00
Total 61000 · Administration	<u>0.00</u>	<u>23,147.36</u>	<u>16,560.04</u>	<u>23,330.00</u>
68000 · Public Safety				
68100 · Parklet	0.00	19,550.00		
68200 · CWE Neighborhood Safety Ini.	0.00	43,800.00	32,782.50	43,710.00
68400 · National Night Out	0.00	0.00	500.00	1,000.00
68500 · Patrol	9,156.25	86,202.55	105,000.02	140,000.00
68600 · Security Camera	0.00	16,060.00	12,045.01	16,060.00
68700 · Security Signs	0.00	0.00	1,050.02	1,400.00
68800 · Program/Project TBD	0.00	0.00	63,750.01	85,000.00
68900 · Lighting				
68902 · Lighting Engineer	0.00	15,152.40		
68905 · Maintenance	0.00	0.00	11,250.00	15,000.00
68900 · Lighting - Other	0.00	0.00	234,000.00	234,000.00
Total 68900 · Lighting	<u>0.00</u>	<u>15,152.40</u>	<u>245,250.00</u>	<u>249,000.00</u>
Total 68000 · Public Safety	<u>9,156.25</u>	<u>180,764.95</u>	<u>460,377.56</u>	<u>536,170.00</u>
Total Expense	<u>9,156.25</u>	<u>403,912.31</u>	<u>476,937.60</u>	<u>559,500.00</u>
Net Income	<u><u>-9,114.57</u></u>	<u><u>385,325.00</u></u>	<u><u>83,062.40</u></u>	<u><u>500.00</u></u>

CWE Southeast SBD Transaction List by Vendor

September 2021

Type	Date	Num	Memo	Amount
The City's Finest LLC				
Bill Pmt -Check	09/03/2021	Bill.com	Inv-3299	-4,937.50
Bill Pmt -Check	09/22/2021	Bill.com	Inv-3307	-4,218.75
Bills Paid in Sept				-9,156.25

CWE Southeast SBD Profit & Loss Budget Performance

January through Decem

	Act Exp Dec 2021	Actual Jan - Dec 2020	2021 Annual Budget	2022 Annual Budget	
Income					Balance Sheet
41000 · Tax Revenue	588,624.88	599,621.26	560,000.00	560,000.00	Bal as of 9/30/21
42800 · Interest Income	527.92	1,312.45			Simmons 2910
Total Income	589,152.80	600,933.71	560,000.00	560,000.00	Simmons 8362
Gross Profit	589,152.80	600,933.71	560,000.00	560,000.00	GSB
Expense	0.00				<u>450,332.23</u>
Miscellaneous Expense	200,000.00	259,250.00			970,264.94
61000 · Administration	0.00				\$250k transferred to GSB, \$9,20 Fraud
61050 · Annual Award	0.00		50.00	50.00	\$200k transferred to GSB
61100 · Administration (PCDC)	19,740.00	15,868.00	19,740.00	19,740.00	
61200 · Bank Charge	11.30		40.00	40.00	
61300 · Insurance, Liability & D&	2,600.00	2,576.00	1,300.00	2,600.00	
61400 · Legal Fees	1,118.50	623.00	2,000.00	2,000.00	
61600 · Postage and Shipping E	0.00		100.00	100.00	
61750*Kindness Meals	0.00	5,070.00			
61755*Contributions/Donations	7,000.00			7,000.00	NSI Outreach
61800 · Web Site	212.56	161.57	100.00	250.00	
Total 61000 · Administration	30,682.36	24,298.57	23,330.00	31,780.00	
62000 - Public Services	0.00				
62010- ATBM - Street Cleaning	0.00			19,800.00	\$825 per occurrence - twice a month Pretty City Gardens - \$825 Design,
62015-Beautification	0.00			21,232.00	\$12,128 Installation
68000 · Public Safety	0.00				
68100 · Parklet	19,550.00				
68200 · CWE Neighborhood Saf	43,800.00	47,367.00	43,710.00	43,710.00	
68400 · National Night Out	0.00		1,000.00	1,000.00	
68500 · Patrol	140,000.00	113,734.44	140,000.00	140,000.00	Cameras for New Market Hardware.
68600 · Security Camera	40,411.00	7,842.00	16,060.00	16,060.00	Not sure when the

**CWE Southeast SBD
 Profit & Loss Budget Performance**

		January through Decem		2022	Balance Sheet
	Act Exp Dec 2021	Actual Jan - Dec 2020	2021 Annual Budget	Annual Budget	
68700 · Security Signs	0.00		1,400.00	1,400.00	
68800 · Program/Project TBD	0.00		85,000.00	0.00	??
68900 · Lighting	0.00				
68905 · Maintenance	0.00		15,000.00	0.00	??
68902 · Lighting Engineering	36,133.00		234,000.00	0.00	Lighting Engineering contract
Total 68900 · Lighting	36,133.00	0.00	249,000.00	0.00	
Total 68000 · Public Safety	279,894.00	168,943.44	536,170.00	202,170.00	
Total Expense	510,576.36	452,492.01	559,500.00	233,950.00	
Net Income	78,576.44	148,441.70	500.00	326,050.00	

Do Not Pay. This is not an invoice.



Renewal Pricing for CWE SOUTHEAST SPECIAL BUSINESS DISTRICT

Memorandum No. 4338

Date: September 20, 2021

Policy Period: January 1, 2022 to January 1, 2023

<u>Line of Business</u>	<u>Annual Contribution</u>	<u>Deductible</u>	<u>Deductible Applicability</u>
Liability	Included	Per Schedule	
Employment Practices Liability	\$433.00	\$500.00	Loss
Errors & Omissions Liability	\$300.00	\$500.00	Loss
General Liability	\$538.00	\$500.00	Loss
Hired and Non-Owned Vehicles	Included	\$500.00	Loss
TOTAL RENEWAL PRICING:	<u>\$1,271.00</u>	*	

If "Loss & LAE" (Loss Adjustment Expense) is indicated under *Deductible Applicability*, the Member will be responsible for defense and other adjustment costs up to the deductible amount.

Deductibles have been determined based on total contribution, loss history, and existing deductibles.

*The entity's current coverage will expire on January 1, 2022. Renewal is hereby offered at the price indicated above, which is based on information on file as of September 20, 2021. Changes requested before January 1, 2022 will affect the actual renewal price invoiced.

MOPERM reserves the right to correct any errors discovered before the renewal invoice is issued. If such corrections result in a change in contribution, notice will be sent to the appropriate parties.

ABNA CORP

LACLEDE AVENUE PEDESTRIAN LIGHTING COST ESTIMATE, SEPTEMBER 21, 2021

ITEM NO.	SPEC REF	DESCRIPTION	BASE QUANTITY	UNIT	UNIT PRICE	TOTAL
1	01500	Mobilization & Demobilization	1	LS	\$3,000.00	\$ 3,000.00
2	02040	Construction Stakeout	1	LS	\$5,000.00	\$ 5,000.00
3	265100	Pole and Fixture, Installed	68	EA	\$5,750.00	\$ 391,000.00
4	260533	Directional Bored Conduit w/ 2#8 and 1#8 Grnd	6000	LF	\$55.00	\$ 330,000.00
5	260533	Handhole Installed	4	EA	\$1,000.00	\$ 4,000.00
6		Substation upgrade	1	EA	\$5,000.00	\$ 5,000.00
7		Remove existing lights	50	EA	\$500.00	\$ 25,000.00
Subtotal						\$ 763,000.00
Contingency, 5%						\$ 38,150.00
TOTAL						\$ 801,150.00

From: [Cody Hayo](#)
To: [Alayna Graham](#)
Cc: [Diana Gualdoni](#)
Subject: Re: CWE Special Business District Contract Pretty City Gardens
Date: Sunday, October 3, 2021 8:43:17 PM

Thank you Alayna,

Apologies for the delay in getting back to you! We do not use many contracts in our work with most of our projects being residential and of a smaller scale. This is not to say I do not understand the value of having a well written contract, so I appreciate the closer look and suggested changes. The majority of the language changes seem perfectly fine to me.

The only change I don't not particularly like at first glance is the changes in regards to the number of days at which payment becomes past due/can be forced to collections (from 60 originally to 120 in the amended contract) or at which point we could terminate the contract if a payment becomes past due (from 30 in the original document to 60 days in the amended document). I would prefer a lesser extension of the number of days before we could force collections of 90 days instead of 120, but I would be OK with changing the point at which we could terminate the contract if a payment becomes past due to 60 days. Our standard terms on invoices are Net 30. Once we reach 60 days past due, we have been working for 90 days from the time an invoice has been issued at Net 30. We are a seasonal business working only 10 months of the year, so that is nearly 1/3 of our entire fiscal year. If there truly are issues that work cannot be paid within 90 days that is a bit difficult for us to consider as a possible loss. I hope that is understandable. Please let me know if that would be acceptable as a change and we will move forward with signing the contract and getting some dates on our Fall calendar for cleanup and prep and then move forward with design etc.

Also, as an FYI Rob and I had a meeting in early September at which Rob informed me he would be interviewing for a position with a larger firm. Rob has since given me his 2 weeks notice and his last day with us will be this Thursday October 7th. I worked with Rob closely on revising the figures in this proposal and wrote the contract based on those figures. I am confident we will be able to execute the contract as it has been estimated without Rob's involvement especially considering that we have not yet reached the design phase where I would be able to better break down the specifics of the overall project. Please do let me know if you otherwise have any issues with this. Thanks!

Thank you,

Cody Hayo
Owner; Pretty City Gardens and Landscapes LLC
(314) 282-1084
www.prettypcitystl.com



On Thu, Sep 23, 2021 at 2:29 PM Alayna Graham <Alayna@pcd-stl.org> wrote:

Good afternoon Cody,

Attached is the approved contract with the attorney's edits. Please let me know if you agree with these terms and I'll get the contract signed ASAP. Below are the notes from the attorney of the changes she made.

- **Pretty City Gardens Contract**

- In general, this contract was pretty bare-boned, so we added detail to clarify certain issues. For example, we added that Pretty City Gardens will provide the necessary supplies, materials, and equipment for performing the services.
- Regarding the payment terms, we clarified that payments will be due 30 days *from the receipt of the invoice*, and we increased the timeframe for sending past due payments to collections from 60 days to 120 days.

Take care,

Alayna

Alayna Graham (she/her)

Park Central Development

Project Manager, Special Taxing Districts and Planning

Office: 314-535-5311 | Cell: 217-371-1257

From: Cody Hayo <cody@prettycitystl.com>

Sent: Thursday, September 2, 2021 12:20 PM

To: Alayna Graham <Alayna@pcd-stl.org>

Cc: Rob May <Rob@prettycitystl.com>; Diana Gualdoni <digualdo@gmail.com>

Subject: CWE Special Business District Contract Pretty City Gardens

Hello Alayna and Diana,

Apologies for the delay in getting back to you with a contract for this project. Rob worked up a draft for me to review which we tweaked over the past week while I was out of town. Now that I am back this week I believe we have arrived at a final version. Please see attached and let us know if you feel any changes need to be made or etc. The attached copy is not signed, but once your team has reviewed it and approved the contract we can move forward with signing at that time if that works for you.

Please let us know if you have any questions or concerns with anything. Thanks!

Thank you,

Cody Hayo

Owner; Pretty City Gardens and Landscapes LLC

(314) 282-1084

www.prettypcitystl.com

