

**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**

**November 17th, 2020 at 5:00 p.m.
at 4512 Manchester Ave #100
St. Louis, MO 63110**

Please Note: Due to COVID-19, physical access to the Board of Commissioners meeting will be closed and replaced by Zoom Conference.

Please sign in at <https://zoom.us/j/93600355618?from=addon> (Meeting ID: 936 0035 5618) or call by phone at 1-312-626-6799.

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on November 17th, 2020 at 5:00 p.m. via Zoom Conference, 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. The City's Finest, Charles Betts
 - b. Neighborhood Security Initiative, Jim Whyte
 - i. Contract renewal- vote
6. Neighborhood Improvement
 - a. City of St. Louis, Ron Coleman
7. Project Reports
 - a. Financial Reports
 - b. Trailnet Parklet
 - i. Insurance cost- vote
 - c. Pedestrian Lighting
 - i. RFP for engineering- vote
 - d. Park Central Development contract renewal- vote
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: 11/13/2020

Time: 5:00 PM

• Central West End Southeast Special Business District •

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

**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
cwesoutheastsbd.com

Central West End Southeast Board of Commissioners Meeting
October 20th, 2020 at 5:00pm
At 4512 Manchester, St. Louis, MO 63110

Board Members in Attendance: Jeff Miner, Rick Kissel, Doug Anderson, Marshall Michener

Board members not in Attendance: Yusef Scoggin

Others in attendance: Alayna Graham (Park Central Development), Ron Coleman (City of St. Louis), Jim Whyte (NSI), Rob Betts (The City's Finest), Jeff Hood (Washington University), Gerry Connolly (Member of the Public)

1. **Call to order**
 - a. M. Michener called the meeting to order at 5:03 pm.
2. **Chair's Report & Announcement of the Order of Business:**
 - a. M. Michener went through the agenda topics.
3. **Public Comments:** No public comment.
4. **Approval of September Meeting Minutes**
 - a. D. Anderson motioned to approve the September 15th, 2020 meeting minutes. Seconded by J. Miner. All in favor—Motion approved.
5. **Public Safety**
 - a. **NSI Update-** J. Whyte presented the crime report. Crime is up 39% from last year. Due to potential upgrades and additions, the SBD can expect a cost increase for cameras. J. Whyte will bring a detailed list of options and recommendations for the meeting next month.
 - b. **TCF Update-** R. Betts informed the Commissioners have a surplus of \$7500 in the patrol budget which could be used for cameras.
6. **Neighborhood Stabilization:**
 - a. **Forest Park Medians-** BPS is in the process of receiving bids for irrigation. As previously agreed, this will be paid for through Aldermanic dollars.
 - b. **Trailnet Parklet-** The Street Director replied, and the City cannot take on the insurance. Either the City will have to pay for it completely and they will need to redo the RFP or the SBD will have to take on the insurance. PCD will contact insurance companies for pricing.
 - c. **4101 West Pine Development-** They are back at work from a delay. The project is expected to be complete in 4 months.
 - d. **4200 West Pine Development-** There is no news, seems to be progressing as planned.
 - e. **Trees-** The City is starting to grind out stumps. There will be several hundred new trees in Ward 17.

**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
cwesoutheastsbd.com

7. Project Reports:

- a. Financial Reports-** A. Graham presented the Financial reports.
 - i. Resolution 2020-01-** This resolution is to transfer \$250,000 to Great Southern Bank. J. Miner motioned to approve Resolution 2020-01. R. Kissel seconded the motion. All in favor, approved.
 - ii. Approve 2021 Budget-** After the discussion, the Board felt there were too many unknowns in the budget. They would like to review next month.
 - 1. *note:** Since the budget needed to be sent to the City this month, the Board of Commissioners voted online to send the budget to the City with \$250,000 towards lighting and \$85,000 for infrastructure.
- b. Pedestrian Lighting**
 - i. RFP for engineering-** A. Graham presented the RFP for an engineer study for the 4300-4400 blocks of Laclede. The Commissioners requested the lighting standard be added. M. Michener motioned to approve with the lighting standard addition. D. Anderson seconded the motion. All in favor, motion approved.
 - ii. Priorities-** A. Graham presented the assessment from March of the lighting priorities. The Commissioners requested an updated photo of the new acorn lights be added to the presentation.

8. Other:

- a.**

Meeting adjourned at 6:10 pm.

CWE Southeast SBD
Balance Sheet
As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1072-1 · Bill.com Clearing	5,015.63
40900 · Cash	
10150 · Reliance Bank checking #2...	19,021.24
10155 · Reliance MMkt #8362	339,371.97
10160 · GSB - CWESE 8810	250,000.00
Total 40900 · Cash	608,393.21
Total Checking/Savings	613,408.84
Total Current Assets	613,408.84
TOTAL ASSETS	613,408.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	13,281.25
Total Accounts Payable	13,281.25
Total Current Liabilities	13,281.25
Total Liabilities	13,281.25
Equity	
Opening Bal Equity	250,000.00
Retained Earnings	191,513.86
Net Income	158,613.73
Total Equity	600,127.59
TOTAL LIABILITIES & EQUITY	613,408.84

CWE Southeast SBD
Profit & Loss Budget Performance
 October 2020

	<u>Oct 20</u>	<u>Budget</u>	<u>Jan - Oct 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
41000 · Tax Revenue	0.00	0.00	599,621.26	537,557.00	537,557.00
42800 · Interest Income	0.00		750.98		
Total Income	<u>0.00</u>	<u>0.00</u>	<u>600,372.24</u>	<u>537,557.00</u>	<u>537,557.00</u>
Gross Profit	0.00	0.00	600,372.24	537,557.00	537,557.00
Expense					
Miscellaneous Expense	0.00		259,250.00		
61000 · Administration					
61050 · Annual Award	0.00	4.16	0.00	41.68	50.00
61100 · Administration (PCDC)	0.00	0.00	15,868.00	15,868.00	15,868.00
61200 · Bank Charge	0.00	3.33	0.00	33.34	40.00
61300 · Insurance, Liability & D&O	0.00	0.00	1,280.00	0.00	1,300.00
61400 · Legal Fees	0.00	166.66	623.00	1,666.68	2,000.00
61600 · Postage and Shipping Expense	0.00	8.33	0.00	83.34	100.00
61750 · Kindness Meals	0.00		5,070.00		
61800 · Web Site	0.00	8.33	161.57	83.34	100.00
Total 61000 · Administration	<u>0.00</u>	<u>190.81</u>	<u>23,002.57</u>	<u>17,776.38</u>	<u>19,458.00</u>
68000 · Public Safety					
68200 · CWE Neighborhood Safety Ini.	9,881.25	0.00	47,367.00	36,425.00	36,425.00
68400 · National Night Out	0.00	1,000.00	0.00	1,000.00	1,000.00
68500 · Patrol	7,906.25	11,666.67	104,296.94	116,666.66	140,000.00
68600 · Security Camera	0.00	1,295.00	7,842.00	12,950.00	15,540.00
68700 · Security Signs	0.00	116.66	0.00	1,166.68	1,400.00
68900 · Lighting	0.00	53,833.33	0.00	215,333.34	323,000.00
Total 68000 · Public Safety	<u>17,787.50</u>	<u>67,911.66</u>	<u>159,505.94</u>	<u>383,541.68</u>	<u>517,365.00</u>
Total Expense	<u>17,787.50</u>	<u>68,102.47</u>	<u>441,758.51</u>	<u>401,318.06</u>	<u>536,823.00</u>
Net Income	<u><u>-17,787.50</u></u>	<u><u>-68,102.47</u></u>	<u><u>158,613.73</u></u>	<u><u>136,238.94</u></u>	<u><u>734.00</u></u>

CWE Southeast SBD
Transaction List by Vendor

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>October 2020</u>	<u>Split</u>	<u>Amount</u>
CWE Neighborhood Security Initiative..					
Bill	10/01/2020	3191		68200 · CWE Neighborhood Safety Ini.	-9,881.25
The City's Finest LLC					
Bill	10/15/2020	INV-2812	Patrols	68500 · Patrol	-4,281.25
Bill	10/31/2020	INV-2837	Patrols	68500 · Patrol	-3,625.00
Total bills paid for October					<u>-17,787.50</u>

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES (this “Agreement”) is made and entered into this ____ day of _____, 2020 by and between Central West End Southeast Special Business District, a Missouri political subdivision (hereinafter “Client”) and PARK CENTRAL DEVELOPMENT CORPORATION, a Missouri non-profit corporation (hereinafter “Independent Contractor”).

RECITALS:

A. Client desires to engage Independent Contractor as an independent contractor to provide the Services described in Section 3 below.

B. Independent Contractor has agreed to provide such Services to Client upon the terms and conditions set forth herein.

C. The parties desire to enter into this Agreement for the purposes of memorializing their agreements.

AGREEMENT:

NOW, THEREFORE, in consideration of the agreements set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, Independent Contractor and Client agree as follows:

1. Engagement. Client hereby engages Independent Contractor to provide the Services, as defined below, and Independent Contractor hereby agrees to provide the Services, upon the terms and conditions set forth herein.

2. Term. Subject to Section 10 hereof, the term of this Agreement shall commence on January 1, 2021 and shall end on or before December 31, 2023 (the “Term”), except in respect of Sections 8 and 12 hereof which shall continue in effect thereafter in accordance with their terms.

3. Services. Independent Contractor hereby covenants to provide the following services (the “Services”) to Client:

(a) provide administrative services to Client, all as more particularly described in the work plan (the “Scope of Work”), a copy of which is attached hereto as Exhibit A.

During the Term, Independent Contractor shall perform the Services, or cause the Services to be performed, herein pursuant to the terms more particularly described herein and in the Scope of Work. Independent Contractor and Client shall work in good faith with each other in order for Independent Contractor to perform the Services. Independent Contractor reserves the right to charge Client for any additional services provided outside of the Scope of Work or this Agreement. Client shall do no act which conflicts with the business of Independent Contractor or which would, in any way, jeopardize the interests and mission of Independent Contractor. Independent Contractor reserves the right to stop any meeting if it believes there is a violation of the Missouri Sunshine Law (Mo. Rev. Stat. §§610.010 to 610.200).

4. Compliance with Laws. Both parties shall comply with and give all notices required by all county, municipal, state, federal and other applicable governmental authorities' laws, ordinances, rules, regulations, statutes or codes, now in force, or which may hereafter be in force, if any, pertaining to the performance and implementation of the Services or this Agreement, all at Client's sole cost and expense.

5. Compensation. Client shall pay to Independent Contractor the sum of Nineteen Thousand, Seven Hundred and Forty 00/100 Dollars (\$19,740.00), annually, for the performance of the Services. Upon the termination of this Agreement, Client shall pay to Independent Contractor all compensation earned by Independent Contractor pursuant to the terms hereof prior to such termination and direct expenses accrued before the date of termination but not yet reimbursed in accordance with this Agreement. Independent Contractor shall provide a quarterly invoice to Client on the fifteen (15) day of the start of each quarter in the amount of Four Thousand, Nine Hundred and Thirty-Five 00/100 Dollars (\$4,935.00) due and payable by the twentieth day of each month.

6. Independent Contractor. The parties hereto acknowledge that Independent Contractor is an independent contractor and not an employee of Client in any respect, including but not limited to the Services performed hereunder. THE MEANS, METHODS AND TIMING OF INDEPENDENT CONTRACTOR'S PERFORMANCE OF THE SERVICES HEREUNDER SHALL BE LEFT TO THE SOLE DISCRETION OF INDEPENDENT CONTRACTOR, AND INDEPENDENT CONTRACTOR SHALL NOT BE SUBJECT TO ANY DIRECTIVE, CONTROL OR DISCIPLINARY POWERS OF CLIENT, OR THE PROCEDURES, ORDERS, WORK SCHEDULES OR RULES OF CLIENT. Nothing contained in this Agreement shall be construed to create any employment relationship between Client and Independent Contractor. Client and Independent Contractor shall act as independent contractors and neither shall be or be deemed the partner or joint-venturer of the other for the purposes of this Agreement.

7. Expenses. Independent Contractor will be reimbursed for any expense incurred in connection with the performance of the Services under this Agreement, with invoices or receipts to be provided to Client upon request.

8. Limitation of Liability. In no event will Independent Contractor be liable to Client for any consequential, incidental, special, exemplary, punitive, lost profits, indirect or similar damages, even if it has been advised or is aware of the likelihood of such damages. Independent Contractor's total cumulative liability under this agreement will not exceed amounts paid by Client for services provided under this Agreement. This limitation will apply, regardless of whether any remedy set forth herein fails of its essential purpose and regardless of whether a claim or action sounds in contract, tort, negligence, strict liability, contribution, indemnity or any other legal theory. For the avoidance of doubt, Independent Contractor shall not be liable, and Client shall not rely on Independent Contractor, for Client's compliance with the Missouri Sunshine Law and Independent Contractor shall not under any circumstances be held liable for any costs, losses, expenses, or damages relating thereto. Further, Client shall be fully responsible and liable for the acts or omissions of its employees, officers, directors, agents, and other representatives. The provisions of this Section 8 shall survive the termination of this Agreement.

9. Licenses, Permits, etc. Client shall acquire, and maintain at its own expense, any and all permits and licenses, if any, necessary or appropriate for Independent Contractor to perform the Services hereunder.

10. Termination. Independent Contractor may terminate this Agreement for any reason and at any time, upon giving 30 days' prior written notice thereof to Client at the address stated below. Client

acknowledges and agrees that Independent Contractor may terminate this Agreement for any reason, and in particular for any of the following reasons: (i) breach by Client of this Agreement, (ii) Client's dishonesty or fraud relating to Independent Contractor's performance of the Services or information provided to Independent Contractor, or (iii) conduct by Client which damages or could damage relations between Independent Contractor and other clients or the surrounding community, including but not limited to, the St. Louis community. Client may terminate this Agreement if Independent Contractor breaches any material obligation provided in this Agreement and fails to cure that breach within thirty (30) days after its receipt of written notice identifying the breach.

11. Notices. All notices, requests, demands and other communications hereunder shall be deemed to have been duly given if the same shall be in writing and shall be delivered personally (which shall include delivery by national overnight courier service) or sent by registered or certified mail, postage pre-paid, and addressed as set forth below:

If to **Park Central Development Corporation:**
4512 Manchester, Suite 100
St. Louis, MO 63110
Phone: 314-535-5311
Email: Abdul@PCD-STL.org

If to **Client** (including for requests pursuant to the Missouri Sunshine Law) :

Phone: _____
Fax: _____
Email: _____

Any party may change the address to which notices are to be addressed by giving the other parties notice in the manner herein set forth.

12. Indemnification. Client shall indemnify and hold harmless Independent Contractor, and Independent Contractor's officers, directors, shareholders, partners, joint ventures, employees, agents, staff, affiliates, successors and assigns from and against all claims, damages, liabilities, demands, actions, losses, fines and penalties, and expenses, including but not limited to attorneys' fees and costs and expenses, arising out of or resulting from any and all third party subpoenas served on Independent Contractor, or other discovery requests directed to Independent Contractor, relating to documents, testimony or other information in Independent Contractor's possession or control as a result of the Services performed by Independent Contractor under this Agreement, or arising from or resulting from the performance of the Services, or breach of this Agreement by Client, including but not limited to, Client's noncompliance with applicable laws. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to a party or person described in this Section 12 in addition to all rights and remedies available at law or in equity. This indemnification shall survive the termination of this Agreement.

13. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior oral and written communications, representations or agreements relating thereto.

14. No Assignment. This Agreement shall not be assignable by either party hereto, in whole or in part, without the prior written consent of the other party.

15. Illegality. The illegality or unenforceability of any of the terms of any section or provision of this Agreement shall not affect the legality or enforceability of any of the terms of any other such paragraph or provision and this Agreement shall be interpreted and construed as if any such illegal or unenforceable terms were omitted therefrom.

16. Modifications. This Agreement may not be modified or amended except by written instrument executed by both parties.

17. Governing law. This Agreement shall be governed by the laws of the State of Missouri without reference to its conflict of law provisions.

18. Authority. Client represents and warrants to Independent Contractor that this Agreement has been validly executed and delivered by Client and constitutes a binding obligation of Client enforceable in accordance with its terms. The execution, delivery and performance of this Agreement by Client will not result in any breach or default under any term or provision of any agreement, instrument, judgment, decree, order, statute, rule or governmental regulation to which Client is a party or by which Client may be bound or which applies to Independent Contractor's performance of the Services.

19. Multiple Originals. This Agreement may be executed by the parties in separate counterparts, each of which when executed and delivered is an original. All counterparts together constitute one instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth above.

CLIENT:

**CWE Southeast SPECIAL
BUSINESS DISTRICT**

By: _____
Name: _____
Its: _____

INDEPENDENT CONTRACTOR:

**PARK CENTRAL DEVELOPMENT
CORPORATION**

By: _____
Name: _____
Its: _____

EXHIBIT A

Work plan attached on following pages

Work Plan

ADMINISTRATION OF SERVICES

a. Calendar of Meeting

- i. Board of Director Convene 12 meetings annually
 1. Public Annual Meeting: Convene one (1) meeting to present annual report
- ii. Committee Convene 0 meetings annually

b. Meeting Preparation & Facilitation

- i. Meeting Notices
 1. Reminders: Provide e-mail meeting reminders seven (7) days prior to meeting
 2. Public Meeting Notice(s): Post within the client district boundaries at least forty-eight (48) business hours prior to meeting
 3. Meeting Notices: Post on organization's website and on public-facing window of administrator's office
- ii. Meeting Materials
 1. Materials: Prepare and distribute via e-mail meeting materials, including agendas, minutes, financial reports, resolutions and other relevant documents for discussion, at least forty-eight (48) hours prior to meeting
 2. Sunshine Law: Place meeting materials on organization's website at least forty-eight (48) business hours prior to meeting
- iii. Minutes
 1. Write Board meeting minutes
 2. E-mail draft minutes to Board members
 3. Include minutes in subsequent meeting materials for review and approval by Board
- iv. Administrator's Report
 1. Develop and present an informative and comprehensive report on program status at each Board of Directors meeting
 2. Provide updates on all administrative and operational aspects of the organization
 3. Provide updates on all ongoing, completed and new projects for the organization
 4. Request input and votes on necessary matters
- v. Board Members (ongoing)
 1. Work with the Board of Directors to nominate and appoint Directors
 2. Work with the Board of Directors to nominate and appoint Officers (Chairman, Vice-Chairman, Treasurer and Secretary)
 3. Send Directors' applications to the City of St. Louis' Mayor's Office, and Board of Aldermen for review and appointment
 4. Ensure that Directors are sworn-in by the Register of the City of St. Louis
 5. Work with the Board of Director to nominate and appoint per the district's bylaws
- vi. Committee Members (ongoing)
 1. Work with the Board of Directors to nominate and appoint Committee members

2. Work with the Chairman of the Board of Directors to appoint Committee Chairs

c. Basic website update

1. Upload public information to district website
 - a. Contact information
 - b. Roster of board and committee members
 - c. Meeting announcements
 - d. Current minutes, agenda packets, financial reports
 - e. Annual report
 - f. previous minutes, annual budgets and financial reports

d. Administration of Contracts & Services

i. Contracts

1. Retain paper and digital copies of all contracts involving the organization
2. Oversee work per contract and report progress to Board
3. Provide copies of all ongoing and executed contracts during fiscal year to firm during annual audit
4. Conduct an annual review of ongoing and executed contracts in the months leading up to the end of the fiscal year

ii. Requests for Proposals (ongoing)

1. Request for Proposal (RFP): Develop RFP for projects that have anticipated costs exceeding two (2) percent of annual revenue
2. Post RFPs on website
3. Share RFPs on social media outlets
4. Collect valid RFP responses, tracking RFP response date and time and maintain bid seal until submittal deadline has passed
5. Analyze and distribute RFP responses to Committee (if applicable) and Board of Directors consideration, review and selection of firm
6. Negotiate and execute single year or multi-year contract with selected firm

iii. Other Services

1. Legal Representation (ongoing)

- a. Work with Board to identify appropriate firm to provide legal representation for organization
- b. Seek and share written legal opinions on matters requested by the Board of Commissioners
- c. Send all contracts involving the district to selected legal firm for review
- d. Share reviewed contracts with Executive & Finance Committee and Board of Directors for approval

2. Insurance

- a. Work with appropriate Committee and Board of Directors to select appropriate levels of insurance for the organization
- b. Secure level of coverage for Directors & Officers Insurance as determined by the Board of Directors
- c. Secure level of General Liability Insurance coverage as determined by the Board of Directors
- d. Ensure that all district property in the public right-of-way is insured

- e. Collect Certificates of Insurance (including General Liability, Workers Compensation and auto) from all contractors of the organization.
- f. Require all contractors to name the organization as additionally insured

e. Collection, retention and Distribution of Corporate Records

- i. Minutes
- ii. Audits
- iii. Annual Reports
- iv. Resolution
- v. Petition & By-Laws
- vi. Sunshine Law Request

f. District Responsibilities

- i. Adhere to all statutory reporting requirements

FISCAL AGENT RESPONSIBILITIES

a. Prepare, review and approve annual budget

b. Review & approve deposit at bank

c. Oversee bookkeeping (ongoing)

- i. Accounts Payables/Receivables: Administer in accordance with the fiscal procedures adopted by the Board of Directors
- ii. Revenue: Deposit in appropriate bank account(s)
- iii. Bank Account(s): Reconcile receipt of bank statements
 - a. IRS 1099: Send to all contractors of the organization at the end of the calendar year

d. Preparation of Financial Reports (monthly)

- i. Balance Sheets
- ii. Income and Expense Statements
- iii. Budget to Actual

b. Fiscal Procedures (ongoing)

- i. Collect W-9s from all contractors of the organization
- ii. Maintain up-to-date signature cards with all bank accounts
- iii. Develop, revise and review internal controls policy annually
- iv. Develop, revise and review credit card policy annually
- v. Develop, revise and review credit card user agreement annually
- vi. Collect credit card user agreements from Directors and administrators annually
- vii. Develop, revise and review depreciation policy for organization's assets
- viii. Develop, revise and review maintenance schedule for organization's physical property

MARKETING

a. **Website Design and Maintenance**

- i. update website with significant information or as requested