

**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**

**April 20th, 2021 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/98127684764> (Meeting ID: 981 2768 4764) or call by phone at 1-312-626-6799.

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on April 20th, 2021 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. Neighborhood Security Initiative, Jim Whyte
 - b. The City's Finest, Rob Betts
6. Neighborhood Improvement
 - a. City of St. Louis, Ron Coleman
 - i. Median Landscaping
7. Project Reports
 - a. Financial Reports
 - b. Lighting
 - c. Trailnet Parklet
 - d. Trash Pickup
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: 3/16/2021
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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c/o Park Central Development Corporation
4512 Manchester Avenue, Suite 100
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cwesoutheastsbd.com

Central West End Southeast Board of Commissioners Meeting
March 16th, 2020 at 5:00pm
At 4512 Manchester, St. Louis, MO 63110

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

Board members not in Attendance: N/A

Others in attendance: Alayna Graham, Abdul Abdullah (Park Central Development), Ron Coleman (City of St. Louis), Jim Whyte (NSI), Frank Eppert (ABNA), Gerry Connolly (St. Louis Resident)

1. **Call to order**
 - a. Y. Scoggin called the meeting to order at 5:08 pm.
2. **Chair's Report & Announcement of the Order of Business:** None.
3. **Public Comments:** No public comment.
4. **Approval of February Meeting Minutes**
 - a. J. Miner motioned to approve the February 16th, 2021 meeting minutes. Seconded by R. Kissel. All in favor—Motion approved.
5. **Public Safety**
 - a. **NSI Update-** J. Whyte presented the crime report. There was 12.5% decrease in overall crime.
 - b. **TCF Update-** R. Betts presented a new analysis of when crime is happening. He informed the Board of a new app that his team will be using to collect data.
 - i. J. Whyte and R. Betts talked about their work with Great Rivers Greenways and the Brickline Greenway.
 - ii. D. Anderson voiced his approval of the data that is being collected and analyzed.
 - iii. J. Whyte shared that they are working with the St. Patrick's Center to get assistance with homeless and mental health issues. They will be getting a hotline number to share with all the neighborhoods to call a social worker to an incident rather than the police.
6. **Neighborhood Stabilization-** R. Coleman presented project updates.
 - a. **Trees-** They are being planted now.
 - b. **4308 Laclede-** The new owner applied for a multifamily zoning permit.
 - c. **Trailnet Parklet-** The permit will be on the next BPS agenda on March 23rd.
 - d. **Litter Pickup-** The Neighborhood Association is concerned with the litter in the area. R. Coleman and A. Graham suggest hiring a contractor for litter pickup.
 - e. **Median Planters-** BPS is meeting with the contractor.

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7. Project Reports:

- a. 2021 Tax Rate-** J. Miner gave an overview of the 2021 tax rate. It is currently \$.85, the maximum, and he recommends they keep the rate. R. Kissel motioned to keep the tax rate the same, J. Miner seconded the motion. All in favor—motion approved.
- b. Financial Report-** A. Graham presented the financial reports and asked for questions.
- c. Lighting-** J. Miner motioned to approve the contract with the one amendment from the attorney, Y. Scoggin seconded the motion. All in favor—motion approved.
 - i.** R. Coleman mentioned the South SBD has 13 lights that they purchased, which were installed in the Southeast SBD. The South SBD would like to be reimbursed for those lights. Y. Scoggin asked R. Coleman to send an email with all the issues to be resolved before the new alderwoman takes office.
 - ii.** Y. Scoggin asked R. Coleman to ask the South SBD to sign an agreement for them to buy back the lights once the lighting project has been completed if the Southeast purchases them for now.

8. Other:

- a. The Commissioners voted to enter closed session at 6:00 pm:** J. Miner: yes, D. Anderson: yes, R. Kissel: yes, Y. Scoggin: yes
- b. The Commissioners voted to exit closed session at 6:09 pm:** J. Miner: yes, D. Anderson: yes, R. Kissel: yes, Y. Scoggin: yes

9. Meeting Adjourned: The meeting was adjourned at 6:10 pm.

CWE Southeast SBD
Balance Sheet
As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1072-1 · Bill.com Clearing	5,015.63
40900 · Cash	
10150 · Reliance Bank checking #2...	25,115.17
10155 · Reliance MMkt #8362	248,923.84
10160 · GSB - CWESE 8810	250,332.23
Total 40900 · Cash	524,371.24
Total Checking/Savings	529,386.87
Total Current Assets	529,386.87
TOTAL ASSETS	529,386.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,125.00
Total Accounts Payable	3,125.00
Total Current Liabilities	3,125.00
Total Liabilities	3,125.00
Equity	
Opening Bal Equity	250,000.01
Retained Earnings	328,049.30
Net Income	-51,787.44
Total Equity	526,261.87
TOTAL LIABILITIES & EQUITY	529,386.87

CWE Southeast SBD
Profit & Loss Budget Performance
 March 2021

	<u>Mar 21</u>	<u>Jan - Mar 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
41000 · Tax Revenue	0.00	0.00	0.00	560,000.00
42800 · Interest Income	69.96	322.62		
Total Income	<u>69.96</u>	<u>322.62</u>	<u>0.00</u>	<u>560,000.00</u>
Gross Profit	69.96	322.62	0.00	560,000.00
Expense				
61000 · Administration				
61050 · Annual Award	0.00	0.00	0.00	50.00
61100 · Administration (PCDC)	0.00	4,935.00	4,935.00	19,740.00
61200 · Bank Charge	0.00	11.30	10.03	40.00
61300 · Insurance, Liability & D&O	0.00	0.00	0.00	1,300.00
61400 · Legal Fees	0.00	0.00	500.06	2,000.00
61600 · Postage and Shipping Expense	0.00	0.00	25.03	100.00
61800 · Web Site	0.00	49.99	0.00	100.00
Total 61000 · Administration	<u>0.00</u>	<u>4,996.29</u>	<u>5,470.12</u>	<u>23,330.00</u>
68000 · Public Safety				
68200 · CWE Neighborhood Safety Ini.	0.00	14,600.00	10,927.50	43,710.00
68400 · National Night Out	0.00	0.00	0.00	1,000.00
68500 · Patrol	3,125.00	24,483.77	35,000.06	140,000.00
68600 · Security Camera	0.00	8,030.00	4,015.03	16,060.00
68700 · Security Signs	0.00	0.00	350.06	1,400.00
68800 · Program/Project TBD	0.00	0.00	21,250.03	85,000.00
68900 · Lighting				
68905 · Maintenance	0.00	0.00	3,750.00	15,000.00
68900 · Lighting - Other	0.00	0.00	0.00	234,000.00
Total 68900 · Lighting	<u>0.00</u>	<u>0.00</u>	<u>3,750.00</u>	<u>249,000.00</u>
Total 68000 · Public Safety	<u>3,125.00</u>	<u>47,113.77</u>	<u>75,292.68</u>	<u>536,170.00</u>
Total Expense	<u>3,125.00</u>	<u>52,110.06</u>	<u>80,762.80</u>	<u>559,500.00</u>
Net Income	<u><u>-3,055.04</u></u>	<u><u>-51,787.44</u></u>	<u><u>-80,762.80</u></u>	<u><u>500.00</u></u>

CWE Southeast SBD
Transaction List by Vendor
March 2021

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
The City's Finest LLC	Bill	03/15/2021	INV-3043	Patrols	68500 · Patrol	-3,125.00

From: rosadoug1@aol.com
To: marshall.michener@gmail.com; jeffminer@wustl.edu
Cc: Alayna.Graham; ikazy@yahoo.com; MinerJ@wustl.edu; MarshallMichener@gmail.com; rkissel1013@gmail.com; colemanron@stlouis-mo.gov; sam@trailnet.org; taylor@trailnet.org
Subject: Re: Laclede & Vandeventer Parklet
Date: Thursday, April 8, 2021 1:48:30 PM

Agreed and Approve.

-----Original Message-----

From: Marshall Michener <marshall.michener@gmail.com>
To: Miner, Jeffrey <jeffminer@wustl.edu>
Cc: Graham Alayna <Alayna@pcd-stl.org>; Scoggin Joseph <ikazy@yahoo.com>; Miner Jeffrey H. <MinerJ@wustl.edu>; MarshallMichener@gmail.com <MarshallMichener@gmail.com>; rkissel1013@gmail.com <rkissel1013@gmail.com>; rosadoug1@aol.com <rosadoug1@aol.com>; Coleman Ronald R. <colemanron@stlouis-mo.gov>; Sam McCrory <sam@trailnet.org>; taylor@trailnet.org <taylor@trailnet.org>
Sent: Thu, Apr 8, 2021 1:01 pm
Subject: Re: Laclede & Vandeventer Parklet

agreed. Approve.

Marshall Michener
marshall.michener@gmail.com

On Apr 8, 2021, at 1:00 PM, Miner, Jeffrey <jeffminer@wustl.edu> wrote:

Thanks Alayna. A 50% increase in cost is disappointing, but COVID-related delays by the city and the country-wide increase in the cost of building supplies are somewhat satisfying explanations. I will note that this higher bid is still below the bids from the other 2 companies that we considered last April. So I vote to proceed with construction of the parklet that is 3 years in the making.

Another issue I wanted to bring up for our meeting involves the newly planted trees in the 4100 block of Laclede, and I presume elsewhere in the SBD. Over the years I have seen many new trees in our SBD die due to lack of watering. I suggest we pay for watering to be sure all these new trees survive.

Thanks, Jeff

From: Alayna Graham <Alayna@pcd-stl.org>
Date: Thursday, April 8, 2021 at 12:32 PM
To: Yusef Scoggin <ikazy@yahoo.com>, Jeffrey Miner <MinerJ@wustl.edu>, "MarshallMichener@gmail.com" <MarshallMichener@gmail.com>, "rkissel1013@gmail.com" <rkissel1013@gmail.com>, "rosadoug1@aol.com" <rosadoug1@aol.com>
Cc: "Coleman, Ron" <colemanron@stlouis-mo.gov>, Sam McCrory <sam@trailnet.org>, "taylor@trailnet.org" <taylor@trailnet.org>
Subject: RE: Laclede & Vandeventer Parklet

*** External Email - Caution ***

Yep! Attached is the Board Packet with the bid and request from Trailnet from last year. The Word Document is the new proposal—additionally, not included in the new proposal, he will need to order a fence for safety and security of the site, which will cost \$650.

From: Yusef Scoggin <ikazy@yahoo.com>

Sent: Thursday, April 8, 2021 12:27 PM

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

<MinerJ@wustl.edu>; MarshallMichener@gmail.com; rkissel1013@gmail.com; rosadoug1@aol.com

Cc: Coleman, Ron <colemanron@stlouis-mo.gov>; Sam McCrory

<sam@trailnet.org>; taylor@trailnet.org

Subject: Re: Laclede & Vandeventer Parklet

Thanks Alayna. Could you forward the initial and revised bid for review?

Yusef

[Sent from Yahoo Mail on Android](#)

On Thu, Apr 8, 2021 at 12:03 PM, Alayna Graham <Alayna@pcd-stl.org> wrote:

Hello CWE Southeast SBD Commissioners,

Last year, you approved the payment for the construction of the parklet on Laclede and Vandeventer as presented by Trailnet for up to \$12,000. The City just approved the permit for this parklet. Due to delays with the City and the cost of materials increasing, the contractor has had to increase his estimate. **The new cost is \$19,550.**

To expedite the project, I am suggesting a vote by email. Please reply all to this email with “**approve**”, “**do not approve**”, or “**discuss further**” by 5:00 PM on Tuesday, April 13th.

Thank you,
Alayna

Alayna Graham (she/her)

Park Central Development

Project Manager, Special Taxing Districts and Planning

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

The materials in this message are private and may contain Protected Healthcare Information or other information of a sensitive nature. If you are not the intended recipient, be advised that any unauthorized use, disclosure, copying or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, please immediately notify the sender via telephone or return mail.

Custom Rehabs

5846 Macklind Ave
Phone 314-496-0312
naimgry@yahoo.com

PROPOSAL

DATE Submitted: 3/31/21

TO: Alayna Graham, Park Central Development

PHONE: 314.535.5311

PROJECT: 3900 Laclede Ave, St Louis MO

BID DOCUMENTS: Design Provided

PREPARED BY: Na'im Gray- 314. 496.0312

Scope:

Build Deck per specs

Labor and material: \$16,300

Dumpster, Portable toilet, Cleanup and Taxes: \$2900

Total: \$18,900

Clarifications: Our proposal is based on the following:

1. Contractor will provide all materials as needed by CR
2. Hourly rate for additional work (not included in this scope) is \$80.00 per/man per hour in addition to materials and equipment + a 15% markup.
3. All work is to be performed during normal working hours, but may include some weekends as required
4. Owner to provide access to the work.
5. We have not included bonds.
6. This proposal is based on general building codes and standards.
7. A six -month warranty for correction of defective work is included.
8. There will be a mutually agreed upon schedule with the owner.
9. The areas where work is to be performed are to be a clean environment, so as not to harm the quality of the work. Moveable items that are in the way of our craftsmen are to be removed from the work area. (This work is to be performed by others.)
10. Custom Rehabs assumes the right to take photographs of our work performed on the job site for possible use in our advertising and marketing efforts.
11. Start and completion dates are estimates only and may be affected by circumstances beyond our control such as weather or the work of other contractors. Custom Commercial Painters will not be responsible for any delays other than those resulting from its own conduct.

NOTICE TO OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL

OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

Terms: Prices include labor, materials, and one year warranty as specified. Payment is due within 10 days of billing. Past due invoices subject to service charge and/or interest. Expenses incurred by Custom Rehabs orders. CR employees are fully insured under MO Workman's Compensation Insurance and General Liability.

Park Central Development

Custom Rehabs

By: _____

By: _____

Dated: _____

Dated: _____

CWE Southeast SBD

4512 Manchester Avenue, Suite 100
St. Louis, MO 63110
Phone: 314-535-5311
alayna@pcd-stl.org

REQUEST FOR PROPOSAL (RFP) Trash Pickup

Proposals must be submitted by no later than 5:00 P.M. Friday [Insert Date]. Proposals must include all requested materials to be considered (bid, previous experience, references, etc...). Proposals must be emailed or hand delivered to the following address:

Central West End Southeast Special Business District
c/o Alayna Graham
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions, please contact Alayna Graham at 314-535-5311 or alayna@pcd-stl.org.

Section I: INTRODUCTION

Central West End Southeast Special Business District (SBD) is seeking proposals from qualified agencies to provide trash pick-up. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner. The contract will run from [Date to Date].

Agencies may bid on any, or all, of the services listed below. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Management Approach
- 3 Personnel Selection Process
- 4 Communication and Reporting
- 5 Cost Proposal and Invoicing
- 6 Value Added Features

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alayna@pcd-stl.org

The CWE Southeast SBD's Board of Commissioners is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Section II: CONTRACT TERMS

The term of this contract shall be for a one (1) year period unless terminated by either party with thirty (30) days written notice.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Central West End Southeast Special Business District's and Agency's standards.

Agency will be required to produce appropriate workers' compensation insurance per the State of Missouri and general liability coverage.

Agency is responsible for the daily personal appearance of crews.

Agency shall administer all cost accounting and billing relative to this contract.

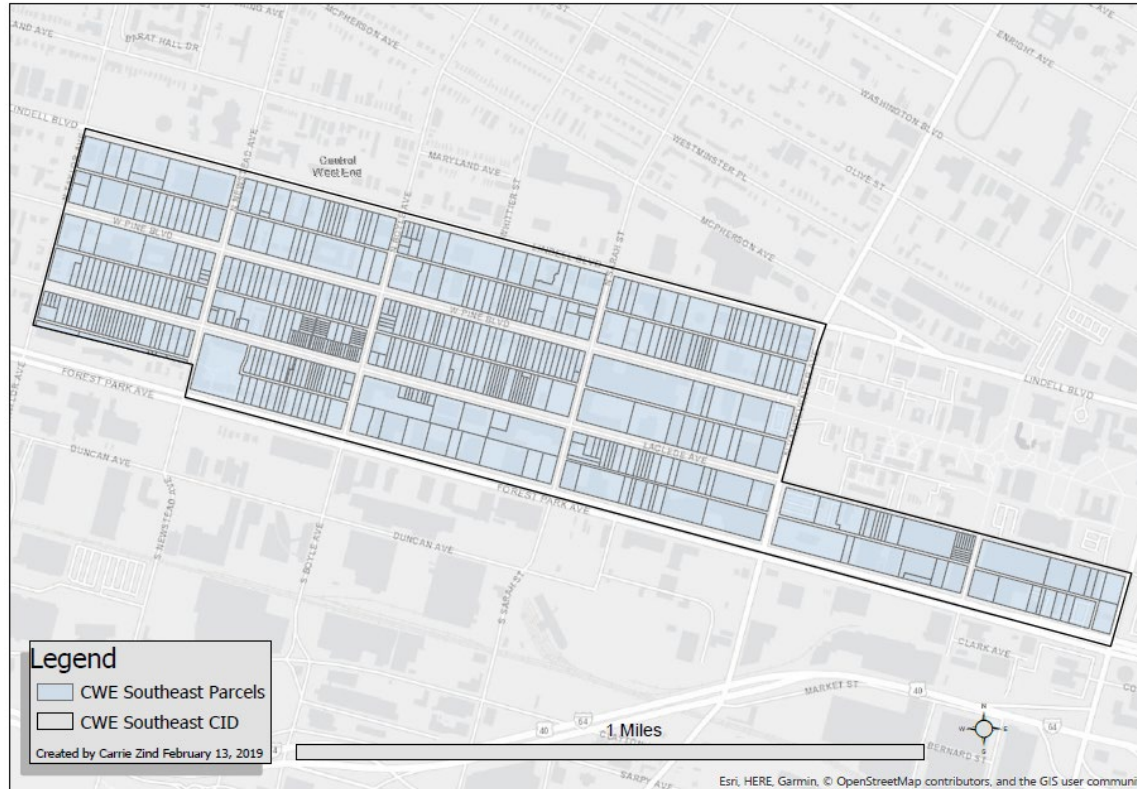
Agency shall respond as necessary to accommodate additional hours or services as may be requested by Central West End Southeast Special Business District.

CWE Southeast SBD

4512 Manchester Avenue, Suite 100
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Phone: 314-535-5311
alayna@pcd-stl.org

Section III: SCOPE OF SERVICES

- 1) Empty public trash cans and remove trash within the boundaries of the District once a week.



(SBD boundary)

- 2) Litter pickup and removal within the District boundary.
- 3) Potential addition of Pet Waste removal.

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alayna@pcd-stl.org

Section IV: INSTRUCTIONS TO BIDDERS

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

1 Company History and Organization

Provide a brief Agency history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.

2 Management Approach

Describe in detail how your Agency will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the supervision of account.

3 Personnel Selection Process

Describe how recruitment and selection of employees is accomplished.

4 Cost Proposal and Invoicing

Provide billing rates per instance. Propose invoicing frequency, procedures, and applicable discounts.

5 Value Added Features

Indicate features or programs not covered elsewhere in the response which are offered to enhance your Agency's ability to effectively carry out this project.

6 References

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St. Louis, MO 63110

Phone: 314-535-5311

alayna@pcd-stl.org

Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to CWE Southeast Special Business District. Include reference name, address, and contact number.