

**MONTHLY MEETING  
TO BE HELD**  
**Saturday, July 16<sup>th</sup> at 9:00 a.m.**  
**at Forest Park Visitors Center - Voyager Room**  
**5595 Grand Dr.**  
**St. Louis, Mo. 63112**

**NOTICE & PROPOSED AGENDA**

**TAKE NOTICE** that on Saturday, July 16<sup>th</sup> at 9:00 a.m. the DeBaliviere Place Special Business 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. Security Update**
  - a. Central West End Neighborhood Security
- 3. Public Comment (5 Minutes Per Speaker)**
- 4. Approval of Previous Month Minutes**
- 5. Budget Report**
  - a. Finance Report
- 6. Other Business**
  - a. RFP for Trash Removal
  - b. Pet Waste Station – Mike Klenc
  - c. ABNA Lighting Engineering
- 7. Adjournment**

**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: 7-14-2022**

**Time Posted: 9:00 AM**

**DeBaliviere Place Board of Commissioners Meeting**  
**June 18<sup>th</sup>, 2022, at 9:00 AM**  
**At Forest Park Visitors Center – Voyager Room**  
**5595 Grand Dr. St. Louis, MO 63112**

**Board Members Present:** Neill Costello, Charles Wiltsch, Bobbie Butterly, Amy Grace, Sid Chakraverty, Sherrone Beatty, Stephanie Brown

**Board Members NOT Present:**

**Others in Attendance:** Michael Gras (Alderman 28<sup>th</sup> Ward); Shameem Clark-Hubbard (Alderwoman 26<sup>th</sup> Ward); Frank Eppert (ABNA) Ashley Johnson, Codi Holt (Park Central Development)

**Public Comment Attendance:** Mike Klenc, Tracy Renson

**1. Call to Order:**

- a. S. Chakraverty called the meeting to order at 9:02 AM

**2. Security Update:**

- a. Jim Whyte and Rob Betts were not available to give a security update for the area. B. Butterly shared that there have been warnings of an increase in Kia and Hyundai thefts as well as thefts from parked cars.

**3. Public Comments & Questions:**

- a. S. Brown introduced herself as a new Board member.
- b. T. Renson mentioned illegal parking on Pershing and DeBaliviere and asked S. Chakraverty if he planned on putting up signs to reduce this issue. S. Chakraverty discussed some options to limit idle cars but noted his abilities to address the issue are limited. In addition, S. Chakraverty also addressed the public concern regarding Air B&B's. He noted that his property in the neighborhood has a restriction on B&Bs. He also noted that what's happening downtown, concerning B&B's, is a completely different situation than DeBaliviere. T. Renson also mentioned a building at 533/537 DeBaliviere that has a collapsing façade and needs to be addressed. B. Butterly recommended that the public make more reports to the Citizens Service Bureau.
- c. Alderwoman Clark-Hubbard introduced Alderman Gras to the Board and Public as the new alderperson for Ward 28.
- d. M. Klenc brought forward the suggestion that new lampposts be cast iron rather than concrete and made suggestions for changes to the "About Page" on the website.

**4. Approval of Previous Months Minutes:** B. Butterly motioned to approve the previous month's meeting minutes; C. Wiltsch second. All in favor – motion passed.

**5. Budget Report:**

- a. B. Butterly presented the financial report. C. Wiltsch motioned to approve the financials. A. Grace second. All in favor – motion passed.

**6. Other Business:**

- a. **Administration Renewal:** A. Johnson presented Park Central Development contract renewal, for a 2-year term, including an approximate \$3,000 increase. She noted that Park Central Development is a nonprofit and could no longer absorb the raising cost to do business. B. Butterly motioned to approve the new contract; S. Chakraverty seconded. N. Costello abstained. All in favor. Motion passed.
- b. **Pet Waste Station:** Alderwoman Clark-Hubbard noted that she received some concerns from residents that was forwarded to A. Johnson. A. Johnson shared those concerns were about the frequency in which the pet waste stations are emptied and the possibility of installing more stations. M. Klenc noted that a new pet waste station was added at Belt and Waterman. He also noted that the city pedestrian trash bins are not being dumped regularly. S. Chakraverty asked A. Johnson to put together an RFP for trash removal services and to work with M. Klenc to prepare it. A. Grace noted she believes there is a need to expand the pet waste stations and to empty the trash bins.
- c. **Website Monthly Support Fee:** A. Johnson gave an update on the SBD's website, noting that it is functioning well. A. Johnson explained that there is a \$175 monthly hosting and support fee that includes up to 6 edits to the site each month. B. Butterly motioned to approve the monthly fee; N. Costello seconded. All in favor. Motion passed.
- d. **ABNA Lighting Engineering:** F. Eppert gave an update on engineering study. 52 lights are planned for Waterman and an additional 13 on Clara. He estimates that cost per light would be \$12,000 for the entire light. Due to high prices for the project, the board decided to conduct the lighting project in three (3) phases, with phase one (1) being lights from Belt to Clara. Alderman Gras shared that he has capital funds to assist with the lighting project, which the board agreed would help them make a final decision on what extent the lighting project could be. The board also asked F. Eppert to provide a material assessment, analyzing the durability and cost of cast iron and concrete light posts.

**7. Adjournment:** S. Chakraverty motioned to adjourn; C. Wiltsch second. All in favor - meeting adjourned at 10:21 AM.

**DeBaliviere Place**  
**Balance Sheet**  
As of June 30, 2022

---

	<u>Jun 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1073 · Operating 6692	444,103.42
<b>Total Checking/Savings</b>	<u>444,103.42</u>
<b>Total Current Assets</b>	<u>444,103.42</u>
<b>TOTAL ASSETS</b>	<u><b>444,103.42</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2002 · Accounts Payable (A/P)	-1,575.00
<b>Total Accounts Payable</b>	<u>-1,575.00</u>
<b>Total Current Liabilities</b>	<u>-1,575.00</u>
<b>Total Liabilities</b>	-1,575.00
<b>Equity</b>	
3000*OE · Opening Balance Equity	499,566.89
32000 · Retained Earnings	-214,095.16
Net Income	<u>160,206.69</u>
<b>Total Equity</b>	<u>445,678.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>444,103.42</b></u>

## DeBaliviere Place Profit & Loss Budget Performance June 2022

	<u>Jun 22</u>	<u>Jan - Jun 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
40000 · Revenue				
40100 · Tax	1,123.22	271,225.18	120,000.00	320,000.00
<b>Total 40000 · Revenue</b>	<u>1,123.22</u>	<u>271,225.18</u>	<u>120,000.00</u>	<u>320,000.00</u>
<b>Total Income</b>	<u>1,123.22</u>	<u>271,225.18</u>	<u>120,000.00</u>	<u>320,000.00</u>
<b>Gross Profit</b>	1,123.22	271,225.18	120,000.00	320,000.00
<b>Expense</b>				
60000 · Expenses				
61010 · Admin Fees- Park Central*	1,575.00	9,450.00	9,450.00	18,900.00
61020 · Legal	0.00	0.00	1,020.00	2,040.00
61030 · Insurance	0.00	0.00	0.00	8,700.00
61035 · Meeting Room	0.00	160.00	270.00	540.00
61040 · Postage	0.00	9.80	100.04	200.00
<b>Total 60000 · Expenses</b>	<u>1,575.00</u>	<u>9,619.80</u>	<u>10,840.04</u>	<u>30,380.00</u>
61150 · Marketing & Promotions				
61160 · Website Maintenance	4,205.00	8,355.00	200.02	400.00
61165 · Newsletter	0.00	1,639.38	2,000.02	4,000.00
<b>Total 61150 · Marketing &amp; Promotions</b>	<u>4,205.00</u>	<u>9,994.38</u>	<u>2,200.04</u>	<u>4,400.00</u>
61250 · Public Maintenance				
61260 · Landscaping	467.00	1,401.00	5,000.02	10,000.00
61280 · Pet Waste Stations	297.41	762.95	425.02	850.00
<b>Total 61250 · Public Maintenance</b>	<u>764.41</u>	<u>2,163.95</u>	<u>5,425.04</u>	<u>10,850.00</u>
61350 · Infrastructure				
61359 · Lighting Maintenance	0.00	0.00	1,500.00	3,000.00
61360 · Pedestrian Lighting	10,463.00	10,463.00		
<b>Total 61350 · Infrastructure</b>	<u>10,463.00</u>	<u>10,463.00</u>	<u>1,500.00</u>	<u>3,000.00</u>
62000 · Safety and Security				
62010 · Patrols	9,480.00	58,174.38	76,500.00	153,000.00
62020 · Cameras	0.00	1,470.00	5,000.02	10,000.00
62021 · Internet for Cameras	729.89	3,632.98	4,000.04	8,000.00
62022 · Camera Maintenance	0.00	0.00	3,500.02	7,000.00
62030 · NSI Membership	0.00	15,500.00	15,000.00	30,000.00
<b>Total 62000 · Safety and Security</b>	<u>10,209.89</u>	<u>78,777.36</u>	<u>104,000.08</u>	<u>208,000.00</u>
<b>Total Expense</b>	<u>27,217.30</u>	<u>111,018.49</u>	<u>123,965.20</u>	<u>256,630.00</u>
<b>Net Income</b>	<u><b>-26,094.08</b></u>	<u><b>160,206.69</b></u>	<u><b>-3,965.20</b></u>	<u><b>63,370.00</b></u>

Tax Bills Report 7/2/22

15 Tax Bills for 2021 outstanding	2,919
6 Tax Bills for 2020 outstanding	\$ 1,026
1 Tax Bills for 2019 outstanding	\$ 9,070
	<u>\$ 13,016</u>

**DeBaliviere Place**  
**Transaction List by Vendor**  
June 2022

Type	Date	Num	Memo	Amount
<b>ABNA Engineering</b>				
Bill Pmt -Check	06/01/2022	Bill.com	Inv 226048-01	-10,463.00
<b>Be Aligned Web Design</b>				
Bill Pmt -Check	06/07/2022	Bill.com	433-5.31.22	-4,000.00
Bill	06/21/2022	449	Web Design	-175.00
<b>Dog Waste Depot</b>				
Bill Pmt -Check	06/03/2022	483496	Inv 483496	-148.94
Bill	06/29/2022	492581	Inv 492581	-148.47
<b>Park Central</b>				
Bill Pmt -Check	06/30/2022	Bill.com		-1,575.00
<b>Seafoam Media</b>				
Bill	06/06/2022	2007409	Website	-30.00
<b>Spectrum-formerly Charter Communications</b>				
Bill	06/07/2022	00238560522	Inv 0023856052222-	-729.89
<b>The City's Finest LLC</b>				
Bill	06/01/2022	INV-4749	Patrols	-5,740.00
Bill	06/03/2022	INV-4719	Patrols	-3,740.00
<b>Top Care</b>				
Bill	06/08/2022	198255	Inv 198255	-467.00
<b>Bills Paid in June 2022</b>				<b>-27,217.30</b>

**REQUEST FOR PROPOSAL (RFP)**  
**Trash Pick-Up**

Proposals must be submitted by no later **than 5:00 P.M. Friday August 12<sup>th</sup>, 2022**. Proposals must include all requested materials to be considered (bid, previous experience, references, etc...). Proposals must be emailed to [codi@pcd-stl.org](mailto:codi@pcd-stl.org) or mailed/hand-delivered to the following address:

DeBaliviere Place Special Business District  
c/o Codi Holt  
4512 Manchester Avenue, Suite 100  
St. Louis, MO 63110

If you have any questions, please contact Codi Holt at P: 314-535-5311 ext. 2008 or E: [codi@pcd-stl.org](mailto:codi@pcd-stl.org).

**Section I: INTRODUCTION**

The DeBaliviere Place Special Business District (SBD) is seeking proposals from qualified agencies to provide trash pick-up for fifteen (15) trash cans throughout the SBD. 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 September 1, 2022 to August 30, 2023.

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 Documentation of Business License
- 3 Management Approach
- 4 Communication and Reporting
- 5 Cost Proposal and Invoicing
- 6 Value Added Features
- 7 Three (3) References

The DeBaliviere Place SBD's Board of Directors 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 DeBaliviere Place 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 DeBaliviere Place Special Business District.

### **Section III: SCOPE OF SERVICES**

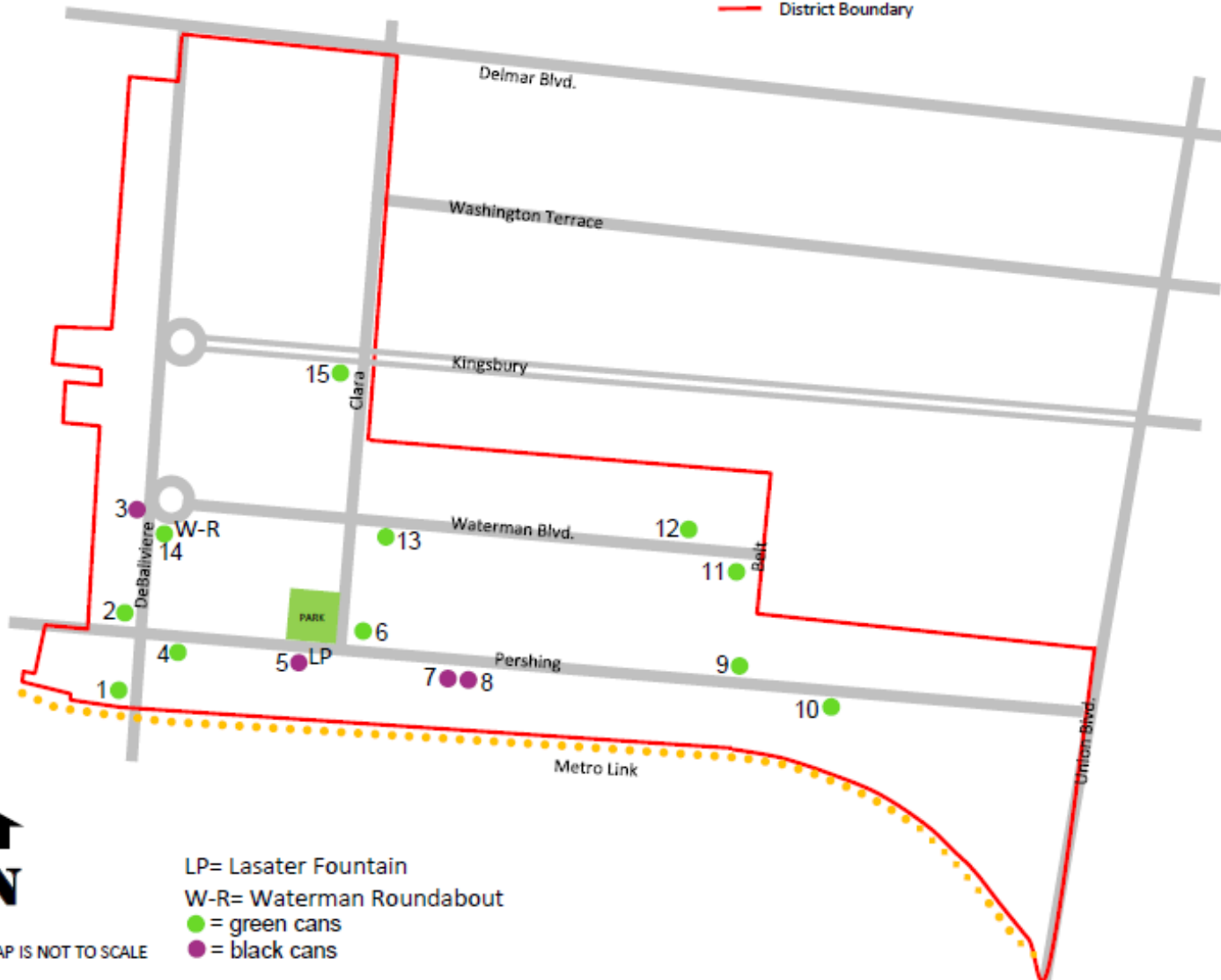
- 1) Empty all fifteen (15) trash cans within the DeBaliviere Place SBD Boundaries as outlined in the following map.

**The DeBaliviere Place Special Business District would like the above stated services provided on an as-needed basis. Agencies are invited to bid, but contracts may or may not be issued. Please detail cost per occurrence.**



Ordinance 69915 (effective January 20, 2015) established the District.

— District Boundary



MAP IS NOT TO SCALE

LP= Lasater Fountain  
W-R= Waterman Roundabout  
● = green cans  
● = black cans

## **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 Documentation of Business License**

---

Possess and provide documentation of appropriate state and city business licenses.

### **3 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.

### **4 Communication and Reporting**

---

Describe how your Agency engages in communication with clients. Explain how project commencement and completion are communicated to clients.

## **5 Cost Proposal and Invoicing**

---

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

## **6 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**

---

Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to the Grove Community Improvement District. Include reference name, address, and contact number.

