

St. Louis Hills Special Business District  
Meeting Minutes

Wednesday, September 20<sup>th</sup>, 2023 at 7:15 pm:

4700 Tamm Ave., St. Louis, MO 63109

Commissioners Present: Don Orf, Patrick Kutz, Thomas Bene, Tiffany Harmon, Brian Hoeltge, John Fuchs

Commissioners Absent: None

Others Present: Abdul Abdullah, Annette Pendilton, David Wright (Park Central Development), John and Roberta Cahill, David and Karyn Warburton, Kevin Liddy, Patty Bockelmann, Janet Zaidenberg-Schrum, David Richter, Ron Itaska, Mark Johnson, Ben Morimarko, Matt Mausaubaven, Ken Gabel, Tom Shifler

1. The meeting was called to order at 7:15pm. T Bene addressed everyone who attended to thank them for coming to the meeting and introducing everyone to the board, with all the members introducing themselves. T Bene also wanted to thank all the volunteers who spent time establishing the SBD. After all members of the board and Park Central introduced themselves and their background, T Bene requested that some qualifications of the administrator be added to the meeting minutes. Ms. Annette Pendilton, accountant, worked for seven years as a city clerk as well as has 25 years of experience in public accounting.
  - a. A Abdullah introduced this first public meeting as one to establish all the policies and procedures of the meeting. He went through the general expectations of public meetings and how meetings will generally function going forward. By concluding, he noted that the packets and information will always be available on the SBD's website.
2. **Minutes:** Since this meeting is the first one of the SBD, there are no minutes to approve.
3. **Administrative Updates**
  - a. Appointment of Officers.
    - i. T Bene self-nominated as President. P Kutz made a motion to approve Tom Bene as president; B Hoeltge seconded the motion. All in favor; motion passes.
    - ii. P Kutz self-nominated as Vice-President. D Orf made a motion to approve P Kutz as Vice-President; J Fuchs seconded the motion. All in favor; motion passes.
    - iii. D Orf self-nominated as Secretary. P Kutz made a motion to approve D Orf as Secretary; T Bene seconded the motion. All in favor; motion passes.
    - iv. B Hoeltge self-nominated as Treasurer. T Harmon made a motion to approve B Hoeltge as Treasurer; P Kutz seconded the motion. All in favor; motion passes.
    - v. B Hoeltge made a motion to approve Resolution 2023-01, appointing the elected officers; P Kutz seconded the motion. All in favor; motion passes.
  - b. SBD Bylaws
    - i. D Wright introduced the bylaws and, on behalf of the commissioners, added that the current qualifications for commissioners reflects the verbiage on the petition that then became the ordinance for the District. Due to the wording in the petition, the qualifications for one of the commissioners reads as a property owning member of Friends of Francis Park, but does not include "or Wilmore Park." The board intends to make this change legally when it has the opportunity to do so. P Kutz further confirmed, reflecting on the importance of the bylaws and the need to alter anything legally and openly.
    - ii. P Kutz made the motion to approve the bylaws; D Orf seconded the motion. All in favor; motion passes.

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- iii. B Hoeltge made the motion to approve Resolution 2023-02, officially accepting the SBD's bylaws; P Kutz seconded the motion. All in favor; motion passes.

c. Administrator

- i. A Abdullah introduced the role of Park Central in administering SBD business. He also noted that the organization does not officially sign anything on behalf of commissioners, as the commissioners make the decisions and act on everything themselves.
- ii. T Bene made the motion to approve Park Central Development as the administrator for the District; B Hoeltge seconded the motion. All in favor; motion passes.
- iii. B Hoeltge made the motion to approve Resolution 2023-03, officially approving Park Central as the administrator of the SBD; D Orf seconded the motion. All in favor; motion passes.

4. **Financial Updates**

a. SBD Cap Rate

- i. A Abdullah introduced the need to vote on this item and why it is included in the agenda, turning it over to T Bene to describe the current state. T Bene introduced why the SBD explored a cap, trying to ensure that property owners do not pay exorbitant amounts in generating the right amount of revenue to accomplish annual goals. He also noted the conversations that took place to result in this specific cap and that the cap will remain in place for the current life cycle of the District.
- ii. T Bene made a motion to approve Resolution 2023-04, officially setting the rate up to \$0.35/\$100 with a maximum for the life of the District of \$250; P Kutz seconded the motion. All in favor; motion passes.
- iii. T Bene thanked A Pendilton for all the work that she has done on working with the City to ensure that this rate is accepted by the Assessor's office, as caps are not commonplace in SBDs in St. Louis.

b. Banking

- i. Before moving onto the voting, B Hoeltge wanted to ensure that the SBD will be able to explore different banking options depending on the current returns of investment. T Harmon also noted that the District wanted to prioritize banking options within the District.
- ii. A Abdullah noted that by approving the resolution today, the board can still explore options in the future either through looking for different options or using an RFP for banking.
- iii. T Bene asked about the necessary documentation for bank accounts. A Abdullah noted that the first step is authorizing a resolution to move forward with that process and starting to begin a financial process. B Hoeltge reflected on ensuring that the board be good stewards of the money and making risk-free investments that benefit the financial wellbeing of the District.
- iv. B Hoeltge made a motion to establish the right to create a bank account for the SBD at Enterprise Bank and Trust (where the SBD originally held a sub-account

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from the St. Louis Hills Neighborhood Association) with the comments noted; D Orf seconded the motion. All in favor; motion passes.

- v. A Pendilton reflected on the positives of having two signers for the account. The board noted that each check will need two signators going forward: the treasurer and the president. P Kutz noted that the bylaws are set as a minimum for the signers and to reflect in the meeting minutes that this policy is in the resolution for two signators.
- vi. B Hoeltge made a motion to approve Resolution 2023-05 (listed as 23-05 in the packet), giving the SBD the ability to establish a bank account with Enterprise Bank and Trust when the District receives revenue, subject to the changes that are mentioned in the meeting minutes; T Harmon seconded the motion. All in favor; motion passes.

c. FY 2024 Budget

- i. T Bene reflected on this item, noting that there were a couple of changes to the original June budget on the website. This budget reflects the lower revenue with the smaller tax rate and cap, the interest earnings line item is a new item based on B Hoeltge's addition on interest-earning accounts, and other slight shifts. He noted that this budget has changed due to community meetings and input, as an iterative process, with security as the largest priority.
- ii. P Kutz reflected on how this budget does reflect an ongoing process and that it identifies an introductory idea for how to move forward. A Abdullah also added that this budget is sent to the City, identifying core principles for action. He also noted that the board can make a resolution to change the budget to alter different amounts allocated to certain projects.
- iii. A Abdullah addressed how RFPs function: the SBD is required to post one and get it out to those who can provide a service. It may or may not reflect a dollar amount, but rather a service. When that RFP comes back with responses, the board can identify the best option available. A Abdullah also mentioned that if there is not something stated in a financial statement, the board follows the City's statement in terms of a threshold for needing an RFP. In order to set a standard percentage for needing a resolution, the board would set that rate as a bylaws resolution.
- iv. T Harmon asked how the community can provide feedback on the budget. T Bene also noted that Friends of Wilmore Park, Friends of Francis Park, and the St. Louis Hills Neighborhood Association can all provide feedback at certain times of the year or invite the board to a meeting to address financial priorities. A Abdullah suggested August as a point in time to begin those budgeting conversations in the future. The board also pointed to the contact form available on the District website.
- v. T Bene made a motion to approve Resolution 2023-06 to deliver the budget to the City for review; B Hoeltge seconded the motion. All in favor; motion passes.

**5. Board Member Application: Heather Sanders**

- a. A Abdullah provided an overview of the application process to become a board member (as the SBD has a single open seat for a business owner). The first step in this process is

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for the board to approve a recommendation to send an application to the Mayor's office before moving forward. The Mayor's office will then look at the qualifications for the vacancy and appoints the person to the board of Aldermen. That recommendation then goes to this ward's alderman, Tom Oldenburg, who brings it to the board of Alderman. Then, the board of Alderman votes on the appointment. T Bene noted that no commissioner can just be appointed by the Mayor, as there is a process to go through.

- b. T Bene thanked Heather for volunteering to serve on the board and spoke about Heather's qualifications, potentially filling the vacancy of a business owner.
  - c. T Harmon made a motion to send this recommendation to the Mayor's office for further consideration; J Fuchs seconded the motion. All in favor; motion passes.
6. **Neighborhood Improvement Specialist Report:** No report given that this meeting is the first of the SBD.
  7. **New Business:** None.
  8. **Public Comment:**
    - a. J Zaidenburg-Schrum had a couple of questions for the board. Will the SBD website have a list of board member names and Park Central on the SBD website? T Bene noted that there are contacts on the website, but the website can be made clearer with the officer titles at this point. A Abdullah noted that D Wright will become the keeper of records and his contact will be noted online as well. T Bene wanted to clarify that Park Central Development is the keeper of the records for this District. She also asked if the City would have the correct information for this coming year's taxes. T Bene confirmed that it will be submitted to the Assessor's office as soon as possible to confirm this item. She then asked about commissioners potentially being reimbursed for expenditures; A Abdullah noted that the only time it happens is when they may act on official business and it is not a common occurrence.
    - b. Patty Bockelmann inquired on the differences between the SBD's taxes and the City's, pointing to concerns about some conditions in the park. T Bene noted that these specific property taxes go into the common SBD funds that will serve different neighborhood concerns.
    - c. David Richter asked a couple of questions about the information and inquired about conflict of interest statements in this initial meeting, interested in seeing a clearer process for expressing that concern. P Kutz noted that the recusal policy does cover that idea and that the board can consider a formal policy. D Richter also confirmed that the two signature policy is a good policy.
    - d. Tom Shifler wanted to confirm that every vote always include a nay vote.
    - e. J Zaidenburg-Schrum asked about minutes for each meeting and the board confirmed that they will always be available on the website.
    - f. A Abdullah reflected on committee structures. They are currently ad-hoc and that the public can apply for different committees when they are not necessarily board members, with a chair always from the board. The board can now look to establish committees that are able to act on business in between board meetings. The board can appoint a chair to each committee.
    - g. Ben Morimarko reflected on the amount of money applied to security and wanted to confirm that the board consider a range of options through a reflective process in

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selecting the right partner. P Kutz noted that this conversation is open and that the board needs to consider all possibilities available due to it being the largest budget priority item.

- h. J Fuchs asked if the board was obligated to employ contractors that operate in the City; A Abdullah noted that the priority can always be as local of a partner as possible, but that the board is not obligated to use any specific vendor.
9. **Adjournment:** The meeting was adjourned at 8:37. T Bene made the motion to adjourn; B Hoeltge seconded the motion. All in favor; motion passes.

Respectfully Submitted:

David Wright, Commercial Corridor Manager, Park Central Development

DRAFT