



DUTCHTOWN COMMUNITY IMPROVEMENT DISTRICT

DTCID Monthly Meeting MINUTES

March 22, 2022

Board Members Present:

Stevie Limmer LaChance (X)	Michael Powers (X)	Caya Aufiero (X)
Ann Smart (X)	Sal Martinez (X)	Fadumo Sheikh Hassan (X)

Excused:, , La Gwenda Sims

Guests Present: Bill Clendenin, Jonathan Roper

Call to Order at 5:47 pm - Caya noted there was a quorum present.

1. Approval of previous Board Minutes
 - a. Approved as written.
2. Secretary's Report – Ann Smart/Fadumo Hassan
 - a. None
3. Treasurer's Report- Stevie Limmer LaChance
 - a. P&L
 - i. Budget from last fiscal year. \$179,000 budget only spent \$31,000 (8%) (Does not include EC check for \$11,000 – August – December.)
 - ii. Average \$2500 per month for trash and porter service
 - iii. Current assets in checking account \$241,040.96
 - b. Created draft budget 2022/2023
 - i. Included previous budget + new requests
 1. Design – \$120,000
 2. Org – \$13,000
 3. Promotion – \$21,000
 4. Miscellaneous expenses and staffing are still in the budget0
 5. Allowance for uncollected taxes
 - a. \$182,000
 - b. Difference is \$59,000
 6. Draft budget only for BOA on March 31
 7. Some requests are still pending
 8. CID constituents may have some requests
 9. Budget not final yet. May 31st is the final due date
 10. Need to still meet for additional budget items
 - ii. Need to consider where the funds are used. CID has specific boundaries
 1. There is some leniency and flexibility
 2. Need to be specific when granting funds
 3. Need to tie verbiage from the CID Charter into the granting of the funds
 - iii. Proposal for audit.
 1. Annual audits are expensive, but due to turnovers in CID administration and leadership and because the CID is at the five-year mark, an agreed upon procedures audit (AUP Audit) is warranted.

2. Soulard's special business districts just did this type of audit. This is not a full audit, but instead a **procedures audit** to make sure we are properly assessing and collecting funds and distributing, etc.
3. Hoffman Blume was the firm used by Soulard. They are experts at these types of audits. (They have recently been purchased by another company, but should still offer the same services.)
4. Operating procedures for the financials should be documented.
 - a. We should be invoicing the city for the taxes, etc.
 - b. Caya would like to move forward on the AUP audit
 - c. Ann moves for approval of \$4000 budget
 - d. Sal seconds
 - e. Motion approved.
- c. Timeline for 2022 Budget, published November 2021:
 - i. January CID meeting : Budget requests from interested parties in to Board
 - ii. February CID Mtg: Review Requests and incorporate into 2022 Budget
 - iii. March: Draft Budget Sent to BOA
 - iv. April: Budget Finalized & Budget Message Drafted**
 - v. May: Final Budget Approved by CID Board and sent to BOA
- d. Accountant Welcome – Progress status
4. New Business
 - a. Dutchtown Special Use District Presentation- Jonathan Roper, Planning & Urban Design Agency
 - i. Goal of the special use district is to propose changes in the use of the district to alleviate issues.
 - ii. The uses are typically restrictive; however, we need more businesses and should limit the number of barriers for entry. For example, code may say a certain number of parking spaces are required for a business. To eliminate this barrier, the Special Use District could determine that there is no parking minimum at this time. This is an example of conditional use versus a variance.
 - iii. Open discussion
5. Old Business
 - a. Trash pickup at DTCID Meeting Location/NICstl
 - b. Conflict of interest statements received from most people.
 - c. Swearing in – please update your details on teams.
 - d. Copy of Conflict of Interest statements have gone to Faduma.
6. Action Items
 - a. Caya to send Shane board resolution for board member term extensions.
 - b. Bill to get information on audit.
 - c. Stevie to meet with accounting assistant and introduce her to board members within the next week.
 - d. CID Board can make proposals for projects in the budget.
- 1) Adjournment and next meeting
 - a) Adjournment at 7:09 PM
 - b) Next meeting April 26, 2022 (4th Tuesday of Each Month) The meeting will be open to the public.
dutchtownstl.org/cidmeeting

*A closed meeting may be held to discuss legal, real estate or personnel matters pursuant to § 610.021(1), (2) and (3) Mo. REV. STAT. Representatives of the news media may obtain copies of this notice, and persons with disabilities wishing to attend can contact: Bill Clendenin, 7733 Forsyth Blvd., Suite 500, St. Louis, MO 63105, (314) 721-7011

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