



DUTCHTOWN COMMUNITY IMPROVEMENT DISTRICT

DTCID Monthly Meeting MINUTES

April 26, 2022

Board Members Present:

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

Excused: , , La Gwenda Sims, Sal Martinez

Guests Present: Bill Clendenin, John Chen, Katy Moran and associate (Washington University)

Call to Order at 5:43 pm - Caya noted there was a quorum present.

1. Approval of previous Board Minutes-
 - a. Approved as written
 - b. Possible consent agreement for minutes approval in the future proposed by Caya.
2. DTCID/DTMS Liaison Report – Stevie Limmer LaChance
 - a. Mayor’s Community Presentation on May 17th 6-8.
 - b. Feedback Meeting at Meramec on ARPA funds
3. Secretary’s Report – Ann Smart/Fadumo Hassan
 - a. BPS Maintenance Contract Fully Executed – to be filed in Board Book
 - i. Establishes our association with the capital improvement financed by the CID
 - ii. If city gets service request for the poles, they will send it to us
 - iii. Need to budget for touching up paint \$1000.00 (\$500 materials and \$500 labor) annually, to be carried over from year to year.
 - iv. LEM agreement received.
4. Treasurer’s Report- Stevie Limmer LaChance
 - a. Financial Statements – Balance Sheet, Bank Statement
 - i. \$250 expense for Virginia Avenue Spring Fling

- ii. Porter service check cleared
 - iii. \$228,494.88 in bank
 - iv. Reports uploaded to Teams
- b. Date in May for Budget meeting and review
 - i. May 16th for budget review. (Backup meeting on 17th)
 - ii. Afternoon meeting. 3 – 6 PM. In person meeting.
- c. LEM Accountant / Bookkeeper Letter of engagement received
 - i. Spent time talking with accountant Laura Dalpiaz
 - ii. Letter of engagement coverage (See services agreement for details)
 - iii. Per Bill, it is not necessary to catch up on 2020 missing data. Not a lot of liability.
Will start with 2021.
 - iv. LEM services has done work for non-profits in the city
 - v. Money is budgeted for accounting help - \$4,000
 - vi. Ann moves to move forward with LEM Services
 - 1. Stevie seconds
 - 2. Motion approved
- d. **We are waiting to receive the** Sikich Agreed Upon Procedure (AUP) Letter of Engagement:
 - i. There was a meeting with Ann Smart, Stevie Limmer LaChance & Caya Aufiero with Tammy Alsup to discuss AUP. Areas to be addressed include:
 - 1. Collection of Tax Assessments
 - 2. How we handle income & expenses
 - 3. Financial Relationship DTCID/DTMS
 - ii. This firm was referred by Soulard Business District

- iii. QuickBooks - Per John Chen we can install the software on multiple machines and save files online via Box or Drop Box. We will continue to use the desktop version, but in the long run, we should move online.

5. New Business

a. DTMS / CID Liaison

- i. Stevie self-nominated

- ii. Caya created job description and posted on Teams

1. Information Gathering (for Accountability): This is for both parties' due diligence for CID funds. Who is responsible for each committee and what is being done with the money we have granted to them? Hear first-hand reports from each of the DTMS Committee Chairs on the current projects and compare with budget line items. Ask good questions and stay on top of who is doing what throughout the year.
2. Communication: Relate highlights from our DTCID Board meetings to the DTMS Board, especially those that might affect the DTMS Board.
3. Reporting: Report back to the DTCID Board from your attendance at the DTMS meeting in written format. Notes on each Committee's status and on the highlights from the Board Meeting. This will become a part of our permanent Board Book records.

- iii. Caya also created a reporting form to be used by the Liaison.

- iv. Vote to confirm Stevie as the liaison passes.

b. Annual Movie Night Sponsorship Request

- i. Caya suggests \$250 annual amount for a bronze sponsorship to save time
- ii. Michael moves to approve \$250 annual sponsorship for movie nights

- iii. Ann seconds
- iv. Motion approved
- c. Wash U Plastic Pollution Presentation, Katy Moran and associate
- d. NICStl update- John Chen
 - i. Applying for neighborhood assistance program tax credit (NAP) (Can sell tax credits to Midwest Bank.)
 - ii. Goal is to acquire the building from the owner before Sept 2022.
 - iii. Next step is funding for programming and additional capital improvement
- 6. Old Business
 - a. Swearing in of Board Members- Ann Smart
- 7. Action Items
 - a. Board Members to complete city forms for appointment and swearing in
- 8. Adjournment and next meeting
 - a. 7:20 PM
 - b. Next meeting May 24, 2022 (4th Tuesday of Each Month) The meeting will be open to the public. [dutchtownstl.org/cid/meeting](https://www.dutchtownstl.org/cid/)

*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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3207 Meramec Street, St. Louis, MO 63118 <https://www.dutchtownstl.org/cid/>