

# **LOCUST CENTRAL BUSINESS DISTRICT**

## **Minutes of the Special Meeting of February 5, 2019**

Board of Commissioners Present:

Michael Beckermann  
John Hayden  
Daffney Moore  
Jennifer Pruehsner

Others Present:

Trey Quinn  
Yulonda Carter  
Gery Kuthoff  
William Zorn

A special meeting of the Locust Central Business District ("LBD") was duly noticed and held on Tuesday, February 5, 2019 at 5:30 p.m. at the Locust Business District Office located at 715 N. 21<sup>st</sup> Street, #206, St. Louis, Missouri 63103.

A quorum of the Board of Commissioners being present, the meeting was called to order at 5:33 p.m.

### **Approval of Minutes**

Mr. Zorn indicated that the Minutes of the December 12, 2018 regular meeting of the Board of Commissioners which were previously sent to the Commissioners and copies of which were provided to each Commissioner at the meeting. There were two minor corrections to the minutes.

**Motion 2-19-01.** Upon motion of Ms. Pruehsner, seconded by Mr. Beckermann, the Board unanimously approved the corrected minutes of the December 12, 2018 regular meeting with Commissioners Beckermann, Hayden, Moore, and Pruehsner voting in favor.

### **Changes in Office, Staff, and Commissioner vacancies**

Mr. Zorn indicated that aside from the office move to the new office where the Commissioners are currently convened, and the prior resignation of the Administrative Assistant, and the two Commissioner vacancies, that changes now include the receipt of the resignation letter of Commissioner and Chairman Mr. Opsal just before this meeting today. Mr. Zorn noted that the move was complicated by it not being completed on time due to a weather delay. Mr. Zorn indicated that Mr. Opsal informed him that the move out of the old office is complete but that there is still an issue regarding finalizing the gas bill there. Discussion ensued regarding the gas bill, security deposit and settling all issues with the landlord at the old office. Since there is no staff or Administrative Assistant, Mr. Zorn has been coordinating the cancelling of services and accounts at the old office and setting up of services at this new office and the move to the new office. The board requested he confer with the old landlord to finalize and open issues at the old office.

Mr. Zorn noted that the Board currently has no Chairman and no Treasurer, and that the bylaws call for an election of interim officers to fill any officer vacancies. Mr. Hayden noted that these interim votes are by secret ballot according to the LBD Rules, Policies and Procedures. Discussion ensued regarding the vacancies as well as the Annual meeting scheduled for Wednesday, February 13<sup>th</sup> during which annual officer elections will take place in the normal course of business.

**Motion 2-19-02.** Upon motion of Mr. Beckermann, seconded by Ms. Moore, the Board unanimously approved Mr. Hayden as the Chairman of the Board of Commissioners by secret ballot with all four (4) ballots in favor and none opposed.

**Motion 2-19-03.** Upon motion of Mr. Hayden, seconded by Ms. Pruehsner, the Board unanimously approved Ms. Moore as the Treasurer of the Board of Commissioners by secret ballot with all four (4) in favor and none opposed.

Mr. Hayden noted that there are a few bills outstanding which need attention and requested Mr. Zorn assist with arranging new signature cards for the new officers at Jefferson Bank & Trust and let them know of the resignation of the former Chair and Treasurer and to handle any other banking, credit card, and office changes. Mr. Hayden noted that the move was poorly handled by the outgoing Chair, and that he failed to fill the Administrative Assistant position despite the two-week notice provided by the outgoing Administrative. He expressed disappointment at the outgoing Treasurer's lack of participation in the last several month's meetings prior to his resignation, and at the outgoing Chairman Opsal's resignation when the board was already short by two Commissioners. He noted that the outgoing Chair's resignation leaves the board with just four Commissioners at this hectic time of transition and makes conducting the business of the LBD all the more challenging given that it takes unanimous participation of the remaining Commissioners to reach quorum to conduct any business on behalf of the LBD.

Mr. Hayden indicated that he put out feelers to see if he could find an assistant to help run the day to day affairs of the LBD office and he was provided with the resume of Ms. Yulonda Y. Carter who is an Executive Administrative Assistant and Office Manager at Basic, Inc. Mr. Hayden provided copies of Ms. Carter to the Commissioners. Ms. Carter seems very well qualified, has an advanced degree, and is available to assist the LBD after normal business hours during the week and on the weekends. Ms. Carter will retain her full-time job at Basic, Inc. Discussion ensued regarding Mr. Carter's qualifications, her availability and proposed pay for the position.

Ms. Carter then joined the meeting and introduced herself. Discussion with Ms. Carter ensued regarding her qualifications and availability and pay. She indicated that she can start during weekdays at around 4:00 to 4:30 p.m. and that she can work weekends when she would prefer to work from around 8:00 a.m. to 3:00 p.m. but indicated she is flexible in that regard.

**Motion 2-19-04.** Upon motion of Mr. Hayden, seconded by Ms. Pruehsner, the Board unanimously offered Ms. Carter the temporary position of Administrative Assistant at \$18 per hour with Commissioners Beckermann, Hayden, Moore, and Pruehsner voting in favor.

Mr. Hayden stated that he also spoke with the Alisha Robinson, the former Administrative Assistant, who indicated she is available to help orient and train Ms. Carter on the LBD office procedures. He proposed the LBD pay her for her time at the hourly rate she was previously earning at the LBD.

**Motion 2-19-05.** Upon motion of Mr. Beckermann, seconded by Ms. Pruehsner, the Board unanimously approved paying Ms. Robinson to assist and train Ms. Carter as Administrative Assistant with Commissioners Beckermann, Hayden, Moore, and Pruehsner voting in favor.

### **Committee Reports**

Mr. Kuthoff of Clarion Marketing provided the Marketing report to the Commissioners. He indicated Clarion is developing budgets for the categories covered in the town hall sessions and indicated that there was a good response at the town hall. Clarion is implementing the LBD website as needed, and the LBD video they produced has been added to the website and to the LBD facebook page. He provided a sign sample to the Commissioners and indicated that Clarion is pursuing possible corporate donors to help fund the LBD's marketing efforts.

### **New Business**

Mr. Hayden asked if there is any new business.

Ms. Moore indicated that she attended a meeting in a new business in the LBD called Brennan's Work & Leisure in the 3000 block of Locust Street. She indicated it is a restaurant as well as a co-working and event space. She was very impressed by the facilities and encouraged the Commissioners to see it for themselves.

Ms. Trey Quinn, Property Manager of the Edge Lofts, introduced herself to the Board. She indicated that she will be attending the LBD meetings and will help direct attendees to the LBD office before each meeting. She noted that she has provided key fobs for each of the Commissioners indicated that they have full access to the building and its amenities. Parking is free on the street and parking spaces on the lot are available for \$85 per month. She indicated that the LBD needs to sign up with Ameren for electric service, that Charter and AT&T are both available in the building for phone and internet, and that AT&T has fiber optic available in the building.

Mr. Hayden noted that phase one contract with Clarion marketing has been completed and he indicated he was in support of retaining them to continue to provide marketing services to the LBD. Discussion ensued and all indicated they were pleased with the marketing progress and work that Clarion was providing. Mr. Beckermann reminded the Commissioners that Clarion has been a client of his and that he will abstain from any

vote regarding Clarion. Mr. Hayden requested that Clarion provide its proposed contract to Mr. Zorn to review so that the Board can consider same at the next regular meeting.

Mr. Hayden noted that it is time for the audit for the LBD and proposed entering into another agreement with KEB to perform the audit of the LBD in accordance with the Audit Engagement Letter provided to the Board.

**Motion 2-19-06.** Upon motion of Mr. Hayden, seconded by Ms. Moore, the Board unanimously approved retaining KEB to provide audit services to the LBD and authorize Mr. Hayden to execute the Audit Engagement Letter any documents necessary or convenient to proceed with the audit with Commissioners Beckermann, Hayden, Moore, and Pruehsner voting in favor.

The Board then went into closed session pursuant to section 610.021 subsection (1) of the Missouri Revised Statutes for an update the Commissioners on Legal Actions, Causes of Action or Litigation involving the Locust Central Business District.

There being no additional business to discuss, Mr. Hayden made a motion to adjourn. Mr. Beckermann seconded the motion and the Commissioners unanimously approved adjournment of the meeting at 7:29 p.m.

  
Secretary, Board of Commissioners