

Crossroads Special Business District Advisory Commission MEETING MINUTES

APPROVED

MEETING DATE: Wednesday, March 15, 2022
LOCATION: City Hall
CALLED TO ORDER: 8:05 AM
MEETING ADJOURNED: 8:52 AM
NEXT MEETING: Wednesday, April 19, 2023

NAME	PRESENT	ABSENT
Heidi Butts-Wiegand	X	
Joshua Tonnies	X	
Alison Kinderfather	X	
Chris Westmeyer		X
Julie Campbell	X	
Jeff Sanders		X
Julia Leenig		
David Franklin, Council Liaison		X
Eric Peterson, City Liaison	X	

Also in attendance:

Mark Brennan – Commercial Real Estate Broker, Cozad Group
Mara Perry – Director of Planning and Development, City of Webster Groves
Sgt. Jason Flanery – Webster Groves Police Department
Officer Ahmar Rasool – Webster Groves Police Department
Fran Sudekum – Administrative Support

Approval of Minutes – A motion to approve the February minutes was made by Julie Campbell, seconded by Julia Leenig, and was unanimously approved.

Visitor Comments

Mark Brennan, Commercial Real Estate Broker with Cozad Group in Maplewood, Missouri, is representing a client interested in purchasing a piece of property that resides in the Crossroads Business District and attending in order to learn about the District.

Welcome New Commission Member

Julia Leenig – Owner of Descendant in Crossroads, has been appointed to the Commission.

Streetscape Project

- St. Louis County have not made the RFP selection and have not set a date for the advisory committee to meet; Heidi Butts-Wiegand and Chris Westmeyer will be part of the advisory committee.
- Ms. Butts-Wiegand gave a presentation on the District to City Council on March 7th; the Streetscape Project is the Commission's #1 priority.

FY2024 Budget

- Eric Peterson shared a new formula table to allocate the Parks Departments "Revenue Transfer Out" percentages for each of the three Business Districts. Crossroads is 14.49% which relates to \$16,643.52 (Appendix A). Cold Season Maintenance service covers snow removal on the sidewalks and holiday decorations. Warm Season Maintenance covers the 34 planting pots; 5 large and 29 eye pots. If no changes are made to the services provided by the Parks Department and updating the \$23,533 transfer out figure from the preliminary budget discussed last month (Appendix B) with the new figure the District is no longer in the red.

- The Revenue Transfer Out request from the Parks Department can be seen in Appendix C; “Commodities” represent the plants and soil needed for Warm Season Maintenance. Figures can be reworked to reflect eliminating items in an a la cart method.
- Commission Members felt in order to reduce expenses, property owners should go back to performing snow removal on their sidewalks; it is their responsibility. Commission Members also discussed in the years the Streetscape Project is under construction, it made sense to suspend Warm Weather services.

MOTION: Alison Kinderfather made a motion to eliminate snow removal from Cold Season Maintenance but keep holiday decorations in the FY2024 budget. Julia Leenig seconded the motion, and it was unanimously approved.

Ordinance Update Public Hearing

Mara Perry made Commission Members aware of the work underway to update all the language in the 1999 site-specific ordinance of the PC Planned Commercial zoning of the properties from 8720 to 8780 Big Bend on the south side of the District. (Note: The north side of the District is zoned C Commercial.) A public hearing regarding this update is scheduled at the April 4th City Council meeting. Property owners affected and those withing 185 feet will receive a letter notifying them of the public hearing.

Parking and Trash Concerns

With the recent opening of Union Bagel, patron traffic in the District has increased. New patrons coming into the District is a positive thing and Commission Members stated they are glad to have the new business in the District. The increase in patron foot traffic has helped nearby retail businesses. The increased patron traffic has resulted in some parking and trash related issues. The Union Bagel’s manager has made some changes in how they serve their patrons which should improve their turn-around-time thus reducing parking time. Increased monitoring of the two-hour parking restriction for on-street will hopefully also address turn-around time. The bus stop on the north side of the street near Union Bagel has been eliminated which opens up three additional on-street parking spaces and should be a help. In addition, delivery services such as UPS and FedEx have had to double park when no open on-street spots are available in order to make their deliveries resulting in blocking westbound vehicle traffic. A request to St. Louis County for a “delivery only” spot could be made. To address the uptick in trash, additional trash cans could be strategically added on the north side of Big Bend. (NOTE: Older trash cans will be used; new trash cans will be after the Streetscape Project construction.)

4th of July Community Days

The 4th of July Parade route remains the same and will travel through the Crossroads District as always. Crossroads will again host fireworks viewing in the south public parking lot as in the past; barricades and a porta potty are included. An ad about the viewing opportunity will be placed in the Webster-Kirkwood Times. NOTE: The Lions Club BBQ and Carnival will again be held on the grounds of Eden Seminary.

Business Development Commission (BDC) Update

The BDC is planning a Business Coffee at the Rec Center and open lines of communication.

District/City/Council Update

- The Crossroads District has full membership of its Commission and a representative on the BDC.
- City Council continues their work on strategic planning; it has a broad economic development component. A draft of the mission, vision, and value statements is available on the City website; Council is looking for input. Work begins on the associated tactical goals.
- City Council is engaged in the budgeting process.

Adjourned – Meeting adjourned at 8:52 AM.

APPENDIX A

Business District Formula Table

	2022 Assessed Value + 3% Expected Increase	% of Biz Districts Assessed Value	Weight for Revenue Formula	Weighted %	Cold Season Maintenance Feet	% of Cold Season Maintenance	Weight for Revenue Formula	Weighted %	Warm Season Maintenance %	Weight for Revenue Formula	Weighted %	TOTAL %
Crossroads	\$ 5,459,659.20	13.27%	50.00%	6.63%	2990	16.43%	25.00%	4.11%	15%	25%	3.75%	14.49%
Old Orchard	\$ 13,435,989.50	32.66%	50.00%	16.33%	6992	38.41%	25.00%	9.60%	40%	25%	10.00%	35.93%
Old Webster	\$ 22,248,247.20	54.07%	50.00%	27.04%	8220	45.16%	25.00%	11.29%	45%	25%	11.25%	49.58%
	\$ 41,143,895.90				18202							100.00%

2024 Budget (Dept Request	Personnel Costs	Materials and Supplies	TOTAL	
	\$ 89,500.00	\$ 25,350.00	\$ 114,850.00	
			\$ 16,643.52	Crossroads
			\$ 41,267.20	Old Orchard
			\$ 56,939.28	Old Webster



APPENDIX B

FY24 PRELIM CROSSROADS BUDGET

Budget Year 2024

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Estimated Amount	2024 Department Entry/Request
Fund 15 - CROSSROADS TAXING DISTRICT FUND									
REVENUE									
Department 00 - REVENUE									
<i>PROPERTY TAX</i>									
401	REAL ESTATE TAXES - CURRENT	14,986.52	16,442.49	16,572.71	17,642.10	17,000.00	17,000.00	17,038.00	17,550.00
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request		Est 3% Increase		1.0000		17,550.00		17,550.00	
Department Entry/Request Totals								<u>17,550.00</u>	
402	REAL ESTATE TAXES - DELINQUENT	(815.45)	1,182.41	.00	290.51	.00	.00	.00	.00
407	INTEREST ON PROPERTY TAXES	2.54	.00	.00	.12	.00	.00	.00	.00
<i>PROPERTY TAX Totals</i>		<u>\$14,173.61</u>	<u>\$17,624.90</u>	<u>\$16,572.71</u>	<u>\$17,932.73</u>	<u>\$17,000.00</u>	<u>\$17,000.00</u>	<u>\$17,038.00</u>	<u>\$17,550.00</u>
<i>LICENSES</i>									
420	BUSINESS LICENSES	9,148.91	4,262.25	10,906.23	10,824.63	7,500.00	7,500.00	7,500.00	10,000.00
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request		Est Based on FY22 Results		1.0000		10,000.00		10,000.00	
Department Entry/Request Totals								<u>\$10,000.00</u>	
<i>LICENSES Totals</i>		<u>\$9,148.91</u>	<u>\$4,262.25</u>	<u>\$10,906.23</u>	<u>\$10,824.63</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$10,000.00</u>
<i>OTHER INCOME</i>									
490	MISCELLANEOUS INCOME	.00	1,648.00	.00	322.66	.00	.00	.00	.00
<i>OTHER INCOME Totals</i>		<u>\$0.00</u>	<u>\$1,648.00</u>	<u>\$0.00</u>	<u>\$322.66</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<i>OTHER FINANCING SOURCES (USES)</i>									
999	OPERATING TRANSFERS OUT	(20,825.00)	(21,663.00)	(22,163.00)	(22,678.00)	(23,533.00)	(23,533.00)	(23,533.00)	(23,533.00)
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request		Prelim Parks & Rec Transfer		1.0000		(23,533.00)		(23,533.00)	
Department Entry/Request Totals								<u>(\$23,533.00)</u>	
<i>OTHER FINANCING SOURCES (USES) Totals</i>		<u>(\$20,825.00)</u>	<u>(\$21,663.00)</u>	<u>(\$22,163.00)</u>	<u>(\$22,678.00)</u>	<u>(\$23,533.00)</u>	<u>(\$23,533.00)</u>	<u>(\$23,533.00)</u>	<u>(\$23,533.00)</u>
Department 00 - REVENUE Totals		<u>\$2,497.52</u>	<u>\$1,872.15</u>	<u>\$5,315.94</u>	<u>\$6,402.02</u>	<u>\$967.00</u>	<u>\$967.00</u>	<u>\$1,005.00</u>	<u>\$4,017.00</u>
REVENUE TOTALS		<u>\$2,497.52</u>	<u>\$1,872.15</u>	<u>\$5,315.94</u>	<u>\$6,402.02</u>	<u>\$967.00</u>	<u>\$967.00</u>	<u>\$1,005.00</u>	<u>\$4,017.00</u>
EXPENSE									
Department 01 - GENERAL GOVERNMENT									
Program 79 - CROSSROADS									
<i>MATERIALS & SUPPLIES</i>									
730	OPERATIONAL EQUIPMENT	.00	.00	.00	.00	500.00	500.00	.00	.00
751	AREA MAINTENANCE	.00	.00	.00	.00	1,000.00	1,000.00	70.00	.00



FY24 PRELIM CROSSROADS BUDGET

Budget Year 2024

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Estimated Amount	2024 Department Entry/Request
Fund 15	CROSSROADS TAXING DISTRICT FUND								
EXPENSE									
Department 01 - GENERAL GOVERNMENT									
Program 79 - CROSSROADS									
<i>MATERIALS & SUPPLIES</i>									
<i>MATERIALS & SUPPLIES Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$70.00	\$0.00
<i>CONTRACTUAL SERVICES</i>									
803	PROFESSIONAL SERVICES	.00	.00	.00	.00	1,500.00	1,500.00	1,500.00	1,150.00
Budget Transactions									
<i>Level Transaction</i>				<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request Administrative Support				12.0000		75.00		900.00	
Department Entry/Request Event & Special Administrative Support				1.0000		250.00		250.00	
				Department Entry/Request Totals				\$1,150.00	
810	DISPOSAL SERVICES	.00	.00	.00	.00	900.00	900.00	1,080.00	1,080.00
Budget Transactions									
<i>Level Transaction</i>				<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request Recycling Disposal				12.0000		90.00		1,080.00	
				Department Entry/Request Totals				\$1,080.00	
830	ADVERTISING	.00	.00	.00	.00	2,500.00	2,500.00	.00	2,500.00
Budget Transactions									
<i>Level Transaction</i>				<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request Media and Attraction Advertising				1.0000		2,500.00		2,500.00	
				Department Entry/Request Totals				\$2,500.00	
850	PARKING LOT LIGHTING	.00	.00	.00	.00	450.00	450.00	450.00	480.00
Budget Transactions									
<i>Level Transaction</i>				<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request Electricity for Lighting				12.0000		40.00		480.00	
				Department Entry/Request Totals				\$480.00	
851	CONTRACT AREA MAINTENANCE	.00	.00	.00	.00	.00	.00	.00	2,000.00
Budget Transactions									
<i>Level Transaction</i>				<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Department Entry/Request Facade Beautification Grant				1.0000		2,000.00		2,000.00	
				Department Entry/Request Totals				\$2,000.00	
<i>CONTRACTUAL SERVICES Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$5,350.00	\$5,350.00	\$3,030.00	\$7,210.00



FY24 PRELIM CROSSROADS BUDGET

Budget Year 2024

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Estimated Amount	2024 Department Entry/Request
Fund 15 - CROSSROADS TAXING DISTRICT FUND									
EXPENSE									
Department 01 - GENERAL GOVERNMENT									
Program 79 - CROSSROADS									
<i>CAPITAL OUTLAY</i>									
909	AREA IMPROVEMENTS	.00	.00	.00	.00	2,000.00	2,000.00	.00	.00
960	FACADE BEAUTIFICATION	.00	.00	.00	.00	2,000.00	2,000.00	2,000.00	.00
<i>CAPITAL OUTLAY Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$2,000.00	\$0.00
Program 79 - CROSSROADS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$10,850.00	\$10,850.00	\$5,100.00	\$7,210.00
Department 01 - GENERAL GOVERNMENT Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$10,850.00	\$10,850.00	\$5,100.00	\$7,210.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$10,850.00	\$10,850.00	\$5,100.00	\$7,210.00
Fund 15 - CROSSROADS TAXING DISTRICT FUND Totals									
REVENUE TOTALS		\$2,497.52	\$1,872.15	\$5,315.94	\$6,402.02	\$967.00	\$967.00	\$1,005.00	\$4,017.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$10,850.00	\$10,850.00	\$5,100.00	\$7,210.00
Fund 15 - CROSSROADS TAXING DISTRICT FUND Totals		\$2,497.52	\$1,872.15	\$5,315.94	\$6,402.02	(\$9,883.00)	(\$9,883.00)	(\$4,095.00)	(\$3,193.00)
Net Grand Totals									
REVENUE GRAND TOTALS		\$2,497.52	\$1,872.15	\$5,315.94	\$6,402.02	\$967.00	\$967.00	\$1,005.00	\$4,017.00
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$10,850.00	\$10,850.00	\$5,100.00	\$7,210.00
Net Grand Totals		\$2,497.52	\$1,872.15	\$5,315.94	\$6,402.02	(\$9,883.00)	(\$9,883.00)	(\$4,095.00)	(\$3,193.00)



APPENDIX C

Budget Worksheet Report

Budget Year 2024

Account	Account Description	2023 Adopted Budget	2024 Department Entry/Request		
Fund 01 - GENERAL FUND					
EXPENSE					
Department 04 - PARKS & RECREATION					
Program 38 - PARKS - BUSINESS DISTRICTS					
PERSONNEL SERVICES					
SALARIES & WAGES					
601	SALARIES	41,497.00	45,752.00		
Budget Transactions					
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Entry/Request	4% Raise-JE	1.0000	1,759.68	1,759.68
	Department Entry/Request	Salary-JE	2,080.0000	21.15	43,992.00
	Department Entry/Request Totals				\$45,751.68
602	PART TIME	23,400.00	24,336.00		
Budget Transactions					
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Entry/Request	.75 FTE (1560 hrs @ \$15.60) 4% raise	1,560.0000	15.60	24,336.00
	Department Entry/Request Totals				\$24,336.00
695	OVERTIME	2,040.00	2,040.00		
Budget Transactions					
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Entry/Request	Overtime	1.0000	2,040.00	2,040.00
	Department Entry/Request Totals				\$2,040.00
	<i>SALARIES & WAGES Totals</i>	\$66,937.00	\$72,128.00		
<i>FRINGE BENEFITS</i>					
609	WORKERS COMPENSATION	3,133.00	3,352.00		
696	F.I.C.A.	5,121.00	5,325.00		
697	HOSPITAL & MEDICAL INSURANCE	5,700.00	8,695.00		
	<i>FRINGE BENEFITS Totals</i>	\$13,954.00	\$17,372.00		
	<i>PERSONNEL SERVICES Totals</i>	\$80,891.00	\$89,500.00		
<i>MATERIALS & SUPPLIES</i>					
707	PERSONNEL EQUIPMENT	450.00	450.00		
Budget Transactions					
	<i>Level</i>	<i>Transaction</i>	<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Entry/Request	Boot program JE	1.0000	100.00	100.00
	Department Entry/Request	Pants program JE	1.0000	200.00	200.00



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2023 Adopted Budget	2024 Department Entry/Request
Fund 01 - GENERAL FUND			
EXPENSE			
Department 04 - PARKS & RECREATION			
Program 38 - PARKS - BUSINESS DISTRICTS			
<i>MATERIALS & SUPPLIES</i>			
	Department Entry/Request PPE		
		1.0000	150.00
			150.00
	Department Entry/Request Totals		\$450.00
724	COMMODITIES BUST DIST	26,900.00	24,900.00
<i>Budget Transactions</i>			
	<i>Level</i>		
	<i>Transaction</i>		
	Department Entry/Request Commodities		
		1.0000	24,900.00
			24,900.00
	Department Entry/Request Totals		\$24,900.00
	<i>MATERIALS & SUPPLIES Totals</i>	\$27,350.00	\$25,350.00
Program 38 - PARKS - BUSINESS DISTRICTS Totals		\$108,241.00	\$114,850.00
Department 04 - PARKS & RECREATION Totals		\$108,241.00	\$114,850.00
	EXPENSE TOTALS	\$108,241.00	\$114,850.00
Fund 01 - GENERAL FUND Totals			
	EXPENSE TOTALS	\$108,241.00	\$114,850.00
Fund 01 - GENERAL FUND Totals		(\$108,241.00)	(\$114,850.00)
Net Grand Totals			
	REVENUE GRAND TOTALS	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$108,241.00	\$114,850.00
	Net Grand Totals	(\$108,241.00)	(\$114,850.00)