

Old Town Spring Improvement District



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Minutes of the Regular Monthly Meeting Of Old Town Spring Improvement District Board of Directors

ESTABLISH QUORUM AND CALL MEETING TO ORDER

The Board of Directors of the Old Town Spring Improvement District (OTSID) held a regular meeting, open to the public, on the **17th of July 2018** at 9:00 am at the OTSID office, 606 Spring Cypress Rd., Spring, TX 77373, inside the boundaries of the District. The roll was called of the duly appointed/elected members of the Board, to-wit:

Seth Sanders	Position 1-President
Noel Eckberg	Position 2-Director
Dannette Mostyn	Position 3-Vice President
Kelly Speer	Position 4-Treasurer
Mike Rogers	Position 5-Secretary

All of the above Board members were present. Also in attendance were Effie Stees, Elisabeth Meehan, Sue Mallott, David Mallott, Shirley Clayton, Landon Reed, Alvin McKnight, Clarence Williams, and Ursula Sledge.

1. CALL MEETING TO ORDER.

The meeting was called to order at 9:00 am.

2. TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

A motion was made by Mike Rogers to approve the meeting minutes from the regular June 12 meeting and the special July 5 meeting as presented. The motion was seconded by Dannette Mostyn. The motion carried.

3. TO PAY THE DISTRICT'S BILLS.

Mike Rogers asked about the reimbursement to Kelly Speer for the metal letters for the sign and asked if the reimbursement is just for the sign. Kelly Speer stated it was completely for the Old Town Spring entrance sign at the front of the Spring Historical Museum and an invoice was submitted to the District for approval. The District received the monthly invoice from legal with election related expenditures detailed for their consideration and division under the election expenses line item.

A motion was made by Mike Rogers to pay the District's bills as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #1)

4. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report and stated the June 2018 revenue was \$28,561.14. She added this current fiscal year's total revenue is \$17,054.29 higher than the previous fiscal year's total. Kelly Speer stated the Wells Fargo account had \$105,281.30 on July 1.

A motion was made by Kelly Speer to accept the Bookkeeper's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

5. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the District received \$339.11 in interest for TexPool and the TexPool total is currently \$228,144.13.

A motion was made by Mike Rogers to accept the Investment Officer's report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #3)

6. TO RECEIVE THE QUARTERLY VISITORS BUREAU REPORT.

Elisabeth Meehan presented the quarterly visitors bureau report with combined totals for the Spring Historical Museum and the Visitors Bureau. Elisabeth Meehan stated the majority of visitors are from Texas and visitors from outside of the United States this past quarter came from South Africa, Sweden, Turkey, Scotland, Germany, Belgium, England and France. Elisabeth Meehan stated these reports are sent to TXDot which sends back free Texas Maps and Guides. Elisabeth Meehan added these guides are split between the Visitors Bureau and the Museum. Sue Mallott spoke from the floor to say the maps and guides are very popular with visitors.

A motion was made by Mike Rogers to accept the Visitors Bureau report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #4)

7. TO APPROVE REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT.

Mike Rogers stated the District needs to have regular maintenance of its workhorse vehicle. Seth Sanders suggested taking it to John Deere for maintenance. No action.

8. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

Seth Sanders stated the District has finished making a new sign at the front of town. Mike Rogers asked about the former sign now at the District office. Seth Sanders stated the maintenance guys will put it up in a new location to be identified. No action.

9. TO APPROVE THE PURCHASE OF RADIO, TV AND PRINT ADVERTISING FOR THE DISTRICT.

Kelly Speer stated the District has spots reserved through September and she will call about reserving November and December TV spots. Seth Sanders stated he is working on getting radio ads for Home for the Holidays. No action.

10. TO REVIEW AND APPROVE AN AGREEMENT FOR THE RENTAL OF A PORTABLE RESTROOM FACILITY WITHIN THE DISTRICT.

Kelly Speer stated the contract with Texas Outhouse approved at the special meeting is only for one month. Seth Sanders asked if the Board needs to renew its contract now or at the August meeting. Kelly Speer stated the August meeting will be on the 14th and the contract will end on the 6th. Seth Sanders asked for a motion on renewing the contract from August 6 to September 6 for the second month of service. Mike Rogers stated he didn't want this to delay the building of the new Main St restroom. Kelly Speer stated the contract is month-to-month for that reason.

A motion was made by Mike Rogers to approve the continuation of the contract with Texas Outhouse for one month for the cost of \$4,500 for the portable toilet unit on Preston St. The motion was seconded by Noel Eckberg. The motion carried.

11. TO DISCUSS THE LEASE, USE OR ACQUISITION OF REAL PROPERTY FROM HARRIS COUNTY FOR A NEW RESTROOM FACILITY ON MAIN STREET.

Mike Rogers stated it's his understanding the County can't sign off for the property until a building plan is in place. Seth Sanders stated the County should hopefully move quickly once a plan is in place. Adam Tabak stated he would email the architect's contract for the Board to review and approve. No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DESIGN AND CONSTRUCTION OF A NEW RESTROOM FACILITY ON MAIN STREET WITHIN THE DISTRICT.

No action.

13. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DESIGN AND CONSTRUCTION OF A NEW RESTROOM FACILITY ON THE FORMER SITE OF THE PRESTON STREET RESTROOM WITHIN THE DISTRICT.

Seth Sanders stated he's spoken with Larue Wood and she is ok with building a new restroom on her property at the site of the old Preston restroom. Seth Sanders added the District would make a long term lease with the Woods and be responsible for the water meter and sewer hookup. Noel Eckberg asked why the District is putting a restroom back at the Preston site. Mike Rogers stated there's an immediate need for restrooms other than the Museum and Preservation Park restrooms. Noel Eckberg asked about locations on the other side of Main St. Mike Rogers suggested looking at the town as a whole to encourage development of businesses by the track and Jailhouse Saloon. Seth Sanders asked Alvin McKnight about the southwest corner of the Masonic Lodge and its water and sewer situation. Alvin McKnight responded from the floor the Lodge has contacted Quadvest, but has not received any updates from them. Mike Rogers asked if there are any signs in the field pointing to the restroom. Noel Eckberg stated there's a sign but not directional arrows. Ursula Sledge commented from the floor the League is working on getting new signs for the Preservation Park restroom. Seth Sanders stated restrooms will be a continuing discussion. No action.

14. TO DISCUSS THE LEASE, USE OR ACQUISITION OF REAL PROPERTY FROM LARUE AND BOB WOOD FOR A NEW RESTROOM FACILITY ON PRESTON STREET.

No action.

15. TO REVIEW, DISCUSS AND TAKE ACTION ON THE REPAIRS REQUIRED OF THE SPRING HISTORICAL MUSEUM BUILDING.

Mike Rogers stated the Spring Historical Society asked for assistance with the Spring Historical Museum's exterior to make it more visible at the entrance of town including the purchase of paint. Sue Mallott commented from the floor numerous visitors have come to the museum who had never seen it before. Sue Mallott added in addition to paint the Museum has an A/C unit in need of repair with potential costs of \$5,000 for a complete repair. Ursula Sledge asked about the sidewalk on the north side of down on the museum property close to Gentry St. Sue Mallott stated repairs were made to the sidewalk. Ursula Sledge stated the concrete felt wobbly and Clarence Williams mentioned holes in the sidewalk. No action.

16. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING NOVEMBER 2018 ELECTION OF BOARD OF DIRECTORS.

Adam Tabak stated he has multiple application packets available, which include two pages of the application and information about financial and ethical disclosures required of the candidates. Adam Tabak handed the applications to Elisabeth Meehan to distribute to any applicants and stated the District will now start to incur some election expenses. Adam Tabak added since Old Town Spring has only about 55 residents, it is cheaper to mail election announcements than to put them in the paper. Adam Tabak stated the legal team will work with Harris County. Adam Tabak stated the August agenda will have election items in four languages. No action.

17. TO REVIEW, DISCUSS AND TAKE ACTION ON THE 2018 HOME FOR THE HOLIDAYS FESTIVAL WITHIN THE DISTRICT.

Seth Sanders stated he and Elisabeth Meehan met with the Spring Preservation League in June to discuss the 2018 Home for the Holidays festival. Seth Sanders stated two of the items for discussion were increasing the dates and times of the free carriage rides and the petting zoo. He stated the costs would be

\$6,700 for carriage rides, or \$1,700 more than the District paid for carriage rides in 2017. The proposed cost for the petting zoo would be \$1,910 for two days at the same cost the District paid for the petting zoo with the League paying the same amount for two additional days. Seth Sanders stated the District should look into more carriage rides and more entertainment. Adam Tabak suggested forming a Home for the Holidays committee. Mike Rogers stated the District should approve more money for lights with the current lighting company.

A motion was made by Mike Rogers to approve \$3,000 for the purchase of new lights in addition to the lighting company's current supply of lights. The motion was seconded by Noel Eckberg. The motion carried.

A motion was made by Mike Rogers to budget \$15,000 for November and December entertainment including carriage rides, the petting zoo, the balloon artist and other entertainment. The motion was seconded by Dannette Mostyn. The motion carried.

A motion was made by Mike Rogers for Noel Eckberg and Seth Sanders to serve as the District's Home for the Holidays committee for the 2018 event. The motion was seconded by Noel Eckberg. The motion carried.

18. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.

The Board met in Executive Session at 9:44 am.

The Board resumed into regular session at 10:13 am. No action.

19. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

No closed session held for this item.

20. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

No closed session held for this item.

21. TO RECEIVE PUBLIC COMMENT.

Ursula Sledge commented to request public comments be held earlier in the meeting so shop owners can open their stores without waiting until the end of the meeting.

Ursula Sledge commented to ask about opening the restrooms later on weekends for events like the 3rd Saturday Art Walk, and events like the Saturday White Linen Night and other festivals. Dannette Mostyn stated she has a key to open the temporary restroom later on Saturdays. Mike Rogers stated he has a key to the Museum restroom as well if it needs to be open later for Saturday night events.

Kathy Coward commented there should be a restroom for both Main and Gentry sides of town and asked for a timeline for the new Main St restroom. Kathy Coward asked Seth Sanders to meet at her store after the meeting to point out the new restroom location.

Alvin McKnight commented the Masonic Lodge will hold car show on October 13 since their previous car show was rained out.

Alvin McKnight commented the Masonic Lodge's anniversary will be in 2021 and asked if anyone has any historic information about Spring Lodge 174 for their Centennial.

Sue Mallott commented 2020 will be the Spring Historical Museum's 25th anniversary, 2021 is the Lodge's 100th and 2023 is Old Town Spring's 150th anniversary and suggested looking forward to planning celebratory events.

22. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR SUBSEQUENT MEETINGS.

Items to be emailed.

23. ADJOURNMENT.

The meeting was adjourned at 10:21 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. June and July 2018 Check Detail
2. July 2018 Bookkeeper's report
3. July 2018 Investment Officer's report
4. 2nd Quarter Visitors Bureau report