

Old Town Spring Improvement District



P.O. Box 1952 * 606 Spring Cypress Rd * Spring, Texas 77373 * (281) 288-8177 * otsid@sbcglobal.net

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 **14th of November** 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 Landon Reed, Clarence Williams, Elisabeth Meehan, Sue Mallott, Pam Golden, Adam Tabak, Ursula Sledge, Scott Seifert, and Alvin McKnight.

1. CALL MEETING TO ORDER.

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

2. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

A motion was made by Mike Rogers to accept the previous minutes as written. The motion was seconded by Dannette Mostyn. The motion carried.

3. TO REVIEW AND TAKE ACTION TO PAY THE DISTRICT'S BILLS.

A motion was made by Kelly Speer to approve and pay the October bills as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

4. TO RECEIVE AND APPROVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the bookkeeper's report and stated the October revenue is \$21,470.28. She added there is an increase in this fiscal year's total revenue over the previous fiscal year for a total of \$38,050.43. Kelly Speer stated the amount in Wells Fargo at the beginning of the month was \$85,306.11. 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 AND APPROVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer presented the investment report and noted the interest in October was \$197.86 in TexPool, making the total amount in TexPool \$225,965.14. A motion was made by Kelly Speer to

accept the investment officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

6. TO REVIEW, DISCUSS AND TAKE ACTION ON REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT.

Mike Rogers asked if there were any updates on the museum sidewalk or the bollard posts to be installed behind the museum restroom. Seth Sanders asked Landon Reed from the County if the County had received the proposed drawing for the bollard installation. Landon Reed stated a County representative needs to be on site when the posts are installed. Seth Sanders stated the District needs to move forward on purchasing metal or wooden bollards. Landon Reed stated the District should call about possible gas or sewer line before digging and someone needs to come out to mark the spot. No action.

7. TO REVIEW, DISCUSS AND TAKE ACTION ON BEAUTIFICATION PROJECTS IN THE DISTRICT.

No action.

8. TO REVIEW, DISCUSS AND TAKE ACTION ON THE BIDS RECEIVED FOR REPAIRS TO THE SIDEWALK ADJACENT TO THE MUSEUM RESTROOM AND PARKING LOT.

No action.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DISTRICT'S SPONSORSHIP, PARTICIPATION AND FUNDING OF THE ANNUAL HOME FOR THE HOLIDAYS EVENT HELD WITHIN THE DISTRICT.

Elisabeth Meehan stated the League covered costs of the the musical entertainment and the District covered the costs of the carriage, the petting zoo, the lights and the balloon man. Elisabeth Meehan added there are no more Home for the Holidays bills or invoices. No action.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON ADVERTISING FOR THE DISTRICT, INCLUDING THE PURCHASE OF RADIO, TV OR PRINT ADVERTISING.

Kelly Speer stated the Board received two bids from Al Thomas for renewal of print advertising currently paid for by the District. She stated the first is for the renewal of the Old Town Spring Magazine for February through April 2018 to cover an ad for the Visitors Bureau and 2,000 copies of the magazine, at the cost of \$2750.00. She added the second bid is to redo the kiosk maps to add newly built buildings for the cost of \$2500.00. A motion was made by Mike Rogers to renew the ad in the Old Town Spring Magazine and purchase of 2,000 magazines to distribute and the redo of the kiosk maps for a total of \$5,250.00. The motion was seconded by Dannette Mostyn. The motion carried. Seth Sanders asked if the Board could ask Al Thomas about cheaper printing options for the kiosk maps. Adam Tabak stated a cost ceiling was approved and there's room to negotiate.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DESIGN, CONSTRUCTION OR INSTALLATION OF NEW RESTROOM FACILITIES ON MAIN ST.

Landon Reed stated it has been discussed at Facilities and Property Management, but the project was delayed with other projects due to Hurricane Harvey. Seth Sanders asked about the procedure for moving forward as the Board. Landon Reed stated the next step is sending the issue to Commissioner's Court and he would contact the Board with any updates. No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON THE AGREEMENT WITH THE SPRING PRESERVATION LEAGUE FOR THE USE OR LEASE OF PRESERVATION PARK. Seth Sanders stated Adam Tabak emailed him the contract, which he is going to read over and send to the League. No action.

13. TO RECEIVE PUBLIC COMMENT.

Sue Mallott commented on whether or not speed bumps could be installed in town. Landon Reed responded the installation of speed bumps in the area is illegal, because they cause slowdowns for emergency services. Clarence Williams asked Landon Reed if a four way stop could be installed at Keith and Midway. Landon Reed stated it was possible if anyone sends an email to CATIR. Sue Mallott requested when the bollards at the museum are installed, she would like one installed on the east side of the restroom to give the Spring Historical Society the ability to lock off the parking lot during Crawfish festival.

Clarence Williams commented the County should look at the burnt property on Gentry next to the Museum restroom and stated half of the damaged building was on County property.

Pam Golden asked about the lighting for Home for the Holidays. Pam Golden also commented the trash cans on the lamp posts by her property were removed to make room for Home for the Holidays. She stated this was an inconvenience for her customers and suggested the District purchase standing trash cans to place throughout town.

14. EXECUTIVE SESSION, PURSUANT TO CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, TO DISCUSS LEGAL MATTERS DETERMINED BY DISTRICT COUNSEL WHICH PURSUANT TO THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS REQUIRES PRIVATE CONSULTATION WITH THE DISTRICT.

No executive session held.

15. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON DECEMBER 12, 2017.

Items to be emailed.

16. ADJOURNMENT.

The meeting adjourned at 9:38 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. October/November Check Detail
2. November Bookkeeper's report
3. November Investment Officer's report