

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 **10th of October** 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 except Seth Sanders and Noel Eckberg were present. Mike Rogers conducted the meeting in lieu of Seth Sanders' absence. Quorum was established. Also in attendance were Richard Dangler, Cain Dover, Nick Bennett, Jefferey Barcak, Tammy Williams, John Williams, Elisabeth Meehan, Bryan Melton, Rhonda Schwab, Clarence Williams, Elsa Barret, Adam Tabak, and David Mallott.

1. CALL MEETING TO ORDER.

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

2. TO RECEIVE PUBLIC COMMENT.

Richard Dangler introduced two representatives from an Austin advertising office. Kelly Speer, as one member of the advertising committee, asked them to send her their contact information. David Mallott asked the Board to clarify which of the three Old Town Spring websites belongs to the District. The District's only website is oldtownspringshopping.com.

Tammy Williams gave the Board a letter regarding a wagon owned and operated by her store Kudos, during previous Home for the Holidays weekends. She stated the wagon is looking for sponsorship this year and presented a letter regarding it as an option in case a carriage contract has not been made. (SEE ATTACHMENT #1)

Jefferey Barcak commented he is from Discovery Map and the item is under advertising in the meeting agenda.

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

A motion was made by Dannette Mostyn to approve the previous minutes as presented. The motion was seconded by Kelly Speer. The motion carried.

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

Kelly Speer asked for clarification regarding a September check payment for parking lot signs. Mike Rogers stated the Board approved paying for parking signs at a prior meeting. Elisabeth Meehan stated the check detail has a separate total for Home for the Holidays expenditures so the Board can see how much has been spent for the festival. A motion was made by Kelly Speer to approve the check detail and pay the bills therein. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

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

Kelly Speer presented the Bookkeeper's report and noted an increase this fiscal year of \$43,771.59 due to the September revenue. Kelly Speer stated the Wells Fargo account had a balance of \$101,014.75 on October 1st. 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 #3)

6. TO RECEIVE AND APPROVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the District earned \$188.22 in September in TexPool. 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 #4)

7. TO RECEIVE AND APPROVE THE QUARTERLY VISITORS BUREAU REPORT.

Elisabeth Meehan presented the quarterly visitors' bureau report on visitor totals for the third quarter. A motion was made by Kelly Speer to accept the visitors' bureau report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #5)

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

No action. Item tabled.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON BIDS FOR REPAIRS NEEDED FOR THE MUSEUM RESTROOM SIDEWALK AND PARKING LOT.

No action. Item tabled.

10. 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.

Mike Rogers stated Seth Sanders and himself, as the Board's Home for the Holidays committee, thought it would be beneficial to have a petting zoo as part of this year's event. Kelly Speer asked where the petting zoo would be located. Mike Rogers asked Bryan Melton from the floor for the information. Bryan Melton stated the petting zoo would be set up by the Zydeco stage in Preservation Park. Bryan Melton added the zoo would be in town for the opening weekend and Thanksgiving weekend. A motion was made by Dannette Mostyn to accept the contract with Marsha's Petting Zoo for the weekends of November 11 and November 25 at the cost of \$955 per weekend. The motion was seconded by Kelly Speer. The motion carried.

Kelly Speer stated the League purchased candy canes from Craftex and the League wanted a reimbursement for the cost. Kelly Speer stated the total cost of \$960 or \$60 per candy cane was too expensive. Kelly Speer brought a candy cane created from ribbon and pipe that cost \$15 to make and volunteered to make more. She added they can be placed around town and at the museum at a cheaper cost. Mike Rogers stated at the September meeting the Board authorized a budget for decorations and entertainment. He added the League operated on good faith in purchasing the candy canes from Craftex. Kelly Speer stated the 16 Craftex candy canes would only cover eight out of the 45 District lamp posts. Clarence Williams asked from the floor if Seth Sanders, not in attendance, selected the Craftex candy canes. Mike Rogers stated Seth Sanders hadn't specifically selected any decorations, but the Board approved a decorating budget at the previous meeting. Clarence Williams stated from the floor he didn't want the larger candy cane hanging from any of the District lamp posts on his properties. Mike Rogers stated he wanted the best decorations regardless of cost. Kelly Speer stated her issue is the low number and high cost of the Craftex candy canes. No action.

11. TO RECEIVE A BRIEF PRESENTATION ON A PROPOSED LOCAL TV ADVERTISEMENT.

No action.

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

Jefferey Barcak stated from the floor the Board previously paid for an ad for the 2017 Discovery Map. He added the map is now in 85 hotels and 50 apartment complexes. Jefferey Barcak stated the 2018 map ad for the District is the same price as 2017. A motion was made by Kelly Speer to renew the District's ad in the Discovery map for 2018 for \$1,952.00. The motion was seconded by Dannette Mostyn. The motion carried.

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

Seth Sanders stated the League and District have now both sent a letter to Harris County saying both groups intend to work together on building a new restroom. Kent Clingerman spoke from the floor that it's now to Facilities and Property Management to make a decision. When asked from the floor about the location, Mike Rogers stated the restroom is located on a County easement. Clarence Williams stated from the floor it was in a midway point between two streets. No action taken. Item tabled.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON THE 2017-2018 DISTRICT BUDGET AND ANY POSSIBLE ADJUSTMENTS TO BE MADE.

Kelly Speer stated the District has a carry-over of revenue minus expenses from the 2016-2017 budget totaling \$20,923.51. A motion was made by Kelly Speer to add the carry-over of \$20,923.51 into the 2017-2018 budget and move that amount into the marketing and advertising line item. The motion was seconded by Dannette Mostyn. The motion carried.

15. TO REVIEW, DISCUSS AND TAKE ACTION ON THE AGREEMENT WITH THE SPRING PRESERVATION LEAGUE FOR THE USE OR LEASE OF PRESERVATION PARK.

No action. Item tabled.

16. 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.

The Board commenced into Executive Session at 9:50 am.

The Board resumed regular session at 10:04 am. No action.

17. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON NOVEMBER 14, 2017.

- New restroom facilities on Main St
- Marketing/advertising
- Museum restroom sidewalk and parking lot
- Home for the Holidays

18. ADJOURNMENT.

A motion was made by Kelly Speer to adjourn the meeting at 10:05 am. The motion was seconded by Dannette Mostyn. The motion carried.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. Letter from Tammy Williams and Kudos
2. September/October Check Detail
3. October Bookkeeper's report
4. October Investment Officer's report
5. Quarterly Visitors Bureau report