

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 **10th day of April 2017** at 5:00 pm 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. Quorum was established. Also in attendance were Bill Folsom, Clarence Williams, Carol Fox, Effie Stees, Cassandra Kohl, Ursula Sledge, Richard Speer, Landon Reed, Elisabeth Meehan, Rhonda Blair, Al Thomas, Joe Webb, Stacie Johnson, Shirley Clayton, Jessica Lynn, Sue Mallott, LuAnne Schultz, Gabriel Montoya, Nicole Pierce, Alvin McKnight, David Mallott, Pam Golden, Scott Seifert, Scott Schoonover, Julie Butterfield, Scott Johnstone, Sean Skala, James Holden, Casey Kosh, and Rachel Goodlad.

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:08 pm.

2. TO RECEIVE PUBLIC COMMENT.

Seth Sanders opened the floor for public comments. Richard Speer stated his concern about safety issues associated with the upcoming Crawfish festival not having street closures this year. Shirley Clayton stated her store, the Spotted Pony, is on the agenda as location near a new possible public restroom. She asked if the Board had any information on the topic. David Mallott stated he owned Princess Bridal near the proposed restroom location and he didn't see how a restroom could fit in the location. Clarence Williams commented he requested the County look at the property in January when he was on the Board. Landon Reed spoke up as the Harris County representative and stated Facilities and Property Management is still researching the topic. Pam Golden gave the Board Directors a contact of a consultant who spoke to her when she served on the Board and stated he would be able to give the Board free consulting on advertising. Seth Sanders thanked people for making comments and stated the restroom topic would be discussed further on the agenda and in future meetings.

3. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE MONTHLY BOARD MEETING ON MARCH 13, 2017.

A motion was made by Mike Rogers to accept the minutes from March 13, 2017 as presented. The motion was seconded by Noel Eckberg. The motion carried.

4. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE SPECIAL BOARD MEETING ON APRIL 4, 2017.

A motion was made by Mike Rogers to accept the minutes from April 4, 2017 as presented. The motion was seconded by Noel Eckberg. The motion carried.

5. TO RECEIVE A PRESENTATION FROM THE FIRE MARSHAL AND HARRIS COUNTY REPRESENTATIVES REGARDING STREET CLOSURES IN THE DISTRICT.

A motion was made by Kelly Speer to discuss this item prior to items 3 and 4. The motion was seconded by Dannette Mostyn. The motion carried. Seth Sanders stated the Board has heard a lot of concern about this issue due to the street closures not being in effect for this year's Crawfish festival. Seth Sanders introduced representatives from the County who may have information for the audience attending the meeting. Scott Seifert from the Spring Fire Department stated the Commissioner's Court is the only entity that can close streets and he had spoken with Cagle about the issue. James Holden, a representative from the Fire Marshal stated road closures in general take 60 days to be processed. Seth Sanders stated the Sheriff had authority to close streets when the festival didn't have street closures. James Holden stated that could happen but only in an emergency situation. Seth Sanders stated there are also health questions, since people can't open vendor spaces on their properties. Scott Johnstone from Harris County Health explained the different types of food vendor permits the Health department issued. He stated vendors would fill out an application with the County, but the people in charge of the event can limit the number of food permits issued. Johnstone added that Harris County regulations prohibited more than one event at the same location. Seth Sanders stated the festival is run by the League and asked for comments from Clarence Williams as League representative. Seth Sanders asked Scott Johnstone to clarify if the festival is limited to the park and asked how much of the surrounding area is affected by it. Scott Johnstone stated the County doesn't issue permits to the event, just the individual vendors. He added that the festival organizers can set the boundaries. No action taken.

6. TO REVIEW, DISCUSS AND TAKE ACTION ON STREET CLOSURES WITHIN THE DISTRICT.

Seth Sanders stated this topic was covered in item 5. No discussion and no action taken.

7. TO REVIEW, DISCUSS AND TAKE ACTION ON THE PRESERVATION PARK PARKING LOT FEES.

Dannette Mostyn stated the District pays for the lease of the parking lot with customers' sales tax dollars. She asked why the parking lot has a pay box for customers. Mike Rogers stated the pay box helps the League with their own expenses and the District can't control League issues. Mike Rogers asked for Clarence Williams's opinion as a League representative. Clarence Williams stated the boxes have been in the parking lot and the museum parking lot for ten years and say donation. Clarence Williams added no one gets towed for not paying for parking. Mike Rogers asked who monitors the box and what amount of revenue is received. Clarence Williams stated he

would look that up. A motion was made by Kelly Speer to table this item for another meeting. The motion was seconded by Dannette Mostyn. The motion carried.

8. TO REVIEW, DISCUSS AND TAKE ACTION TO PAY THE DISTRICT'S BILLS.

Kelly Speer stated the Board had the check detail from March in front of them and the checks were all standard monthly bills. A motion was made by Kelly Speer to approve and pay bills for March. The motion was seconded by Dannette Mostyn. The motion carried.

A motion was made by Mike Rogers to approve and pay the Coveler and Peeler invoice received at the meeting for \$1,290. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #1)

9. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE QUARTERLY VISITOR'S BUREAU REPORT.

Elisabeth Meehan presented the quarterly visitor's report. A motion was made by Mike Rogers to accept and approve the report for this quarter. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #2)

10. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report, stating the Board received \$17,868.58 in March, which is down from the prior month, and has \$224,760.54 in TexPool. A motion was made by Kelly Speer to approve the Bookkeeper's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #3)

11. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the Board earned \$118 in interest in TexPool. A motion was made by Kelly Speer to approve the investment officer's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #4)

12. TO REVIEW, DISCUSS AND TAKE ACTION TO PROMOTE THE DISTRICT THROUGH MARKETING AND ADVERTISING.

Mike Rogers asked if the Board wants to form a two person committee to research advertising and marketing options. Kelly Speer volunteered to be one member on the committee and stated for some cable companies, the Board can set its own budget for something like a commercial. A motion was made by Mike Rogers for Seth Sanders and Kelly Speer to be the advertising and marketing committee. The motion was seconded by Dannette Mostyn. The motion carried.

13. TO REVIEW, DISCUSS AND TAKE ACTION ON THE RENEWAL OF THE BANNER AD IN THE OLD TOWN SPRING MAGAZINE AND MAGAZINE DISTRIBUTION COPIES THROUGH THE END OF THE CALENDAR YEAR.

Al Thomas presented the Board the banner ad paid for by the prior Board in the Old Town Spring Magazine. He stated the Board's payment allowed for the printing of 2,000 extra books in the last two quarter issues. Al Thomas asked for approval to continue running the ad through the rest of the calendar year. A motion was made by Mike Rogers to accept Al Thomas's request to pay for

the ad and additional copies of the Old Town Spring Magazine for the rest of the calendar year for the amount of \$7,500. The motion was seconded by Kelly Speer. The motion carried.

14. TO REVIEW, DISCUSS AND TAKE ACTION TO CHANGE THE REGULAR MEETING DATE AND TIME.

Nicole Pierce from Coveler and Peeler advised the Board to wait to discuss the issue when their regular attorney returned. A motion was made by Mike Rogers to table this item. The motion was seconded by Kelly Speer. The motion carried.

15. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRIBUTION OF THE FILED AGENDA.

Elisabeth Meehan stated the agenda was sent out on Blackboard Connect to all shop owners, landowners and residents in the boundaries of the Old Town Spring Improvement District. A motion was made by Kelly Speer to send out all future agendas on Blackboard Connect. The motion was seconded by Mike Rogers. The motion carried.

16. TO REVIEW, DISCUSS AND TAKE ACTION TO DISCUSS WORK NEEDED TO REPAIR THE PRESTON RESTROOM.

Mike Rogers stated the Preston restrooms are in need of immediate electrical report and made a motion to budget \$1,500 for electrical repairs. He added that it would drag out the process if they needed to wait another month for bids to be approved. The motion was seconded by Kelly Speer. The motion carried.

17. TO REVIEW, DISCUSS AND TAKE ACTION FOR THE USE OF HARRIS COUNTY PROPERTY LOCATED BETWEEN THE SPOTTED PONY AND SAM'S ANTIQUES FOR A NEW RESTROOM SITE.

Seth Sanders stated the Board should table this item. Nicole Pierce stated it could even be the topic of a special meeting. A motion was made by Mike Rogers to table this discussion until the Board gets more information from the County. The motion was seconded by Dannette Mostyn. The motion carried.

18. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE MAINTENANCE SUPERVISOR'S RESPONSIBILITIES.

Mike Rogers stated the Board should know what the maintenance staff are doing on a weekly and monthly basis. Nicole Pierce suggested the supervisor could submit project reports. Kelly Speer stated her concern is the maintenance staff primarily works in the field and landscaping is ignored in town. A motion was made by Mike Rogers that a Board beautification committee be formed with Kelly Speer and Dannette Mostyn to discuss landscaping in town with the District's staff. The motion was seconded by Noel Eckberg. The motion carried.

19. 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.

20. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON MAY 8, 2017.

- To review, discuss and take action on the Preservation Park parking lot fees.
- To receive a report from the advertising committee.
- To review, discuss and take action to change the regular meeting date and time.
- To receive a report from the beautification committee.

21. ADJOURNMENT.

A motion was made by Dannette Mostyn to adjourn. The motion was seconded by Mike Rogers. The meeting adjourned at 6:15 pm.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. March/April Check Detail
2. Quarterly Visitor's Bureau Report
3. April Bookkeeper's Report
3. April Investment Officer's Report