

# 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 **12<sup>th</sup> day of December, 2016** at 5:00 pm at the OTSID office, 606 Spring Cypress Rd., Spring, TX 77373, inside the boundaries of the District and the roll was called of the duly appointed/elected members of the Board, to-wit:

Pam Golden	Position 1-President
VACANT	Position 2-Director
Clarence Williams	Position 3-Financial Officer
Ron Krueger	Position 4-Vice President
Mike Rogers	Position 5-Secretary

All of the above Board members were present with the exception of Mike Rogers. Quorum was established. Also in attendance were Kelly Speers, Al Thomas, Landon Reed, Alan Saxe, Ellen Saxe, Adam Tabak, Scott Seifert and Elisabeth Meehan.

#### 1. CALL MEETING TO ORDER.

The meeting was called to order at 5:01 pm. Pam Golden stated the County has appointed Noel Eckberg for the vacated seat of Position 2 and she will join the Board in 2017. Pam Golden stated that Mike Rogers is absent due to work.

#### 2. TO RECEIVE PUBLIC COMMENT.

No public comments received.

#### 3. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE MONTHLY BOARD MEETING ON NOVEMBER 14, 2016.

A motion was made by Clarence Williams to accept the November 14, 2016 minutes as presented. The motion was seconded by Ron Krueger. The motion carried.

#### 4. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE SPECIAL BOARD MEETING ON NOVEMBER 21, 2016.

A motion was made by Clarence Williams to accept the November 21, 2016 minutes as presented. The motion was seconded by Ron Krueger. The motion carried.

5. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PURCHASING AN AD IN THE 2017 DISCOVERY MAP.

Pam Golden stated she received a contact from Jefferey Barcak after the November meeting and she asked him to come to tonight's meeting to discuss an advertising opportunity. Jefferey Barcak introduced himself to the Board and explained that he runs a Discovery Map franchise in the Woodlands. Jefferey Barcak stated the maps are a destination marketing tool and his map for 2017 would run from Top Golf in Spring to the South Loop in Conroe. He noted the Conroe and Shenandoah CVBs have purchased an ad and wanted to extend the opportunity to the Spring VB. He reported the printing deadline is quickly approaching. Clarence Williams asked if the maps are mostly for tourists. Mr. Barcak stated the maps would go into 90 distribution sites including places for tourists; confirmed sites include 28 hotels, car rental locations, various business along I-45 and the Cynthia Woods Mitchell Pavilion. Mr. Barcak stated they would print 150,000 initially but will print more as needed.

Pam Golden stated she wanted this presented to the Board because of the other two CVBs supporting it, this gives the Spring Visitors Bureau an opportunity to collaborate with them. Clarence Williams asked if the maps were just placed in rack card spots. Jefferey Barcak stated Discovery Maps has specially made rack card holders available. Clarence Williams stated the Spring Preservation League did something similar with a different map and didn't see a lot of response from it. He added one issue shop owners encounter with tourists who come by plane is they don't buy a lot. Pam Golden stated a lot of shop owners, including herself, frequently ship items. Jefferey Barcak stated the ads don't just promote shopping, they also include restaurants and events. Jefferey Barcak stated he recommends a two-space ad for the Spring VB on the map, and the cost with the CVB discount is \$1,952, from \$2,565.00. Clarence Williams asked about the placement of the ad on the map requesting a specific location. Mr. Barcak stated it would be near the pull-out section of OTS for easy reference. Clarence Williams asked how long the ad would be printed. Jefferey Barcak responded the map comes out in February and lasts for a full year circulation. Mr. Barcak stated there in addition to the print a digital component where the events can be added. Pam Golden stated with the discount the ad is \$165 a month with 90 locations distributing them. A motion was made by Clarence Williams to accept the 2017 Discovery Map ad proposal for the discounted rate of \$1,952.00. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #1)

6. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING NECESSARY UPDATES OR CHANGES TO THE TOWN KIOSKS AND TO REVIEW SAMPLES SUBMITTED BY AL THOMAS.

Pam Golden stated she invited Al Thomas to present to the Board with updated maps with a directory listing to be placed in the town kiosks. Al Thomas stated there are seven kiosks currently, with one by Wunsche Bros which is inaccessible. He noted in each the information is out of date and the layout is confusing. Al Thomas stated he recommends a new map and directory which he distributed to the Board Directors. Al Thomas explained his proposal consist of two parts, a town map and a directory of stores. The Directory would be printed separately to the side of the map so that changes can be made easily. He stated the cost for eight maps mounted with a detailed directory and the software to make quarterly changes would be \$2,250.00.

Clarence Williams asked how the directory of stores would be updated and to the original. Al Thomas stated the list would be on a separate board from the map, so that is the only piece being revised. Clarence Williams stated shops turn over so quickly it's difficult to stay on top of it. Clarence Williams questioned the accuracy of the District maintaining a current listing. Pam Golden stated Elisabeth Meehan maintains a directory listing and if the District was to pay for this improvement it would be understood the District would maintain the accuracy of the directory listings using the software included in the proposal. Pam Golden added that to her knowledge the kiosks were originally placed as a donation in partnership with the Mason's Lodge. She added since the installation of each kiosk faces different orientations, she had requested Al Thomas make changes so that visitors could be aware of the directional orientation when viewing the map. Al Thomas stated he would make those modifications when printing the maps. Ron Krueger questioned the modifications and requested orientation should be reviewed prior to printing and mounting the maps. Al Thomas agreed. Pam Golden asked the Board for a motion on the kiosks project to replace the maps and maintain a directory of businesses to be mounted inside the seven kiosks in the town and one at the District office. Al Thomas left the meeting at 5:45 pm prior to a motion being made. A motion was made by Clarence Williams to update the kiosk signs with Al Thomas based on the proposal he made, with the final orientation and version of the map to be approved by the Board. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #2)

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

A motion was made by Clarence Williams to approve District's November bills as paid. The motion was seconded by Ron Krueger. The motion carried.

A motion was made by Clarence Williams to approve the legal invoice from Coveler and Katz for \$3,888 for payment. Adam Tabak confirmed \$2,000 related to matters of the election. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #3)

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

Clarence Williams reported the November income \$29,249.23 and the Bookkeeper's report reflects all current balances, including the Wells Fargo bank balance, the TexPool account and the Preservation Park fund balance. A motion was made by Clarence Williams to accept the Bookkeeper's report. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #4)

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

Clarence Williams stated with TexPool, the interest for November was its highest at \$73.50 and the current balance in the TexPool account is \$224,355.84. Clarence Williams move to approve the Investment Officer's Report. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #5)

10. TO REVIEW, DISCUSS AND TAKE ACTION ON PROPOSING INCENTIVES OR OFFERING ASSISTANCE TO PROSPECTIVE PURCHASERS OF WUNSCHÉ BROS. CAFÉ.

Pam Golden noted Clarence Williams had this item on the agenda last month after Cameron Collins spoke to the Board at the November meeting. Clarence Williams stated he had ongoing conversations with Cam Collins since that meeting and the best cost for taking down the western wing is about \$15,000. Clarence Williams stated the owners are asking for donations to help for the demolition of the burned out parts of the building. Pam Golden stated she didn't know how the District could help them and she had asked Adam Tabak for his input as legal counsel. Adam Tabak stated as a public entity using public funds for a private entity, there may be a problem with that. Adam Tabak added if the building is going to sell, it will and doesn't see how the District can see a return on its investment. Clarence Williams stated his own gut feeling is to say no and he wouldn't recommend to the Board something he wouldn't do personally. Pam Golden asked if Clarence Williams wants to drop this item as a discussion item. Clarence Williams stated yes, and if there is a need to put it on the agenda again, he would request it. No action.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S SIGN.

Pam Golden stated after high winds the District sign blew over and needs to be put up again. Pam Golden presented a few options, either Peach Sign Co can install it with concrete and treated lumber with \$325 or the District's maintenance does it with no concrete base. Clarence Williams stated the maintenance crew knows the installation process and they do it after buying fiberglass or treated lumber. A motion was made by Clarence Williams to have maintenance obtain posts from Lowe's or Home Depot, and concrete to reinstall the District sign for an amount not to exceed \$200. The motion was seconded by Ron Krueger. The motion carried.

12. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING UPDATES OR CHANGES TO THE PRESERVATION PARK PARKING LOT SIGN.

Pam Golden suggested keeping it simple with Welcome to Old Town Spring on one side, identifying it as Preservation Park and listing parking lot hours. Pam Golden presented bids, the lowest of which is ADI for \$485 for a double sided sign. Clarence Williams stated ADI has an art department and will help tweak the artwork with Board. A motion was made by Clarence Williams to have ADI print a double sided sign for \$485 and have himself and the maintenance crew install it. The motion was seconded by Ron Krueger. The motion carried.

13. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF A NEW UTILITY VEHICLE FOR THE DISTRICT.

Pam Golden stated Mike Rogers is out of town, but he did submit his quotes received. Lansdowne Moody and John Deere. John Deere would build it out with an enclosure. Clarence Williams stated he received a bid from John Deere as well, and that his is for a more heavy duty cart with an 11 percent discount. Pam Golden stated this item has been on the agendas for a few months now and she would like to move forward on it, calling for a motion. A motion was made by Clarence Williams to accept the bid from John Deere for the Gator TX 4x2 for \$12,384.80. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #6)

14. TO REVIEW, DISCUSS AND TAKE ACTION FOR SECURED AND COVERED STORAGE FOR THE DISTRICT'S ASSETS, INCLUDING THE GOLF CART AND TRACTOR.

Clarence Williams stated instead of building another storage unit, the District might ask to use one of the Spring Preservation League's buildings already on the field. Pam Golden stated it could become an issue to keep building new buildings on rented land. A motion was made by Clarence Williams that Pam Golden contact Janette Moore and the League in a letter and ask for permission to use one of their buildings for storage of the utility cart and tractor. The motion was seconded by Ron Krueger. The motion carried.

15. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AN AGREEMENT BETWEEN THE SPRING PRESERVATION LEAGUE AND THE DISTRICT REGARDING THE OPERATION OF THE MUSEUM RESTROOM.

Item tabled.

16. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE RELOCATION OF THE PRESTON STREET RESTROOM.

Clarence Williams stated he contacted Don Bayer about the possibility of moving the Preston restroom unit to the other side of the fence where it is currently located on LaRue Wood's property to Bayer's property. He stated it would have the same sewer and electric connections. Pam Golden stated there was a recent issue where we researched the problem and it appears the connection has been made that the businesses located on her property are connected so that they get water pressure over the restrooms and hence flushing is an issue. Pam Golden added this required maintenance to shut down the restroom briefly for not having enough water pressure to operate. Pam Golden asked if the topic should be tabled as we have had no communication with Don Bayer. She stated there would need to be a foundation on that property for the restroom. Clarence Williams stated the restroom would need a new water meter, but the piping could be set up using PVC piping. Item tabled.

17. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DRAFT OF AN AGREEMENT OR LEASE WITH LARUE WOOD FOR THE PLACEMENT OF THE PRESTON STREET RESTROOMS ON, AND/OR IN FRONT OF, HER PROPERTY.

Item tabled.

18. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ADDITION OF STREETLIGHTS AND/OR SECURITY LIGHTS ON BORDER ST.

Ron Krueger stated he received an updated from Estella Rodriguez at CenterPoint regarding streetlights and that the poles are too far back from the street for security lighting. Ron Krueger added he received a contact from her for another CenterPoint representative, Jeremy Barkley, to discuss security lights and the types that could be purchased. He stated there are over 12 different options of varying costs. A motion was made by Ron Krueger to table this item to determine more options. The motion was seconded by Clarence Williams. 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.

The Board went into executive session at 6:21.

The Board resumed regular session at 6:25 pm.

A motion was made by Clarence Williams to purchase Christmas gifts for the District's four employees, in an amount not to exceed \$100 per person. The motion was seconded by Ron Krueger. The motion carried.

20. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON JANUARY 9, 2017.

- To review, discuss, and take action on collaborating with Al Thomas on editing and final changes to mounting map/directory for placement in OTS kiosks.
- To review, discuss, and take action on renewing the banner ad in the Old Town Spring magazine and magazine distribution copies for issue February/March/April 2017 edition.
- To review, discuss, and take action on an agreement between the Spring Preservation League and the District regarding the operation of the Museum Restroom.
- To review, discuss, and take action on a working agreement with LaRue Wood regarding Preston Street restroom.
- To review, discuss, and take action on moving the location of the Preston Street Restroom.
- To review, discuss, and take action on establishing a Budget Committee for the 2017-2018 Fiscal Year.
- To review, discuss, and take action regarding the street lights/security lights on Border St.
- To Review, Discuss, and Take Action regarding the temporary use of the Spring Preservation League's covered storage area in Preservation Park.

21. ADJOURNMENT.

A motion was made by Clarence Williams to adjourn. The motion was seconded by Ron Krueger. The meeting adjourned at 6:28 pm.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. Old Town Spring/Al Thomas Kiosks Map Proposal
2. Discovery Map Proposal
3. November/December Check Detail
4. December Bookkeeper's Report
5. December Investment Officer's Report
6. Utility Vehicle Proposals