

# 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> of December** 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 Elisabeth Meehan, Joe Webb, Sue Mallott, Adam Tabak, Landon Reed, Clarence Williams, Ursula Sledge, Al McKnight and Scott Seifert.

#### 1. CALL MEETING TO ORDER.

The meeting was called to order at 9:02 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 November minutes as presented. 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 District's bills for November and December. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

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

Kelly Speer stated there is still an increase in revenue in this fiscal year over the prior fiscal year. A motion was made by Kelly Speer to approve 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 stated the interest in TexPool for November was \$195.14 making the total in TexPool \$226,160.28. A motion was made by Kelly Speer to approve 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 THE CREATION AND DISTRIBUTION OF A DISTRICT NEWSLETTER.**

Kelly Speer suggested the District start distributing a newsletter to provide information to businesses in the boundaries of the District. She stated it could be posted outside the District office, handed out and distributed through Blackboard. Seth Sanders stated it should be quarterly rather than monthly. A motion was made by Kelly Speer to make and distribute a quarterly newsletter. The motion was seconded by Dannette Mostyn. The motion carried.

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

Mike Rogers asked about the leak in the Museum restroom. Seth Sanders stated he inspected the leak, which had dried up and noted another leak had occurred. Seth Sanders stated it was his opinion the District call a plumber. A motion was made by Mike Rogers to contact Milton Frank in an effort to get the plumbing at the Museum restroom repaired. The motion was seconded by Dannette Mostyn. The motion carried.

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

The Board discussed winter plant options for when the Home for the Holidays decorations were removed. No action.

**9. TO REVIEW, DISCUSS AND TAKE ACTION ON ADVERTISING FOR THE DISTRICT, INCLUDING THE PURCHASE OF RADIO, TV OR PRINT ADVERTISING IN 2018.**

Kelly Speer stated the District approved monies for TV advertising through December 2017, but has not approved anything yet for 2018. Mike Rogers stated the Board should look at advertising starting in February and possibly through the Summer. A motion was made by Kelly Speer to start back with TV ads in February at \$10,000 budgeted each month. The motion was seconded by Noel Eckberg. The motion carried.

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

Landon Reed stated this item would be presented to Commissioners Court after December 2017. Item tabled.

**11. TO REVIEW, DISCUSS AND TAKE ACTION ON ESTABLISHING A DISTRICT BUDGET COMMITTEE FOR THE 2018-2019 BUDGET.**

Kelly Speer stated the District needed a budget committee for the 2018-2019 budget to start in the new fiscal year beginning April 2018. Mike Rogers suggested having a special budget meeting rather than a committee, which the Board did for the 2017-2018 budget. A motion was made by Mike Rogers to have a special budget meeting on January 16, 2018 at 9 am. The motion was seconded by Noel Eckberg. The motion carried.

**12. TO REVIEW, DISCUSS AND TAKE ACTION ON THE AGREEMENT WITH THE SPRING PRESERVATION LEAGUE FOR THE USE OR LEASE OF PRESERVATION PARK IN 2018.**

No action.

13. 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 convened into Executive Session at 9:47 am.

The Board reconvened into regular session at 9:57 am. A motion was made by Kelly Speer to approve a pay raise for District employees. The motion was seconded by Dannette Mostyn. The motion carried.

14. TO RECEIVE PUBLIC COMMENT.

Sue Mallott commented she appreciated the speed and efficiency with regards to the District's repairs made to the sidewalk and other areas of the museum parking lot.

Ursula Sledge thanked the Board for sponsoring the carriage ride and the longer hours the carriage was able to run. Ursula Sledge also commented she liked the idea of a District newsletter and better communication. Sue Mallott commented there should be more Christmas decorations next year.

Joe Webb commented there's been good traffic in town, but he estimates most of his visitors are not locals and what will sustain Old Town Spring is local traffic. Mike Rogers responded the town needs to overcome years of bad or no advertising. Seth Sanders agreed it is important to get local visitors as a base.

Landon Reed commented Spring ISD is having a parade March 3, 2018, a Saturday, which would go partly through Old Town Spring. Landon Reed stated he would send the Board more details because the County wants the District to be involved. Joe Webb commented parking is a major issue that needs to be considered, especially with the parade.

Landon Reed stated the County has received and is currently working on referrals for a stop sign on Main and Preston and a stop light on Main and Keith.

15. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON JANUARY 9, 2018.

Items to be emailed.

16. ADJOURNMENT.

The meeting adjourned at 9:59 am.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

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