

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 **Tuesday the 14th of January, 2020 at 10 am** at the District office at 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 present were Elisabeth Meehan, Lana Williams, Landon Reed, Clarence Williams, John Peeler, and Mary Middlebrook.

1. CALL MEETING TO ORDER

The meeting was called to order at 10:00 am.

2. TO RECEIVE PUBLIC COMMENT

Landon Reed commented he and Kent Clingerman would be attending the OTSID Board meetings as County representatives. He suggested the Board have a meeting at a Harris County park sometime to meet with Parks representatives. Landon Reed commented he met with Tracee Evans from the Spring Fire Department to discuss Spring into Safety in Old Town Spring. He stated he and Commissioner Cagle discussed movie nights in Old Town Spring and they want to make Old Town Spring a larger part of the community.

Mary Middlebrook commented she would like to discuss having a Friday farmer's market in Old Town Spring. The Board discussed this under item 12.

Lana Williams commented to say she liked the look of the new Main St restrooms.

3. TO APPROVE MINUTES FROM PREVIOUS MEETING(S)

A motion was made by Kelly Speer to approve the minutes from the December Board meeting. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS

Kelly Speer stated an invoice from Hallaron for December advertising for \$6,566 was the previous afternoon before the meeting. A motion was made by Kelly Speer to approve and pay the District's bills. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

5. TO RECEIVE THE BOOKKEEPER'S REPORT

Kelly Speer stated the revenue for December was \$27,374.21 and the amount in Wells Fargo at the start of the month was \$67,196.60. 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)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the interest in TexPool was \$315.57 and the total in the account is \$209,695.94. A motion was made Kelly Speer to approve the Investment officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

7. TO RECEIVE THE QUARTERLY VISITORS BUREAU REPORT

Elisabeth Meehan presented the fourth quarter Visitors Bureau report and stated the numbers reported allow the Visitors Bureau and the Spring Historical Museum to get free travel guides and maps. Elisabeth Meehan stated visitors from outside the US visited Old Town Spring from the Netherlands, England, Scotland, Mexico, Egypt, Norway, New Zealand, Argentina, Australia, the United Arab Emirates, Germany, El Salvador, Brazil, Guatemala and Canada. A motion was made by Kelly Speer to approve the Visitors Bureau report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #4)

8. TO APPROVE REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT

No action.

9. TO DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

Kelly Speer suggested putting in benches to make the area around the Main St restroom more hospitable. Mike Rogers stated the curb needs to be cut in the parking lot and a handicapped parking sign needs to be added. Mike Rogers suggested at least \$2,500 of rock work could be done around the Main St restroom to help with drainage and improving the curb. Dannette Mostyn asked if the building has gutters. Seth Sanders stated the contractor put gutters on the Main St restroom. Mike Rogers asked Seth Sanders about the drainage from the gutters. Seth Sanders stated he is waiting on CenterPoint for a power release for electricity for the restroom. A motion was made by Mike Rogers to budget \$10,000 for finishing the landscaping and parking lot needs surrounding the Main St restroom. The motion was seconded by Noel Eckberg. The motion carried.

10. TO REVIEW, DISCUSS AND TAKE ACTION SUPPLYING ELECTRICITY TO THE TEMPORARY RESTROOM

No action.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON WASTE MANAGEMENT AND RECYCLING WITHIN THE DISTRICT

Seth Sanders stated the Board will get more information from Texas Pride and seek a bid from Nexus prior to the next Board meeting. A motion was made by Kelly Speer to have legal send a letter to Waste Management regarding inconsistencies and cancellation of service. The motion was seconded by Dannette Mostyn. The motion carried.

12. TO REVIEW, DISCUSS AND TAKE ACTION A FARMER'S MARKET IN OLD TOWN SPRING

Seth Sanders stated the idea of having a Friday night market with possible a movie night with Harris County should be discussed more. Mary Middlebrook commented from the floor Fridays are less common market days and Saturdays would be difficult to get vendors already committed to other markets. Kelly Speer stated the idea of a farmer's market had been discussed in Old Town Spring for several years. Mary Middlebrook commented her company Family Fun Houston would put on the market. Seth Sanders asked how her company gets income. Mary Middlebrook commented their income comes from food trucks and sponsorships. Mike Rogers stated it would be Old Town Spring donating the space and sponsors paying for the market. Mary Middlebrook commented she estimated the museum parking lot could accommodate at least twenty vendors. Mary Middlebrook added her background is social media and she would be responsible for promotion of the markets. Clarence Williams commented to mention the need for security lighting for evening hours. Mary Middlebrook stated her company can bring out lights and generators as well as signage for the area. Mary Middlebrook emphasized the importance of weekly events to bring in local visitors. Mike Rogers stated they would need to get permission from the Spring Historical Museum. Seth Sanders stated the Board will discuss it more. No action.

13. TO MODIFY THE DISTRICT'S 2020-2021 BUDGET

Elisabeth Meehan presented the Board with the Budget vs. Actual from April to December and stated the overage for the restroom water line item is due to the one time Quadvest connection cost of \$20,000. Elisabeth Meehan added the 2020 election will need to be added into the 2020-2021 budget. Kelly Speer stated the District needs to look at advertising expenses. Seth Sanders asked how much the Board wants to spend on advertising. Mike Rogers asked the Board if too much money is being spent on advertising and stated he wants to see about the possible results of the Home for the Holidays ad buys. Mike Rogers stated he's seen more people in town but would like to see the revenue first before setting in the ad budget.

Seth Sanders stated he spoke with Tracee Evans regarding paying for more PSAs with the Spring Fire Department. A motion was made by Kelly Speer to collaborate with the Spring Fire Department on four months of PSAs for a total of \$2,000. The motion was seconded by Mike Rogers. The motion carried.

14. TO RECEIVE A REPORT ON THE CONSTRUCTION OF THE RESTROOM FACILITY ON MAIN ST

Seth Sanders stated the restroom construction has been completed as of January 7th. No action.

15. TO REVIEW AND APPROVE PAYMENT APPLICATIONS, REQUESTS OR INVOICES FOR THE CONSTRUCTION OF THE RESTROOM FACILITY

A motion was made by Mike Rogers to release the completion bond back to the contractor. The motion was seconded by Kelly Speer. The motion carried.

16. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS

No Executive Session held.

17. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS

18. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS

19. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR SUBSEQUENT MEETINGS

Recycling, waste management, possible new events, advertising and the 2020-2021 budget will be on the next meeting agenda.

20. ADJOURNMENT

The meeting was adjourned at 11:05 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. December 2019 Checks list
2. January 2020 Bookkeeper's report
3. January 2020 Investment Officer's report
4. January 2020 Visitors Bureau report