

Old Town Spring Improvement District



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Minutes of the Special 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 special strategic planning meeting, open to the public, on the 5th day of October, 2015, at 5:30 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
Kathy Moore	Position 2-Financial Officer
Ron Krueger	Position 4-Vice President
Yvonne Denbina	Position 5-Secretary

All of the above Board members were present. Quorum was established. Also in attendance were Kent Clingerman from the Harris County Commissioner's Office and Elisabeth Meehan, OTSID Office Administrator.

1. DETERMINATION OF QUORUM: CALL TO ORDER;

The meeting was called to order at 5:12 pm.

2. DISCUSS RESIGNATION OF DIRECTOR CLARENCE WILLIAMS;

Pam Golden stated Director Clarence Williams resigned due to health concerns. He held position three; a person who owns real property in the District who is appointed for a three year term. A motion was made by Kathy Moore to accept the letter of resignation from Clarence Williams. The motion was seconded by Ron Krueger. The motion carried. Kathy Moore asked if the Board needs to discuss a replacement tonight. Pam Golden stated Elisabeth Meehan will prepare a list of landowners for Directors to review. Pam Golden stated the Board has sixty days from the acceptance of resignation. Pam Golden read the positions of different Board Directors and terms of office. Pam Golden stated that Clarence Williams had indicated a corporation or a LLC or restaurant can't be a board member.

3. CONSIDER/DISCUSS 2015-2016 BUDGET REVIEW;

Pam Golden asked if the Board can change the order of the agenda so that discussion can come after the Executive session on discussion of real property. A motion was made by Kathy Moore to move the 2015-2015 budget review to end of the agenda after closed session. The motion was seconded by Ron Krueger. The motion carried.

4. CONSIDER/DISCUSS PROPOSED UPGRADES TO THE RESTROOM IN PRESERVATION PARK AND TAKE ANY NECESSARY ACTIONS ON SAME;

Pam Golden reminded the Board that previous discussion regarding the Park restrooms had been held. These discussions have included total demolition of the existing restroom and or remodeling the existing structure. Kathy Moore stated she had a discussion with a restroom building company about a pre fab building that can be moved if necessary, with an estimated cost of \$52,000. A concession stand can be added to the restroom for an addition amount of approximately \$8,000. That particular model includes six stalls and would be ADA compliant. Kathy Moore said this did not include sewer and electrical connections but does include decking from the ground into the restroom. Pam Golden asked where the proposed site would be located. Kathy Moore stated it can go in the field but not in the location of the current one. Pam Golden stated the asphalt pad the Board paid for could give it direct connection to the current sewer hookups. Kathy Moore stated cheaper options are available. Pam Golden asked if the County could be asked for recommendations on building plans for this type of structure. Kent Clingerman suggested contacting Dennis Johnson at Parks and Recreation. Pam Golden stated putting a committee in charge of the project. Yvonne Denbina volunteered to be in charge of the project with Kathy Moore. A motion was made by Kathy Moore to form a committee with Yvonne Denbina and Kathy Moore and have them report back at the October 12 meeting. The motion was seconded by Ron Krueger. The motion carried.

5. CONSIDER/DISCUSS APPROVAL OF A JOINT CONCESSION STAND AND RESTROOM IN PRESERVATION PARK AND TAKE ANY NECESSARY ACTION ON SAME;

Kathy Moore stated it would not be that much more expensive to add a concession stand with the restroom, and it would share a foundation and plumbing. Yvonne Denbina stated it would be the best use of space and money. A motion was made by Kathy Moore to combine the restroom/concession stand into a single project. The motion was second by Yvonne Denbina. The motion carried.

6. CONSIDER/DISCUSS APPROVAL OF EXPENDITURES ON REPAIRS OF OTSID LAMP POSTS AND LAMP POST BANNERS AND TAKE ANY NECESSARY ACTION ON SAME;

Pam Golden recommended that OTSID maintenance crew replace and repair the light posts. Kathy Moore stated an agreement was made in the past between the District and landowners on supplying power and many of the new tenants are unaware of the long standing agreement. Pam Golden stated sending a letter to the landowners specifying this agreement and that maintenance will include painting and repairing lamp posts. The manufacturer of the lamp posts has provided paint recommendations. Pam Golden asked Kent Clingerman about county owned streetlamps that are not working. Kent Clingerman said to give CenterPoint the lamp post number and location. A motion was made by Kathy Moore to move forward on repairs under the budget as soon as possible and revisit the budget later if needed. The motion was seconded by Ron Krueger. The motion carried.

Pam Golden stated that the lamp post at Wunsche Bros lamp post is not working and leaves the area very dark- Pam Golden requested a letter be sent to the owner of the rental property on Noble Street, stating we will remove the lamp post and relocate it to the corner of Midway and Hardy Road, by Gypsy Rose, allowing for more lighting in that area. A motion was made by Kathy Moore that the Board writes a letter to that effect. The motion was seconded by Yvonne Denbina. The motion carried.

Kathy Moore stated the Board has a printing and reproduction budget of \$2,500.00 that can include the banners. The Board also established a flags and flag poles budget of \$1,500.00. Elisabeth Meehan has been in contact with ABI out of Conroe. Yvonne Denbina asked if she could find a quote with one of her contacts. Pam Golden stated they would be a customized banner to say *Welcome to Old Town Spring* or similar wording. A motion was made by Kathy Moore to continue research for the price of custom banners and put the discussion in the next review. The motion was seconded by Yvonne Denbina. The motion carried.

7. CONSIDER/DISCUSS KIOSK MAPS AND SIGNS AND TAKE ANY NECESSARY ACTION ON SAME;

Pam Golden reported that the kiosk maps are out of date. Based on price research, Pam Golden suggested allocating up to \$100 per kiosk from the printing and reproduction budget. Yvonne Denbina asked what the Board wanted the kiosks to look like. Pam Golden stated the colors of the town historically have been white and hunter green. The kiosk maps signs are currently yellow and blue. Pam Golden requested the Board task Elisabeth Meehan to draft an updated version for replacement with a target date of November 7 for completion. Pam Golden stated the District also has an outdated sign in the parking lot and proposed the sign be updated to say "Thank You for Visiting Old Town Spring" and the website. A motion was made by Kathy Moore to put a new sign in the Preservation Park parking lot with updated information and move forward with creating kiosk maps for no more than \$100 per sign. The motion was seconded by Yvonne Denbina. The motion carried.

8. CONSIDER/DISCUSS COLLABORATIVE PARTNERSHIP WITH SPRING ISD AND HARRIS COUNTY FOR INSTALLATION OF SIDEWALKS BY CARL WUNSCH SR. HIGH SCHOOL, AND TAKE ACTION ON SAME;

A motion made by Kathy Moore to strike the issue from the agenda in lieu of the need to focus on other projects. The motion was seconded by Ron Krueger. The motion carried.

9. EXECUTIVE SESSION FOR CONSIDERATION OF ACQUISITION OF LAND FOR PARKING AND FUTURE DEVELOPMENT

DELIBERATION REGARDING REAL PROPERTY IN ACCORDANCE TO OPEN MEETING ACT, TEXAS GOVT. CODE SECTION 551.072.

The Board convened into executive session at 6:41 pm.

10. RECONVENE IN OPEN SESSION AND TAKE ANY NECESSARY ACTION CONCERNING ACQUISITION OF REAL PROPERTY FOR PARKING AND FUTURE DEVELOPMENT;

The Board convened back into regular session at 7:02 pm. A motion was made by Kathy Moore that a committee of Ron Krueger and Yvonne Denbina have an informal discussion with Don Bayer about the acquisition of seven acres and report back at November 9 meeting. The motion was seconded by Yvonne Denbina. The motion carried.

11. CONSIDER/DISCUSS 2015-2016 BUDGET REVIEW;

The Board and Elisabeth Meehan reviewed the 2015-2016 Budget line by line. Elisabeth Meehan stated the Board is halfway through its fiscal year. Kathy Moore stated the most important part of the discussion is the Preservation Park lease and establishing a line item for such. Kathy Moore

stated the money from the lease can be moved from the Surplus Fund. Pam Golden stated the 20% in the Preservation Park resolution is too ambiguous and it needs to be established as a building fund. Ron Krueger stated this was not spelled out in the resolution and asked if the budget can be amended. Yvonne Denbina stated if Preservation Park becomes District property there should be a concrete agreement made with SPL A motion was made by Kathy Moore to create a line item for the Preservation Park lease, for the specific use of a monthly contribution for making lease rental payments for Bayer Properties LLC commencing August 2015. The funds of \$18,400 will be moved from the surplus fund to the lease park line item. The motion was seconded by Yvonne Denbina. The motion carried.

12. CALENDAR UPDATE, MONTHLY BOARD MEETING ON MONDAY OCTOBER 12, 2015 AT 5:00 PM AND;

13. ADJOURN.

The meeting adjourned at 8:56 pm.

(SEAL)

Yvonne Denbina, Secretary

Kathy Moore, Financial Officer

Prepared by Elisabeth Meehan
OTSID Office Administrator