

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

June 5, 2013

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 5th day of June at 11:00 a.m. in the Midtown Offices, located at 410 Pierce Street, Houston, Texas, 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Roger Neal	Eric Melchor
Katherine Cabaniss	Monte Large
Willie Coleman, Jr.	Gayle R. Fortson
Bryn Poland	Gary Noble
F. Charles LeBlanc	Michelle LeBlanc
Eileen J. Morris	John Castillo
Vernus Swisher	William R. Franks
Todd Triggs	

All of the above were present except Directors Neal, Melchor, Cabaniss, M. LeBlanc, Castillo and Swisher, thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Marlon Marshall, Kandi Schramm, Elizabeth Powell and Peggy Foreman of Burney and Foreman. Also present were Charles Washington, Marylene Chen, Jeri Brooks of One World Strategy, Pat Hall of Equi-Tax, Alyssa Hill of Gainer Donnelly and Debra McGaughey of Houston Community College.

Kandi Schramm called the roll of the Board of Directors and verified that a quorum was present.

Chairman Franks called the meeting to order and welcomed guests.

**RECEIVE PUBLIC COMMENTS**

Chairman Franks invited guests to introduce themselves and make comments to the Board.

**CONSENT AGENDA**

- a. **Approve Minutes for the April 3, 2013 regular Board meeting.**
- b. **Approve Minutes for the May 1, 2013 regular Board meeting.**
- c. **Approve the April 2013 Financial Report.**
- d. **Approve the payment of invoices for June 2013.**
- e. **Approve the Equi-Tax Report for May 2013.**

Executive Director Matt Thibodeaux presented the Consent Agenda.

Director Coleman made a motion to approve the Consent Agenda. The motion was seconded by Director Fortson and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING FISCAL YEAR 2012 AUDIT.**

Alyssa Hill presented the audit for fiscal year ending December 31, 2012 and noted that the Management District received a clean opinion. Several Board Members asked questions regarding the audit. Following all discussion, Director Fortson made a motion to approve the Financial Audit for Fiscal Year 2012. The motion was seconded by Director Triggs and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE RESOLUTION OUTLINING THE AUHORITY OF THE EXECUTIVE DIRECTOR AND OTHERS IN THE EVENT OF A DECLARED EMERGENCY**

Peggy Foreman made brief comments regarding the background for the Resolution which was initially adopted following Hurricane Ike in 2008. Ms. Foreman outlined the terms of the currently proposed Resolution giving the Executive Director or his designee authority to spend up to a predetermined amount of District funds in order to avoid (1) serious injury to the health and safety of the public or (2) unreasonable economic loss to public property in Midtown in the event of a declared emergency. Ms. Foreman also stated that the Resolution obligates the Executive Director to seek the concurrence of at least 3 Board Members before the authorized funds are spent.

Director Coleman made a motion to approve the Resolution. The motion was seconded by Director Poland and carried by unanimous vote.

**RECEIVE COMMITTEE ACTIVITY REPORTS AND REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE FOLLOWING, AS APPROPRIATE:**

**A. Executive Committee – William Franks, Chair**

Chair Franks stated there was no Executive Committee meeting since there was no quorum present for the scheduled Committee meeting.

**B. Public Safety Committee – John Castillo, Chair**

Kandi Schramm reported on the activities of the Public Safety Committee. Ms. Schramm stated that at its last meeting in addition to reviewing crime statistics, the Committee discussed incidents of vandalism in Midtown and whether the District could benefit from the use of cameras. She stated that Committee members were doing more research on issues related to cost, maintenance and monitoring of cameras. Mr. Thibodeaux reported briefly on information he has received from other management districts that have employed the use of cameras and stated that he would follow-up with Director Castillo to further discuss how cameras might be used. Director Franks asked the Staff to be proactive on this matter.

**C. Marketing Committee – Eileen J. Morris, Chair**

Director Morris reported that due to scheduling conflicts the Marketing Committee did not meet in May 2013 but would resume its monthly meetings in June 2013.

**i. Update on May's Truckin' Thursday at The Wall**

Director Morris reported that the Committee hosted "Truckin' Thursday at the

Wall” and that the event was well received. She stated that the event was a great opportunity to bring the community together to interact and to celebrate the Midtown Mural at the site of the future SuperBlock Park. Elizabeth Powell reported that the Staff received numerous requests from attendees and vendors to have the event repeated. Kandi Schramm reminded the Board that because of very generous contributions from Central Bank and PrimeWay Credit Union, the cost to the District for the May 9, 2013 event was approximately \$195.

**ii. Review, discuss and take necessary action regarding a request for funding “Truckin’ Thursday at the Wall” for June 13, 2013.**

Director Morris asked the Board to authorize an amount not to exceed \$1,200.00 to repeat the “Truckin’ Thursday” event on June 13, 2013. Director Morris stated that the event was so well received that several Directors suggested that it be repeated each month. Director Coleman made a motion to approve the funding request for “Truckin’ Thursday at the Wall” for June 13, 2013. The motion was seconded by Director Fortson. Director Noble stated that the District had sufficient money to fund the amount requested. Director Franks stated that he supported the event and agreed that it should be a consistently recurring event. Several Board Members asked that the Marketing Committee and Staff work to secure sponsors for future events to the extent possible. Following all discussion, the motion carried by unanimous vote.

**D. Service & Maintenance Committee – Roger Neal, Acting Chair**

Marlon Marshall reported on the activities of the Service & Maintenance Committee.

Mr. Marshall reported on the ongoing dialogue with representatives of METRO regarding maintenance issues along the MetroRail line. Mr. Marshall reported that the District has presented a preliminary proposal to METRO for a pilot project relating to maintenance of landscaping in the esplanade and maintenance of the METRO bus shelters in Midtown. He stated that the preliminary proposal also included upgrading the landscaping, trash removal and weekly pressure washing of bus shelters and that METRO is currently reviewing the proposal.

Director Large asked if there was a possibility of adding more opportunities for pedestrians and bike riders to cross the medians along the MetroRail Line. Mr. Marshall agreed that this was a concern but indicated he was unsure whether funding would be available to fund this request.

**E. Urban Planning Committee – William Coleman, Chair**

Director Coleman reported that the Committee had met with One World Strategy to discuss their proposal to have family friendly Mardi Gras event in Midtown in 2014. Jeri Brooks made a brief presentation regarding the proposed event and stated that the event would likely bring 5k to 10k people to Midtown in the first year. Ms. Brooks asked the Board to authorize the use of the Midtown Park and the site of the SuperBlock for the Mardi Gras event in March 2014. She also asked the District to consider being an event sponsor and described how the District could participate as an event sponsor. Several Board members asked questions about the event including questions regarding liability insurance, security, parking and the potential role the District could play as an event sponsor. Director Fortson made a motion to authorize use of the Midtown Park and the site of the future SuperBlock Park, subject to approval by the Midtown Redevelopment

Authority Board of Directors and negotiation of appropriate agreements setting forth the terms and conditions for use of the Midtown Park and the site of the future SuperBlock Park. The motion was seconded by Director Charles LeBlanc. Following all discussion the motion carried by unanimous vote. Chair Franks announced that he would appoint a Committee to work on the Mardi Gras 2014 Project and also work with the District Staff and Consultants to negotiate an agreement.

**F. Finance Committee – Gary Noble, Chair**

Director Noble reported on the activities of the Finance Committee. He stated that Midtown is operating in accordance with its approved Budget and that collections are up approximately \$80k compared to the same time last year.

**G. Nominating Committee – Gayle Fortson, Chair**

Director Fortson reported that the Nominating Committee had submitted the Board's recommendations to the Mayor's office for appointment by the Mayor and City Council. Peggy Foreman suggested the Board wait for at least 30 days before following up with the City regarding the appointments.

Ms. Foreman also reported that the Midtown Staff conducted an orientation meeting on May 17, 2013 for the newly appointed Board Members and invited the newly approved nominees to participate as well.

**REPORT ON CAPITAL PROJECTS OF THE MIDTOWN REDEVELOPMENT AUTHORITY (MRA).**

Marlon Marshall gave the following report on the status of the current MRA capital improvement projects:

Bagby Street Reconstruction – CenterPoint Energy has installed all of the lighting. The Project is currently being wrapped up and a Substantial Completion walk-thru is in process of being scheduled.

Gray Street Project, Phase II – Contractors are currently demolishing existing sidewalks and pouring concrete for new sidewalks in the last 2 blocks between San Jacinto and Main Street. The Project is expected to be substantially complete by July 2013.

Baldwin and Glover Parks Project – New playground equipment has been installed at Baldwin Park. Work is continuing at both parks with completion anticipated within the next 60-90 days.

Midtown Park – Construction has been underway for approximately 30 days. Everything appears to be on schedule and within budget with construction expected to be completed by October 2013.

Mr. Marshall also announced that CenterPoint Energy will be installing 2-3 LED lights in Midtown to allow the MRA to conduct a field test of the LED lighting for 3 to 6 months before making a decision on whether to install such lighting in other areas of Midtown. He stated that according to CenterPoint Energy, the LED lights are supposed to be more energy efficient while also giving off more light than the current Midtown decorative lighting.

**WITH RESPECT TO THE FOREGOING AGENDA ITEMS, CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING, AS APPROPROATE AND NECESSARY.**

- a. Consultation with attorney (Section 551.071, Texas Government Code);
- b. Personnel matters (Section 551.074, Texas Government Code).

There was no executive session.

**RECONVENE THE PUBLIC SESSION AND, IF NECESSARY, TAKE ACTION ON MATTERS DISCUSSED DURING THE EXECUTIVE SESSION.**

There was no executive session.

**OTHER BUSINESS / ANNOUNCEMENTS**

Matt Thibodeaux announced that new owners had purchased the building at 2100 Travis Street and had begun work to clean up the property. He reported that the new owners were looking at redeveloping the space to include office space, retail space and possibly some residential space.

**NEXT MEETING DATE**

Chair Franks announced that because of the July 4<sup>th</sup> holiday, the next Board meeting will be held on Wednesday, July 10, 2013, at 11:00 a.m. in the Midtown Management District Offices, 410 Pierce Street, Houston, Texas 77002 in the 3<sup>rd</sup> floor conference room.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
\_\_\_\_\_  
Eileen Morris, Board Secretary

Date: 7/10/13