

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

November 7, 2012

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 7th day of November 2012 at 6:00 p.m. at the Central Bank Community Room, located at 2217 Milam, 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	John G. Castillo
Katherine Cabaniss	Vernus Swisher
Willie Coleman, Jr.	William Franks
William Tilney	Gayle R. Fortson
F. Charles LeBlanc	Gary Noble
Ramiro Orta	M. Todd Triggs
Eileen Morris	

All of the above were present except Directors Coleman, LeBlanc, Castillo and Fortson thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Cynthia Alvarado, Marlon Marshall, Kandi Schramm and Peggy Foreman of Burney & Foreman. Also present were Bryn Poland, Ben Robles, Danielle Fanfair, Edward Bouquet, Ed Valker, Monte Large, and Eric Mei.

Cynthia Alvarado called the roll of the Board of Directors and verified that a quorum was present.

Chairman Triggs called the meeting to order and welcomed guests.

**RECEIVE PUBLIC COMMENTS**

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

**CONSENT AGENDA**

- a. **Approve Minutes for the September 5, 2012 regular Board meeting.**
- b. **Approve Minutes for the October 3, 2012 regular Board meeting.**
- b. **Approve the September 2012 Financial Report.**
- c. **Approve the payment of invoices for November 2012.**
- d. **Approve Equi-Tax Report for October 2012.**

The Managing Director announced that item #a and b were being pulled from the Consent Agenda and would be presented for approval at a future Board meeting.

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

**Review, discuss and take necessary action regarding the District Quarterly Investment Report ending June 30, 2012.**

Matt Thibodeaux presented the Quarterly Investment Report and stated that the average yield on all accounts for the quarter ending September 30, 2012 was 0.2651%.

Director Franks made a motion to approve the District's Quarterly Investment Report for the period ending September 30, 2012. The motion was seconded by Director Morris and carried by unanimous vote.

**Review, discuss and take necessary action regarding the following:**

**RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY TITLE 43, PART 1, CHAPTER 11, SUBCHAPTER E OF THE TEXAS ADMINISTRATIVE CODE, AND OTHER STATE AND FEDERAL STATUTES ADMINISTERED BY THE TEXAS DEPARTMENT OF TRANSPORTATION**

Peggy Foreman presented the Resolution and stated that its purpose was to authorize the Executive Director to file an application with the Texas Department of Transportation on behalf of the District for federal transportation assistance funds to pay a portion of the costs of the Holman Street Pedestrian Improvements project. Ms. Foreman explained that if awarded a grant of federal funds the District would be required to pay a matching share, however, the District would partner with the Midtown Redevelopment Authority to pay the matching share and to manage and administer the grant.

Director Neal made a motion to approve the Resolution as presented. The motion was seconded by Director Swisher. Several Board members asked questions about the proposed project. Bryan Brown described the grant application process and answered questions about the mechanics of the grant application. Marlon Marshall responded to questions about the pedestrian enhancements proposed for Holman Street which would include "back of curb" improvements on both sides of Holman Street with a total projected cost of \$2.6 Million Dollars, with a 20% match amounting to \$478,000. Following all discussion, the motion passed by unanimous vote.

**RECEIVE COMMITTEE ACTIVITY REPORTS**

**A. Executive**

Chairman Triggs stated that matters discussed at the October 30, 2012 Executive Committee meeting would be shared with the Board as part of the various committee reports. Additionally, he informed the Board that there will be a November 15, 2012 Executive Committee meeting to finalize the FY 2013 Proposed Budget which will be presented to the Board at the December 5, 2012 Board meeting.

**B. Public Safety**

Director Tilney reported on the activities of the Public Safety Committee. He provided more detailed information regarding a couple of crimes including an attempted theft of

copper from a building that resulted in serious injury to the perpetrator, but noted that the HPD crime statistics report for Midtown show a decrease in most crime categories over the past year. Director Tilney reported that the law enforcement officers continue their efforts to work with Lord of the Streets on issues relating to vagrancy and trespassing. Director Neal asked that the Committee direct some resources along the streets near HCC since he has observed people "camping out" in the area and "harassing" people passing by. Director Tilney stated that he would contact the deputy constables and ask them to investigate and respond as needed to address the situation.

### **C. Marketing**

Director Morris reported on the activities of the Marketing Committee. She stated that approximately 25 people attended the most recent Marketing Committee meeting which was held at the Ensemble Theater and the primary topic of discussion was how the Committee could increase awareness of arts venues in Midtown and how various Midtown businesses could work together to promote and support each other. She stated that the arts community is very excited about Midtown's Cultural Arts & Entertainment District designation.

Director Morris reported that the Marketing Committee had finalized its FY 2013 budget requests and announced that the next Committee would be on Tuesday, November 20, 2012 at Lawndale Center for the Arts.

Marlon Marshall reported on the activities of the Service & Maintenance Committee. He stated that the Midtown Field Services Team is working on trimming lower hanging tree branches along sidewalks and other pedestrian areas. Mr. Marshall also reported that the Field Services Team would soon begin new planting of seasonal colors in the parks, gateways and on Elgin Street. He thanked Director Franks for his assistance in getting METRO to clean up the median on Main Street along the MetroRail. Several Directors commented that they noticed a significant improvement. Director Neal asked the Staff to explore whether the District can use a small portion of its landscape reserve funds to replace some of the dead shrubbery on Main Street.

### **E. Urban Planning**

Director Coleman reported that the Urban Planning Committee has finalized its 2013 FY budget request.

### **F. Finance**

Director Noble reported on the activities of the Finance Committee. He stated that the Committee was finalizing its work on the FY 2013 Proposed Budget and would present the Proposed Budget for consideration at the December 2012 Board meeting. He stated that the Committee has been working with the Midtown Staff to develop a revised report format for the Board that will more clearly reflect sources and uses of funds. Director Noble also stated that the Committee is looking at establishing a program that will bring Midtown businesses together for quarterly meetings to discuss ways to enhance business opportunities in Midtown.

### **G. Nominating**

- i. Recommendations for appointment of new Board members to fill vacancies in Board Positions 2 and 7.

Director Swisher reported on the activities of the Nominating Committee. He presented the Committee's recommendations of Eric Melchor to fill the remaining term of Position 2 and Bryn Poland to fill the remaining term of Position 7. Director Swisher described the process used to arrive at the recommendations and stated that both candidates were current Midtown residents and property owners.

Director Noble made a motion to approve the Nominating Committees recommendations to appoint Eric Melchor to fill the remaining term of Position 2 and Bryn Poland to fill the remaining term of Position 7. The motion was seconded by Director Morris. Following all discussion, the motion carried by unanimous vote.

### **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 Project – Construction is on schedule. The majority of the underground work from Pierce to Tuam has been completed. Work will begin on the more visible "back of curb improvements will begin soon. Several visitors from Seattle, Washington visited Midtown to view the project and were extremely impressed with the sustainable features. The Bagby Street Project will be the first green road project in Texas and upon completion in June 2013, is expected to receive a "Silver Level" green certification.

Caroline Street Project – Comments to the design were received from the City Engineer and the Midtown Staff and the design team are currently reviewing the comments and preparing for a public meeting regarding the project to be held in December 2012.

Gray Street Project, Phase II – Improvements on the east side of Gray Street from Main to Hamilton streets have been completed.

Midtown Park Project – This project is scheduled to go out for bids in November.

Baldwin and Glover Park Project – Contracts awards will be made before the end of November 2012 with construction to begin in late December or early January 2013. Construction for both parks will proceed simultaneously and is expected to take 90 to 120 days to complete. Nearby residents and the general public will be notified that the parks will be closed to public use during the construction period.

**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**

None.

**NEXT MEETING DATE**

Chairman Triggs announced that the next Board meeting would be on Wednesday, December 5, 2012, at 11:00 a.m. in the Midtown offices.

**ADJOURN**

There being no further business, the meeting was adjourned.



William R. Franks, Board Secretary

1.9.2013  
Date