

**MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING**

August 3, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on August 3, 2016 at 6:00 p.m. in the Houston Community College, Learning Hub/Science Building, located at 1300-B Holman St, Room 100, Houston, Texas 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Darcy John Lefsrud	Eileen J. Morris
Kim Cook	Deborah Tyler Dillard
Amar Mohite	Marylene Chan
Willie Coleman	William R. Franks
Nancy J.W. Darst	Gary Noble
Diane Cervenka	Charles Washington
Allen Douglas	

All of the above were present except Director Lefsrud and Cook thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Kandi Schramm, Marlon Marshall, Vernon Williams and David Thomas; Peggy Foreman of Burney & Foreman; Mechelle Phillips of One World Strategy Group; DeJuana Williams of Houston Community College; Sargent Farquhar and Dunn and Officers Burton, Bigger and Becker of the Houston Police Department; Sargent Haynes with the Precinct 7 Constables' Office and Lawrence Wheeler of the HCC Police Department, Edwin Friedrichs of Walter P. Moore, and Maya Ford and Farouk Plummer of FordMomentum along with Midtown Residents and visitors - Thomas Wang, Michael Burke, Dan Barnum, Barbara Hilburn, Tom Hayden, Roger Neal, Emily Howard-Wilson, Temple Anderson, Dan Lasell, Beth Braun, Jennifer Butler, Jacques Fox, Antoine Bryant, Debbie Nadlicki, Cynthia and Michael Aceves-Lewis, Ben Robles, Hami Arrington, Lynde Gruidry, Jen Shaw, Rachel Doyle, Eric Vandilau, James Holston, Edward Valker, Jason West, Catlin Watts and Jim Honey;

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

Chair Franks called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS.**

Barbara Hilburn, a Midtown property owner encouraged the Board to use more funds for public safety and crime prevention and she asked questions regarding the costs of handling the appeals filed by 12 Midtown property owners. Roger Neal asked the Board to consider redirecting funding to install more sidewalks and improve tree maintenance. Jim Honey asked questions regarding MIDCorp. Cynthia Aceves-Lewis stated that she would like to see more funds spent on security efforts. Eric Vandilau stated that he does not see Precinct 7 Constables in Midtown. Rachel Doyle commented that improved street lighting is needed in the area of Hadley, Bagby and Webster Streets.

### **CONSENT AGENDA**

- a. APPROVE MINUTES FOR THE JULY 6, 2016 BOARD MEETING.
- b. APPROVE THE FINANCIAL REPORT FOR THE MONTH OF JUNE 2016.
- c. APPROVE THE PAYMENT OF INVOICES FOR JULY 2016.
- d. APPROVE EQUI-TAX REPORT FOR JULY 2016.

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

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

#### **A. Public Safety Committee – Kim Cook, Vice Chair**

Director Cook reported on the activities of the Public Safety Committee.

##### **i. REPORT FROM PRECINCT 7 CONSTABLES' OFFICE**

Sargent Farquhar reported on the effectiveness of the Public Intoxication Transport Van which includes a social worker, an officer and EMT personnel. He also stated that he was contacting property owners and TxDot to assist in cleaning up their properties around HWY 59 at the edge of Midtown. Ms. Alvarado reported that she worked with various businesses to have several newspaper racks removed from the area since they were being used as benches and resulted in trash in the area. Ms. Alvarado thanked the organizations that participated in the clean-up of Peggy Point Plaza Park, specifically, Greater South East Management District, Houston Police Department, Precinct 7 Deputy Constables, and the Midtown Management District. The Houston Police Department and Precinct 7 Deputy Constables are currently patrolling the area as more frequently.

#### **B. Marketing Committee – Deborah Tyler Dillard, Chair**

Director Tyler Dillard reported on the activities of the Marketing Committee. She reported that the Marketing and Economic Development Committee and the Midtown staff develop the weekly Midtown eNews which is published every Thursday and has approximately 3,368 current subscribers. Ms. Dillard reported that Midtown is very active on social media and uses the various social media outlets to market events and activities in Midtown. She stated that the Marketing Committee also distributes the monthly Public Safety Alerts to promote public safety, offer safety tips for resident and visitors, and remind stakeholders about special safety services such as the Vacation Watch Program. She stated that the Committee was still working on the second publication of the Midtown Arts and Entertainment Guide.

**C. Service & Maintenance Committee – Darcy Lefsrud, Chair**

Director Douglas reported the Service and Maintenance Committee purpose was to undertake projects designed to enhance the District's pedestrian nature, viability, and image by providing well-maintained public spaces and public right-of-ways. Mr. Douglas reported on the activities of the Committee for 2016 year and spoke specifically about the efforts to repair and replace sidewalks. He stated that the Committee volunteers would be out scouting streets and taking pictures so that we can prioritize sidewalk needs in various parts of the District, but cautioned that it will take several years to get through the entire District. He reported that the District continues to maintain the public right-of-ways, Baldwin and Glover Parks, and other areas within the District. Director Douglas reported on the damage to both Baldwin and Glover Parks from the recent rains and reminded everyone that the Board authorized use of some reserve funds to address those issues. He stated that citizens are continuing to use the SeeClickFix App to report needed repairs and maintenance issues in the public right-of-ways and that the Committee and Staff are working to come up with better ideas of how to use the App more effectively and be more responsive in addressing issues reported. Ms. Alvarado announced that there will be a joint meeting of the Service and Maintenance and Urban Planning Committees on Monday, August 15 @ 3:30PM in the Midtown offices.

**CONSIDER REQUEST TO EXPEND RESERVE FUNDS FOR IMPROVEMENTS TO GLOVER PARK**

Director Douglas made a motion to expend approximately \$18,500 in reserve funds for repairs and improvements at Glover Park. The motion was seconded by Director Mohite. Following all discussion, the motion carried by unanimous vote.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Douglas reported on the activities of the Urban Planning Committee. He stated noted that the Committee is working with the Super Bowl Transportation Committee to bring a circulator back to Midtown the upcoming Super Bowl 51 event so that residents and visitors can use the circulator to get around the neighborhood and to various events and venues. He further stated that the Urban Planning Committee was working with the Service and Maintenance Committee to help survey the neighborhood for priority areas for sidewalks, trees and trashcans. Director Douglas reported that the Committee's

largest project for the year will be the expenditure of approximately \$37,000 to help pay for the cost of children's playground equipment to be located in the new Midtown Park scheduled to open in 2017.

**E. Finance Committee – Marylene Chan, Chair**

Director Chan reported on the activities of the Finance Committee. She reminded everyone that the District's current assessment rate of .1181¢ per \$100 of value has remained unchanged for the past 12 years although population and property values have increased. Ms. Chan also reported that the all Committees are on budget for Fiscal Year 2016 and that Equi-Tax, Inc.'s report shows that as of July 31, 2016, 97% of 2015 assessment revenues have been collected. Ms. Chan reviewed the Sources and Uses of Funds for the period ending June 30, 2016 and gave an overview of the budget process and timeline.

**F. Cultural Arts & Entertainment – Eileen Morris, Chair**

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee. She stated that the purpose of the Committee was to develop, encourage, coordinate, produce and promote cultural arts and entertainment in Midtown. She stated that In April 2016 the Committee hosted the 9<sup>th</sup> Midtown Art in the Park event in Baldwin Park. She reminded everyone of the Committee's work on the Mini-mural project in late 2015 resulting in four mini-murals painted by some of Houston's best artists located and located in Midtown. Director Morris announced that the Committee was currently working with Tribe Design to complete the design and implementation of the new Midtown Cultural Arts and Entertainment website which is expected to launch by the end of August 2016. Director Morris invited everyone to attend the Committee meetings which take place on the 3<sup>rd</sup> Wednesday of each month at 3:30 p.m. in different locations throughout Midtown.

**G. Nominating Committee – Gary Noble, Chair**

**i. UPDATE ON FILLING BOARD VACANCIES**

Director Noble reported that the Nominating Committee had received 41 resumes for consideration to fill four vacant Board positions. He stated that Committee members invest 3 days in interviewing 38 individuals. He thanked all the Board Members that have participated in the interview process. He stated that the candidates were well qualified and that several had offered great ideas during the interviews. He reported that the Committee may do a second round of interviews with certain of the candidates before making their final recommendations to the Board. He stated that the Committee hoped to make recommendations for appointment at the September 7, 2016 Board meeting. Finally, Director Noble reported that the Committee strongly encouraged all of the candidates to actively participate with the District by serving on committees even if they were not selected to fill for one of the four currently vacant Board positions.

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

Chairman Franks reported that the matters discussed in the Executive Committee meeting were all previously presented by each of the Committee Chairs. He thanked each of the Committees and the Committee Chairs for their time, effort and work to improve Midtown.

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

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

*Midtown Park Project* – The Garage Contractor had moved to the interior of the parking garage to finish out interior features of the garage. Additionally, the Park Contractor was on site working on the berms, bayou and lawn area. ESPN has repeatedly expressed strong interest in renting the Midtown Park during the Super Bowl in 2017 but no final commitment has yet been made. The Staff will continue to work with the SuperBowl Committee toward reaching a final agreement with ESPN.

*Caroline Street Project* - TxDOT re-bid the project on July 18, 2016 and bids are due on August 9, 2016. TxDot requires all utilities to be moved before construction begins which means that at least a 60-day lead time is required. Construction is anticipated to begin in the first quarter of 2017 with a projected 15-month construction schedule. The City of Houston agreed to loan the MRA funding for waste water and sewer improvements and the Houston Galveston Area Council has awarded the MRA a \$1.5 million grant for the project. TxDot is contributing \$4 million toward the project as well.

*Holman Street Project* – Holman Street construction of pedestrian improvements, including sidewalks, curbs, ramps, lighting and landscaping is moving quickly and is ahead of schedule. Construction is anticipated to be complete in January 2017. Currently the staff and consultants are working with CenterPoint to remove poles from areas where parking spots and ADA ramps will be located.

**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).**

The Board did not conduct an executive session at this meeting.

**ANNOUNCEMENTS**

There were no announcements.

**NEXT MEETING DATE**

Director Franks stated that the next Midtown Management District Board of Directors meeting will be held on Wednesday, September 7, 2016 at 11:00 a.m. in the Midtown Management District offices located at 410 Pierce St., Suite 355, Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
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Eileen J. Morris, Board Secretary

Date: 9-7-2016