



**midtown**  
HOUSTON

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

**March 1, 2017**

The Board of Directors of the Midtown Management District held a meeting, open to the public, on March 1, 2017 at 11:00 a.m. in the third floor conference room of the Midtown Management District's offices, located at 410 Pierce St., Houston TX 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
Amar Mohite	Debbie Tyler Dillard
James Llamas	Dana Woodruff
Willie Coleman	Marylène Chan
Nancy J.W. Darst	William R. Franks
Diane Cervenka	Jesus Davila
Ben Robles	Gary Noble
Allen Douglas	Charles Washington
Jason West	

All of the above were present except for Directors Lefsrud, Mohite, Woodruff, Franks and Washington, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Kandi Schramm, Marlon Marshall, Amaris Salinas, Matt Thibodeaux, and David Thomas; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell, LLC; Brian Lees of Carrington Realty; Eoles Whitaker, II from State Rep. Garnet Coleman's office; and De Juana Williams of Houston Community College along with Midtown Residents and visitors Thomas Wang, Scott Harbers, and Jen Shaw.

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

Vice Chairman Willie Coleman called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE FEBRUARY 1, 2017 BOARD MEETING
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JANUARY 2017
- C. APPROVE THE PAYMENT OF INVOICES FOR FEBRUARY 2017
- D. APPROVE EQUI-TAX REPORT FOR FEBRUARY 2017
- E. CONSULTANT AGREEMENT WITH MAX GRAY PRODUCTIONS, INC. FOR 2017 MIDTOWN ART IN THE PARK

Ms. Alvarado advised the Board that the Minutes from the February 1, 2017 Board meeting were not included in the Board Information Packet and therefore item "A" was being pulled from the agenda and would be presented next month for consideration.

Director Noble made a motion to approve Consent Agenda except for item "A". The motion was seconded by Director Darst and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE INVESTMENT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2016.**

Matt Thibodeaux presented the District's Investment Report. He stated that the average interest rate on all accounts for the Quarter ending December 31, 2016 was 0.2451 % and that the amount of interest earned was \$1,120.81. He further stated that a detailed written report was provided in the Board Information Packet.

Director Morris made a motion to approve the District's Quarterly Investment Report for the period ending December 31, 2016 as presented. The motion was seconded by Director Noble and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE PUBLIC COMMENTS POLICY.**

Peggy Foreman presented the proposed Public Comments Policy. Ms. Foreman summarized the procedures to be followed when members of the public wish to speak at Board meetings.

Director Morris made a motion to approve the Public Comments Policy as presented. The motion was seconded by Director Darst. Following all discussion, the motion carried by majority vote. Director Noble voted against the motion.

Following adoption of the Public Comments Policy, Director Davila suggested that the staff explore the option of allowing residents to email their comments to the Board via a dedicated page on the Midtown website.

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

**A. Public Safety Committee – Ben Robles, Chair**

Director Robles reported that Major Dwight Burton, a member of the S.E.A.L. Security Solutions, LLC Team who oversaw the Midtown operations, passed away on Friday, February 24, 2017. He stated that Major Burton demonstrated professionalism and genuine concern during the short-time that he worked in Midtown. Director Robles asked the Board to join him in honoring Major Burton with a moment of silence.

Director Chan presented the most current Tableau Report which summarized Public Safety incidents reported by Houston Police Department and the Precinct 7 Constable's office. Director Chan stressed that the report was created by volunteers using publicly available crime data and may not be 100% accurate. She stated that future reports may include data reported by S.E.A.L. Security Solutions, LLC. She reminded the Board that the purpose of the Tableau Report was to allow users to visualize the data and see what types of crimes are being committed in Midtown and where they are being committed. Director Chan pointed out that that the majority of the crimes

reported in Midtown were property crimes. Director Noble suggested a summary page with a running total would be helpful.

In response to a question from a Board member, Malcolm Goldin of S.E.A.L. Security Solutions, LLC gave a detailed explanation of criminal trespass and described the procedures they follow when dealing with a criminal trespass matter.

Cynthia Alvarado reported that having additional security for Super Bowl week worked out well and that there were no security incidents reported during the Midtown's Super Bowl events.

Director West updated the Board on the Dark Blocks Program. He stated that a group of volunteers will survey the District and help identify areas where new street lights are needed. He stated that the volunteers will look for areas with no lighting, dim lighting or where existing lights may be covered by trees. Director West asked for volunteers to assist in the effort to identify and map problem areas. Ms. Alvarado reminded the Board that that the District currently contracts with SMC Logistics for a light outage survey and that they may be able to provide some additional input and assistance on the project.

Ms. Alvarado announced that the District has been working with the Mayor's Office to help develop a plan that will include outreach strategies to positively impact homelessness in Houston. She stated that she recently attended a meeting in the Mayor's Office lead by Andy Icken, Chief Development Officer for the City of Houston and Marc Eichenbaum, Special Assistant to the Mayor for Homeless Initiatives during which the Mayor's 6-Point Plan to pursue strategies to tackle homelessness and panhandling. She further reported that representatives from 15 management districts were in attendance and all will be asked to help support the Mayor's effort to deal with homelessness in a humane and meaningful way. Ms. Alvarado stated that a key goal of the Mayor's plan is to find permanent supportive housing for persons who are chronically homeless.

Director Robles announced that Safety Saturday, a public safety education program, will be held on Saturday, March 18, 2017 @ 12:00 p.m. in Elizabeth Baldwin Park, 1700 Elgin, Houston TX 77004. He stated that HPD South Central Division and S.E.A.L. Security Solutions, LLC will be presenting a Burglary of a Motor Vehicle Prevention Program on-site and that Precinct 7 Deputy Constables will be participating by providing one on one Burglary of a Motor Vehicle Prevention education in the "on the street" portion of the program.

Finally, Director Robles announced that the next Committee meeting will be on Tuesday, March 21, 2017 at 6:00 p.m. in the new Dave Ward Building of Crime Stoppers of Houston at 3001 Main St. (McGowen Rail Stop) in Houston TX 77002.

## **B. Marketing and Economic Development Committee– Debbie Tyler Dillard, Chair**

Director Tyler-Dillard reported on the most recent Marketing and Economic Development Committee meeting. She reported that the Midtown newspaper, the "Midtown Buzz", is on newsstands and has been well received throughout the community. She stated that the Committee is planning for a second edition of the "Midtown Buzz" to be published sometime during the summer of 2017 and is also engaged in planning for a Midtown Awards event.

### **i. Report on soft opening of Midtown Park**

Mechelle Phillips of One World Strategy reported on the soft opening of Midtown Park which took place on Saturday, February 4, 2017 from 10:00 a.m. to 7:00 p.m. and Sunday, February 5, 2017 from 10:00 a.m. to 2:00 p.m. in tandem with Super Bowl LI. She reported that approximately 600 people attended the Saturday events, which were highlighted with interactive games and live music performances.

She stated that the Sunday event was very special as Midtown Park had the privilege of hosting the swearing in ceremony of the latest class of United States Air Force cadets. Ms. Phillips stated that the swearing in ceremony was led by Lt. Col. Jason Heard, who flies the No. 1 jet and leads all flight demonstrations for the prestigious United States Air Force Thunderbirds.

Ms. Phillips reported that there was media coverage of the events in Midtown Park and that Board Chair William Franks was interviewed during a live television broadcast with FOX News.

Marketing and Park Programming Manager, Amaris Salinas reported on the Super Weekend Block Party activities at Bagby Park, which included a three night concert series on Thursday, February 2<sup>nd</sup>, Friday, February 3<sup>rd</sup>, and Saturday, February 4<sup>th</sup>, from 4:00 p.m. to 8:00 p.m. each day. Ms. Salinas expressed appreciation to Silver Eagle for generously providing some funding and the complete stage setup for the event. She stated that the concerts were well attended with approximately 400-500 guests each night. Ms. Salinas reported that the Super Weekend Block Party received a free mention on Great Day Houston and that several attendees told her they saw the event announcement on television and decided to attend. She reported that the Midtown Super Weekend Block Party was the largest outdoor free concert in Houston for Super Bowl LI.

Ms. Salinas also reported that Rico's Morning Noon and Night was hosting weekly Game Nights in the park and that the monthly Wine Down event would be taking place on Friday, March 3<sup>rd</sup> from 5:00 p.m. to 8:00 p.m. in Bagby Park and invited everyone to attend.

Director Tyler-Dillard invited all to attend the next Committee meeting on Wednesday, March 15, 2017 at 4:00 p.m. in the Midtown Management District's office.

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

District Maintenance Supervisor, Mark Sullivan reported that sidewalk repairs are progressing nicely and that 14 of the 17 blocks that were identified for repair in Phase I have been completed. Mr. Sullivan reported that the Committee is looking forward to the Urban Planning Committee's land use study which will help identify and map locations for tree planting in the District. Finally, Mr. Sullivan reported that the Committee has begun its research and pre-budget planning for fiscal year 2018.

Mr. Sullivan invited all to attend the next Committee meeting on Monday, March 20, 2017 at 3:30 p.m. in the Midtown Management District's office.

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

Director Douglas stated that the Committee is working to update the land use map for Midtown which will be a good source of information for the District and other Board committees. He stated that Director Llamas is assisting in the effort by creating the land use categories.

Director Douglas stated that the Committee received a presentation from Urban Harvest and that Urban Harvest is working with Committee members to complete a proposal and business plan for a Midtown Farmers Market. He further reported that the Committee has reached out to a business on the east side of Midtown to see if it would be interested in sponsoring a B-cycle Station near its location.

Finally, Director Douglas announced that the next Committee meeting will be on Thursday, March 16<sup>th</sup>, at 6:00 p.m. at Powers Brown Architecture in the Central Square Bank Building and would include a presentation from the Pierce Skypark architects. He invited all Midtowners to come out and share their vision for the future of the Pierce Elevated.

**E. Cultural Arts and Entertainment – Eileen Morris, Chair**

Director Morris reported that the Committee is working on Midtown Art in the Park 2017, which is scheduled for Saturday, April 1, 2017 from 10:00 a.m. to 6:00 p.m. in Baldwin Park. She stated that 62 applications were received and the jury accepted 47 artists.

Director Morris invited everyone to attend Midtown Art in the Park 2017 as well as the next Committee meeting which is scheduled for Tuesday, March 21, 2017, at 3:30 p.m. at Lorenzo's Bar and Grill located at 1910 Bagby Houston TX 77002.

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

Director Chan presented highlights from the Finance Committee meeting. She advised the Board that 89% of 2017 assessments have been collected and that the audit for Fiscal Year 2016 is underway. Director Chan stated that expenditures for 2017 were generally on budget. David Thomas gave a brief report on 2016 expenditures for maintenance of the legacy projects and the status of the reserve fund established to help maintain the legacy projects.

Finally, Director Chan announced that the next Committee meeting will be held on Monday, March 27, 2017 at 4:00 p.m. at the Midtown Management District's office.

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

Vice Chair Coleman reported that all matters discussed at the Executive Committee meeting have been addressed in the committee reports.

**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 – A significant portion of the park was completed prior to the Super Bowl. The parking garage received a temporary certificate of occupancy and is now open daily from 8:00 a.m. to 5:00 p.m. Contractors are completing the remaining plumbing for the underground water features. Negotiations for a restaurant at the front 90 site are nearing completion. The garage operator has reached out to area restaurants to secure parking contracts. Midtown was advised that Camden Travis will be ending their valet parking agreements as soon as Midtown Park is opened. The goal is for the park to open in late spring 2017.

Caroline St. Project – AT&T is moving ahead with their relocation of utilities. The MRA has received a commitment from TXDoT to relet the project in April 2017 and work could begin as early as late spring of 2017.

Holman St. Project – The remaining landscaping is being completed. The City of Houston is installing water meters.

Main St. Project – West side improvements continue with completion anticipated in late spring 2017.

Entry Portals – Construction of entry portals at the transition between Bagby Street and IH-45 South and between Spur 527 and Brazos Street is currently underway. The entry portal projects include significant hardscape and landscaping and are anticipated to be complete in the summer of 2017.

**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**

Vice Chair Coleman announced that March 1, 2017 marked the 13<sup>th</sup> year of employment for Cynthia Alvarado with Midtown Management District. Several Board members thanked Ms. Alvarado for her work on behalf of the Midtown community.

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, April 5, 2017 at 11:00 a.m. in the 3<sup>rd</sup> floor conference room of the Midtown Management District Office, 410 Pierce St., Houston, TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
Eileen J. Morris, Board Secretary

Date: 4/5/17