



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

October 4, 2017

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Tuesday, October 4, 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:

Pos. 1	Darcy John Lefsrud	Pos. 2	Jason West
Pos. 3	Amar Mohite	Pos. 4	James Llamas
Pos. 5	Willie Coleman	Pos. 6	Nancy J.W. Darst
Pos. 7	Vacant	Pos. 8	Ben Robles
Pos. 9	J. Allen Douglas	Pos. 10	Eileen J. Morris
Pos. 11	Debbie Tyler Dillard	Pos. 12	Dana Woodruff
Pos. 13	Marylène Chan	Pos. 14	William R. Franks
Pos. 15	Jesus Davila	Pos. 16	Gary Noble
Pos. 17	Charles Washington		

All of the above were present, except for Directors Davila and West, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Michelle Ashton, Kandi Schramm, Mark Sullivan, David Thomas, and Michelle Phillips; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell, LLP; Sgt. Odell Haynes of Harris County Precinct 7 Constable's office; John Salt of S.E.A.L. Security Solutions, LLC.; Gary Bernard of 2016 Main; Bert Baker of Central Bank Houston; and Midtown residents Thomas Wang, Troy Julian, Scott Harbers, and Rongelbert Vilonia.

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

There were no public comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE SEPTEMBER 12, 2017 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF AUGUST 2017**
- C. APPROVE PAYMENT OF INVOICES FOR SEPTEMBER 2017**
- D. APPROVE EQUI-TAX REPORT FOR SEPTEMBER 2017**

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

DISCUSS AND TAKE NECESSARY ACTION REGARDING AN ORDER SETTING THE RATE OF ASSESSMENT FOR YEAR THREE OF THE SERVICE AND IMPROVEMENT PLAN AND ASSESSMENT PLAN (2015-2024).

Peggy Foreman reminded the Board that they must set the rate of assessment each year. She stated that the Finance Committee met recently and is recommending keeping the rate at 0.1181 per \$100 of assessed value. Ms. Foreman presented the terms of the Order Setting the Rate of Assessment. Directors Darst and Douglas stated that they can envision a need to raise the rate at some point in the future to respond to community requests for more projects and services. Chairman Franks stated that it will be important for the Board to continue to work with the City of Houston on issues of common interest that affect Midtown. Director Coleman asked whether the District had realized a cost savings from the conversion to LED lighting. Director Chan responded that the conversion to LED has not yet been completed, but that the most recent electricity bill was less than anticipated.

Director Coleman made a motion to adopt the Order Setting the Rate of Assessment for Year Three of the Service and Improvement Plan and Assessment Plan as presented. The motion was seconded by Director Noble. Following all discussion, the motion carried by unanimous vote.

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

A. Service and Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported that the contractor will begin work on repairs to Elizabeth Glover Park as soon as their work on Midtown Park is complete and that issues relating to payment for the work have been resolved. He stated that Marlon Marshall is working with appropriate parties on the construction schedule and will identify and publish dates for closing and reopening of Glover Park. Director Lefsrud stated that the Committee was disappointed with the small amount of data received via SeeClickFix for the “dark blocks” project and that he will meet with the Public Safety Committee to brainstorm ideas to move the project forward. He announced that the staff was working to obtain bids for certain maintenance services including the Field Services Team and anticipates making a recommendation at the December 2017 Board meeting. Director Lefsrud reported that the Committee submitted its budget requests for FY 2018 to the Finance Committee. Chairman Franks asked whether the Committee considered how the decomposed granite to be installed in Glover Park would perform during heavy rains like those resulting from Hurricane Harvey. Director Lefsrud responded that as long it is contained to a defined area, decomposed granite performs well. He further stated that the work at Glover Park will include underground drainage improvements which should also help during heavy rainfalls.

B. Cultural Arts and Entertainment Committee – Eileen Morris, Chair

Director Morris reported that the Committee is busy planning for the second annual Mistletoe Market, which will be held on Saturday, November 18, 2017 and Sunday, November 19, 2017 in Bagby Park and that applications from interested vendors are being accepted through October 13, 2017. She stated that the Committee anticipates hosting pop-up markets on Valentine’s Day, Mother’s Day, and Father’s Day. Director Morris also reported that the Committee spent a considerable amount of time on developing sponsorship criteria for groups seeking funding for cultural arts and entertainment projects. Finally, she stated that the Committee completed its budget requests for FY 2018. Director Washington reported that the sculpture in front of the Community Artists’ Collective has been dismantled and suggested that as Midtown increases its investment in public art it will also need to look at ways to protect public artworks.

C. Marketing and Economic Development Committee – Debbie Tyler-Dillard, Chair

Director Tyler-Dillard announced that the Midtown Awards ceremony is being delayed until the grand opening of Midtown Park in January 2018. She stated that the Committee is working to release a new edition of the Cultural Arts and Entertainment Guide in November and is researching development of an App that will enhance Midtown’s current mobile communications. Director Tyler-Dillard reported that the Committee placed an ad in the next three editions of *OutSmart* magazine, including a special October 2017 edition focusing on the impact of Hurricane Harvey, which will be distributed in early October. She further reported that the District is a prominent

sponsor in BikeHouston's upcoming Moonlight Ramble event. Finally, she stated that the Committee's FY 2018 budget requests have been finalized and submitted to the Finance Committee.

Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that Texas Transportation Institute gave a presentation on bike and pedestrian safety at the September 2017 Committee meeting. He reported that the Committee also discussed the budget requests for FY 2018, the proposed Midtown Farmer's Market, I-69 cap park, and plans for an early November 2017 neighborhood bike ride in partnership with BikeHouston.

Director Douglas reported that the public workshop hosted by Midtown and Design Workshop on Tuesday, September 26, 2017, at Trinity Episcopal Church was moderately well-attended and participants gave input on proposed future projects, with most attendees expressing interest in infrastructure improvements. Director Mohite shared that the Design Workshop focus group he attended was also attended by Council Member Amanda Edwards, who gave her support for the work being done and offered assistance as Midtown moves forward.

Director Douglas stated that Midtown resident, Derek Shelton, shared his concerns about pedestrians crossing Bagby St. near Pierce St. Director Llamas stated that the Committee will work to track down results of any previous study of the area and then make recommendations for crosswalk improvements to address any safety issues. Chairman Franks stated that he will mention the issue in an upcoming meeting with City officials.

Director Morris stated that Club Cle has re-opened, and asked that the Public Safety Committee monitor the surrounding area for public safety concerns.

E. Finance and Budget Committee – Marylene Chan

i. UPDATE ON PROPOSED FY 2018 BUDGET

Director Chan thanked the Committee Chairs and Staff for working on their respective FY 2018 budget requests. She stated that the Finance Committee is reviewing the budget requests and continuing its work on the budget for FY 2018. She stated that the Board will be asked to vote on the FY 2018 Budget at the November 2017 Board meeting.

F. Nominations Committee – Nancy Darst, Chair

i. RECOMMENDATIONS TO FILL BOARD POSITIONS 7 AND 14

Director Darst reported that ten (10) candidates were interviewed in August 2017 to fill two (2) positions on the Board. She stated that the Committee considered a number of factors in evaluating the candidates and is recommending two Midtown residents for appointment to the Board. She announced that Julie Tilton is being recommended to fill Position 7, which is an unexpired term and can be filled immediately by a majority vote of the Board, and that Christopher Johnston is being recommended to fill Position 14, which is an expired term and must be submitted to the Mayor and City Council for consideration and appointment to the Board. Director Darst stated that Ms. Tilton is a resident and Mr. Johnston is a property owner and resident. She gave a brief introduction of each of the persons being recommended. Director Morris made a motion to accept the recommendations of the Nominations Committee to fill Board Positions 7 and 14. The motion was seconded by Director Washington. Following all discussion, the motion carried by unanimous vote.

Director Darst reported that the Nominations Committee also selected four alternates: Burt Baker, Angelo Soto, Rongelbert Vilonia, and Troy Julian. She announced that should any Board vacancies occur in the next several months, the Committee will consider the alternates as a "short-list" of prospective candidates to fill such vacancy.

ii. RECOMMENDATIONS FOR BOARD OFFICERS/ELECTION

Director Darst shared that the Committee was charged with making recommendations to fill certain officer positions and that after review and consideration, the Committee was recommending the election of Director Willie Coleman to fill the remaining term of the Board Chair position, which is being vacated by the current

Chair, William Franks. She further stated that the Committee was also recommending Allen Douglas to fill the remaining term of the Board Vice-Chair position, being vacated by the current Vice-Chair, Willie Coleman, and Dana Woodruff to fill the remaining term of the Board Assistant Secretary position, being vacated by the current Assistant Secretary, Allen Douglas. Chairman Franks asked if there were any other nominations for each of the positions of Chair, Vice-Chair or Assistant Secretary. There being no other nominations from the floor, Chairman Franks declared the nominations closed. Director Noble made a motion to approve the Nominations Committee's recommendations for Chair, Vice-Chair and Assistant Secretary. The motion was seconded by Director Morris and carried by unanimous vote.

Director Darst congratulated each of the newly elected officers and reminded everyone that they were filling unexpired terms and would serve until the next regular election of Board officers in June 2018. She also thanked the members of the Nominations Committee for all of their hard work.

G. Public Safety Committee – Ben Robles, Chair

Director Robles reported that the September 2017 Committee meeting was an evening meeting and was held in the Community Room at Central Bank. He announced that reports from HPD showed a slight increase in burglary of motor vehicles (BMVs) in Midtown and reminded everyone to not leave valuables in their vehicles, especially during the upcoming holidays. He stated that the Midtown Staff has sent out an "ebblast" reminding residents to not leave valuables in their vehicles and will continue to relay this message throughout the next several months.

Director Robles reported that the Committee discussed two issues at length during the meeting, namely loitering under the Pierce Elevated (near Main St.) and excess noise from nightclubs in the same area. He stated that following the meeting, he observed that when a METRO Police car is visibly parked in the area there is a noticeable decrease in loitering. Director Robles briefly summarized a presentation by Assistant County Attorney Julie Countiss, reporting that in appropriate cases, the County Attorney's office will file and pursue civil lawsuits against businesses that create a significant public nuisance. He further reported that the budget requests for FY 2018 had been submitted to the Finance Committee and included a 3% increase in costs for the Harris County Deputy Constables.

Director Robles announced that National Night Out was cancelled due to weather and that the next Committee meeting is scheduled for Tuesday, October 17, 2017 at 11 a.m. in the Midtown offices.

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

This agenda item was tabled.

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

Cynthia Alvarado and other Board members paid tribute to Chairman Franks and thanked him for his service to and on behalf of Midtown. He was presented with a painting as a small token of appreciation for his years of service on the Board.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, November 1, 2017, at 6:00 p.m. at Central Bank, 2217 Milam St., Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris
Board Secretary

11/1/17
Date