



midtown
HOUSTON

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

November 1, 2017

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, November 1, 2017, at 6:00 p.m. in the community room of Central Bank, located at 2217 Milam 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. 10	Eileen J. Morris
Pos. 2	Jason West	Pos. 11	Debbie Tyler Dillard
Pos. 3	Amar Mohite	Pos. 12	Dana Woodruff
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Willie H. Coleman	Pos. 14	Vacant
Pos. 6	Nancy J.W. Darst	Pos. 15	Vacant
Pos. 7	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Ben Robles	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Mark Leija, Michelle Ashton, Kandi Schramm, Mark Sullivan, David Thomas, and Michelle Phillips; Peggy Foreman of Burney & Foreman; Sgt. Odell Haynes of Harris County Precinct 7 Constable's office; John Self and Rasiel Limotta of S.E.A.L. Security Solutions, LLC.; Eoles Whitaker II of Representative Garnet Coleman's office; Andre Wagner of Councilmember Dwight Boykin's office; Justin Bowles, Steven Hadley, and Steven Hadley II of Plae Houston; and Midtown residents, Derek Shelton and Rongelbert Vilorio.

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

Chair Coleman called the meeting to order and welcomed everyone.

APPROVE BOND, OATH AND SWORN STATEMENT FOR NEW BOARD MEMBERS APPOINTED TO POSITION 7 AND 15

Director Darst introduced new Board Member Julie Tilton. She also announced that earlier in the day, the District was notified that the Houston City Council approved the Board's recommendation and appointed Christopher Johnston to fill Position 14. Director Darst introduced Christopher Johnston who was in the audience and announced that he would be sworn in at the December 2017 Board meeting.

Director Noble made a motion to approve the bond, oath and sworn statement of Julie Tilton. The motion was seconded by Director Washington and carried by unanimous vote.

The Chair asked if the Board would permit the Nominating Committee report to be taken out of order. A motion was made by Gary Noble, seconded by Director Morris and carried by unanimous vote.

Director Darst reported that the Chair received and accepted the resignation of Jesus Davila, who recently had to move from Houston to Austin for a work assignment. She reported that the Nominating Committee was recommending the appointment of Herbert "Bert" Baker to fill Position 15. She gave a brief introduction of Herbert Baker and answered questions from Board members. Peggy Foreman stated that the appointment was to fill an unexpired term and could be made by the Board without City Council approval.

Director Noble made a motion to approve the appointment of Herbert Baker to Position 15. The motion was seconded by Director Washington and carried by unanimous vote.

Director Darst announced that Mr. Baker would be sworn in at the December 2017 Board meeting.

RECEIVE PUBLIC COMMENTS

Derek Shelton thanked the District for working to improve safety along Bagby St. He also suggested that the District undertake a study to understand the best ways to use of Bagby Park.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE OCTOBER 4, 2017 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2017;**
- C. APPROVE PAYMENT OF INVOICES FOR OCTOBER 2017;**
- D. APPROVE EQUI-TAX REPORT FOR OCTOBER 2017**

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

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2017

David Thomas reported that on October 19, 2017, Executive Director and Investment Officer, Matt Thibodeaux issued a written investment report for the third quarter of FY 2017 stating that the investments are in compliance with the District's Investment Policy. Mr. Thomas stated that the written report was contained in the Board Information Packet and that the average interest rate for the third quarter was 0.3377% and the amount of interest earned for the third quarter was \$3,598.48.

Director Woodruff made a motion to approve the investment report. The motion was seconded by Director Darst and 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 Invitations for Bids had been issued for the Field Services Team and for maintenance of Baldwin & Glover Parks. He said that bids were due in mid-November and the Committee will make recommendations to the Board at the December 2017 Board meeting. Director Lefsrud reported that the contractor is working on getting permits for the repairs to Elizabeth Glover Park and that work is expected to begin sometime in November. He further reported that he attended the October 2017 Public Safety Committee to discuss how his Committee could assist with the Dark Blocks Project with its efforts to help improve lighting in the District.

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

Director Morris reported that the Cultural Arts and Entertainment Committee is holding the second annual Mistletoe Market on Saturday, November 18, 2017 and Sunday, November 19, 2017 in Bagby Park. She stated that 26 artists are expected to participate and that items would be available for sale at various price points. Director Morris also reminded the Board that the District is participating in the Via Colori event in downtown Houston by sponsoring a 3D chalk square that same weekend. She stated that the Committee is working on establishing grant procedures and sponsorship criteria for evaluating funding requests from other Midtown arts organizations. Finally, she stated that the Committee anticipates hosting pop-up markets on Valentine’s Day, Mother’s Day, and Father’s Day in FY 2018.

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

Director Tyler-Dillard announced that the Midtown Awards ceremony would be held during the grand opening of Midtown Park on January 20, 2018 and that the award winners are featured in the newest edition of the Midtown guide. She also announced that the next edition of the *Midtown Buzz* will be available in January 2018. Director Tyler-Dillard encouraged everyone to look for the Midtown ad in the current issue of *OutSmart Magazine* and to attend the joint meeting with the Cultural Arts and Entertainment Committee on Tuesday, November 21, 2018 at 3:30 p.m.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the Committee is continuing to work on planning for a Midtown Farmer’s Market. He shared that Urban Harvest will not be able to coordinate the market and that the Committee is looking for volunteers from the Board and the Midtown community to help with the project. He reminded the Board that the District is co-sponsoring a community bike ride with BikeHouston on November 12, 2017 leaving from Elizabeth Baldwin Park at 12:30 p.m. and returning in time for Second Sunday activities in Baldwin Park. Director Mohite reported that a Steering Committee conference call was held with Design Workshop to discuss the vision statements and that the next opportunity for public input is being planned for December 2017. Director Douglas invited all to attend the next Committee meeting on Thursday, November 16, 2017 at 4:00 p.m.

E. Finance and Budget Committee – Marylene Chan

i. CONSIDER BUDGET FOR FY 2018

Director Chan thanked all Board members for their work and cooperation during the budget process. David Thomas presented the proposed budget for FY 2018 and responded to questions. He thanked Committee Chairs and Board members for their flexibility which allowed the Finance Committee to produce a final budget for FY 2018 without an increase in the rate of assessment.

Director Morris made a motion to approve the FY 2018 as presented. The motion was seconded by Director Tyler-Dillard and carried by unanimous vote.

F. Public Safety Committee – Ben Robles, Chair

Director Robles reported that there is a new HPD DRT officer in Midtown, Sargent Eric Flores. He reported that all Midtown law enforcement and public safety officers have been asked to report areas in need of additional lighting by using SeeClickFix. He reported that the Coffee with a Cop event on Friday, October 20, 2017 was a success and thanked all who attended. Director Robles announced that the *Houston Press* wrote an article about a new nightclub in Midtown that was attempting to operate without a required liquor license. Director Robles gave a report on the work being done by the new Security Coordinator, Mark Leija.

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:

Midtown Park: On October 11, 2017, the construction fences surrounding the park were removed and the park was opened to the public. Contractors are still working to complete punch list items. Midtown Parks Conservancy has begun programming the park. Midtown Staff member Mechelle Philips gave an overview of previous and upcoming Midtown Park events, including the grand opening celebration which is scheduled for Saturday, January 20, 2018.

Main St.: The agreement reached with METRO has positively impacted the contractor's ability to get more work done in the median at night. The Staff anticipates that the median work can be completed by mid-December 2017. The Midtown Redevelopment Authority has approved Phase III which extends improvements south of Alabama St. to Wheeler St.

Caroline St.: The contractors have mobilized but the start of construction has been delayed due to the City's request that the traffic control plan be updated and re-submitted for approval before construction permits will be issued.

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

The next Midtown Management District Board of Directors meeting will be held on Wednesday, December 6, 2017 at 11:00 a.m. in the Midtown Management District offices, 410 Pierce Street, Houston, Texas 77002

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris
Board Secretary


Date