



midtown
HOUSTON

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

January 3, 2018

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, January 3, 2018, at 11:00 a.m. in the third floor conference room of the Midtown Management District 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. 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	Christopher Johnston
Pos. 6	Nancy J.W. Darst	Pos. 15	Herbert Baker
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 minus Directors Mohite, Tilton, West, and Chan, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Mark Leija, Michelle Ashton, Kandi Schramm, Mark Sullivan, Vernon Williams, David Thomas, Marlon Marshall, Cynthia Alvarado, Matt Thibodeaux, and Mechelle Phillips; Peggy Foreman of Burney & Foreman; Clark Lord and Mona Cannon of Bracewell; Jesse Sampson and John Self of S.E.A.L. Security Solutions, LLC.; Linda Trevino of METRO; Chelbi Mimms of One World Strategy Group, LLC.; and Midtown residents Derek Shelton, Yolanda Grey, Melanie Trevi, and Michael Trevi.

Cynthia Alvarado 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.

RECEIVE PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE DECEMBER 6, 2017 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 2017;**
- C. APPROVE PAYMENT OF INVOICES FOR DECEMBER 2017;**
- D. APPROVE EQUI-TAX REPORT FOR DECEMBER 2017**

Director Woodruff made a motion to approve the consent agenda. The motion was seconded by Director Noble and carried by unanimous vote.

REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING A MAINTENANCE AGREEMENT WITH THE CITY OF HOUSTON

The Chair announced that this agenda item was being tabled.

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 improvements and repairs had not yet begun at Elizabeth Glover Park due to City permitting issues. Marlon Marshall stated that he is hopeful that work will begin in January. Director Lefsrud pointed out that money for this project was included in the 2017 Budget but not in the 2018 Budget, so he will meet with the Finance Committee to ensure that the money will be available in 2018.

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

Director Morris reported that the Committee did not meet in December 2017 but that work was moving forward for the Valentine’s Day Market and for Art in the Park 2018. Ms. Alvarado stated that she is receiving responses to the call to artists for both events.

i. LICENSE AGREEMENT FOR PUBLIC PERFORMANCE OF MUSIC

Ms. Foreman reported that she is working with Midtown Parks Conservancy (MPC) to secure a promoter’s license agreement for Midtown events involving the performance of live music.

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

Director Tyler-Dillard reported that the *Midtown Buzz* is out and shared copies with Board members. She stated that the Midtown Awards Ceremony will be rescheduled since it is being held in conjunction with a celebration at Midtown Park, which is being postponed due to the expectation of extremely cold weather. Michelle Ashton reported that development of the Midtown app is moving forward now that the administrative issues have been resolved. Director Tyler-Dillard invited everyone to attend the next Committee meeting on Wednesday, January 17, 2018 at 4:00 p.m.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the Committee did not hold a December 2017 meeting and invited all to the next Committee meeting on Thursday, January 18, 2018 at 4:00 p.m. where there will be a discussion about the City’s request that Midtown be part of a Walkability Pilot Project. He further reported that plans are underway for the next Community Bike Ride with BikeHouston. Finally, Director Douglas stated that there was no new information to report on the proposed Midtown Farmers Market.

E. Finance and Budget Committee – Marylene Chan

Director Woodruff stated that as of year-end, 99% of 2016 Assessments had been collected and that a significant number of property owners had already paid their 2017 Assessment. David Thomas reported that the Staff is awaiting receipt of final invoices for 2017 before he begins the process of closing out the books for 2017. He stated that he will make a more comprehensive report at the next Finance Committee meeting on Monday, January 22, 2018 at 4:00 p.m.

F. Nominations Committee – Nancy Darst, Chair

Director Darst stated that she did not have a report, since all Board positions were now filled. Ms. Alvarado shared that she conducted an orientation for new Board members on December 11, 2017.

G. Public Safety Committee – Ben Robles, Chair

Mark Leija reported that he has been working with the Public Intoxication Transport Team (the “PIT Team”) and that new procedures are being implemented that will allow S.E.A.L. Security Solutions, LLC’s officers to make direct calls for transport of publically intoxicated individuals, which is expected to free up law enforcement resources within the District and hopefully result in faster processing times. Mr. Leija also reported that the Wheeler Station area continues to be a nuisance with a substantial amount of loitering and trash. He reported that the area under I-69 was cleaned up prior to the end of the year and that law enforcement continues to patrol the area. Mr. Leija stated that the Midtown staff has asked the property owner to install fencing around the property located at 4200 Main Street at Richmond Avenue. He further reported that Sears is closing on Monday, January 15, 2018, and that at the District’s request, the property owners of the Sears site have agreed to install fencing to deter loitering. Mr. Leija stated that the District continues to receive loud noise complaints which appear to be coming from Proof Bar and that he has contacted the bar owner in an effort to try to resolve the issue. He reported that he is working with Mark Sullivan to investigate certain low light areas and make recommendations for environmental changes intended to promote increased public safety. Finally, Mr. Leija stated that he is meeting with the Captain of HPD South Central Division this month to thank them for increasing patrols and enforcement in the areas near the Wheeler Station and to explore how they can work together to improve public safety in Midtown.

i. INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH HARRIS COUNTY FOR MARCH 1, 2018 THROUGH FEBRUARY 28, 2019.

Ms. Alvarado reported that she received a draft of the Interlocal Agreement with Harris County after the December 2017 Public Safety Committee meeting. She stated that there was a 3% increase and that the cost for five (5) deputy constables and one (1) supervising sergeant is \$484,000 per year. Ms. Alvarado stated that the Executive Committee will review and consider the Interlocal Agreement with Harris County and that due to timing issues it will likely require ratification at the next Board meeting.

ii. RENEWAL OF CONTRACT WITH S.E.A.L. SECURITY SOLUTIONS, LLC

Ms. Alvarado stated that this item will be considered at the February 2018 Board meeting.

H. Executive Committee – Willie H. Coleman, Chair

Director Coleman stated that the December Committee meeting was short and that all matters discussed at the meeting have been presented in the various committee reports.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING EMPLOYEE COMPENSATION, JOB TITLES AND BENEFITS.

Chairman Coleman announced that the Executive Director would present certain information related to this agenda item in Executive Session.

Upon returning to open session, Director Morris made a motion to accept the recommendations of the Executive Director and the Executive Committee to increase the compensation of the Operations Manager and Communications Supervisor, retroactive to January 1, 2018. The motion was seconded by Director Washington. Following all discussion, and the motion carried by unanimous vote.

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 convened in executive session to discuss certain personnel matters (Section 551.074, Texas Government Code). Upon reconvening in open session the Board took action on agenda Item # 6 relating to employee compensation, job titles and benefits.

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

Marlon Marshall gave the following report on the status of the current Midtown Redevelopment Authority capital improvement projects:

Midtown Park: The contractors slowed down a bit during the holidays, but are back working to wrap up punch list items in the South Park area and will then focus their attention on the Front 90 Plaza area.

Main St.: METRO coordinated a weekend shutdown over the holidays, which allowed the contractor to complete much of the work in the median, including lighting and landscaping. The team is currently working with property owners south of Alabama Street to continue improvements.

Caroline St.: Staff is still working to resolve issues arising from the jurisdictional overlap between TxDOT and the City. There will be another meeting next week with City representatives to address issues related to the Project.

Bagby St./Pierce St. Traffic Study: Contractors are gathering data to present to the City in an effort to get the City to install traffic control devices at the intersection of Bagby and Pierce Streets.

Director Douglas asked about the procedure for identifying and selecting sidewalks for replacement/repair. Mr. Marshall responded that the decisions were made based on prior studies/plans, the Service and Maintenance Committee's review of data compiled from visual surveys of the area, and SeeClickFix reports submitted to the District. He also stated that an effort was made to coordinate with other work being done in the same area. Sidewalk improvements are currently being funded by the Midtown Redevelopment Authority.

Director Tyler-Dillard asked who was responsible for the current construction along Milam Street. Mr. Marshall replied that it was a City utility infrastructure project.

ANNOUNCEMENTS

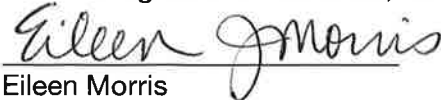
There were no announcements.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, February 7, 2018 at 6:00 p.m. at Central Bank Houston, 2217 Milam Street, Houston, Texas 77002

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris
Board Secretary


Date