



midtown
HOUSTON

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

February 7, 2018

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, February 7, 2018, 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	Vacant	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, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Mark Leija, Michelle Ashton, Mark Sullivan, David Thomas, Marlon Marshall, Vernon Williams, Matt Thibodeaux, and Cynthia Alvarado; Peggy Foreman of Burney & Foreman; Chelby Mimms of One World Strategy Group, LLC; Jesse Sampson and Rosiel Limonta of S.E.A.L. Security Solutions, LLC; Sgt. Odell Haynes, Deputies Clopton and Jordan of Precinct 7; and Midtown residents Dan Barnum, Kaye Olajibode and Bryan Miller of Bermac Art Center.

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

Bryan Miller stated that he manages the Bermac Arts Center Building across from the Sears building and is concerned because they are losing about one-third of their tenants. He would like to see alternatives to a chain link fence for the Sears property as he believes his ability to attract tenants will be impacted. Director Douglas asked for more details about the Sears building; Peggy Foreman suggested that Mr. Miller contact Rice University as there is little the District can do on privately owned property.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE JANUARY 3, 2018 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF DECEMBER 2017;**
- C. APPROVE PAYMENT OF INVOICES FOR JANUARY 2018;**
- D. APPROVE EQUI-TAX REPORT FOR JANUARY 2017**

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

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

Peggy Foreman stated she and the Midtown staff are working on the Maintenance Agreement with the City and have concluded that the Agreement will need to be put in place as soon as possible. She asked the Board to authorize the Chair and Executive Director to approve and execute the final version of the Maintenance Agreement with the City once all negotiations are finalized. Ms. Foreman gave a brief overview of the proposed terms of the Agreement. Director Woodruff asked what the sticking points are. Ms. Foreman stated that she was concerned that the Agreement was very broad in scope and did not contain a limitation as to how much the District is obligated to spend to maintain the improvements. She shared other concerns about certain provisions of the Agreement and how they could potentially impact the District.

Director Woodruff made a motion to authorize the Chair and the Executive Director to approve and execute the Maintenance Agreement on behalf of the Board once it is finalized. The motion was seconded by Director Morris. Following all discussion, the motion carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 4TH QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2017

Matt Thibodeaux reported that the average interest rate on all District accounts was 0.3990%, resulting in \$2,786.83 in interest earnings for the 4th quarter. Director Douglas made a motion to accept the quarterly investment report. The motion was seconded by Director Johnston 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 sidewalk repairs/replacement identified in Phase I & II have been completed and the Committee is looking at identifying other areas in need of repair. He encouraged everyone to report new sidewalk issues via SeeClickFix. He stated that tree trimming has begun in areas identified through the Dark Blocks Project and will continue for the next several weeks. He also reported that improvements and repairs had begun at Elizabeth Glover Park. He reminded the Board that money for this project was included in the FY 2017 Budget, and recommendations will be made by the Finance Committee later in the meeting.

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

Director Morris reported that unfortunately the Valentine's Day Market was cancelled due to bad weather. She stated that the Mother's Day Market and the Father's Day Market are scheduled for May and June in Bagby Park. She also shared that the Committee is working on guidelines for small grants which will be available to Midtown based arts organizations and that more information will be presented at a future meeting. Ms. Foreman stated the Midtown Parks Conservancy has entered into a music licensing agreement with BMI and is in the process of finalizing similar agreements with ASCAP and SESAC. Finally, Director Morris reported that the Committee is working on Art in the Park 2018 which is scheduled for April 7, 2018. Director Baker presented the District with a check for \$5,000 on behalf of Central Bank. Cynthia Alvarado reminded everyone that Central Bank has been a long-term sponsor of Art in the Park and stated that a portion of the funds would be used to provide complete booth setups for 10 non-profit cultural arts organizations.

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

Director Tyler-Dillard reported that the Midtown Awards Ceremony will be on Saturday, April 28th as part of Lounge on the Lawn at Midtown Park. Michelle Ashton stated that the development of the Midtown app is moving forward and should be available for testing later this month, with a goal of releasing it to the public in March. Director Tyler-Dillard invited everyone to attend the next Committee meeting on Wednesday, February 21, 2018 at 4:00 p.m.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the Committee discussed the City’s Walkable Places Pilot Project and announced that Director Llamas has been Midtown’s liaison with the City. He stated that the Committee discussed area boundaries for potential development regulations and the requirement that at least 50% of property owners in the area must adopt any development regulations. Director Douglas stated that participation in the Pilot Project will allow for experimentation with development regulations that could improve walkability in Midtown. He announced that a representative from the City’s Planning Department will be at the February Committee meeting to further the discussion. He also reported that he attended the South Main Alliance meeting about the Wheeler Cap Park and that the Committee is considering sponsoring a charrette to get community input on the Park’s design. Finally, Director Douglas stated that there has been communication with the East End Farmer’s Market about developing a Midtown Farmer’s Market. He shared that the Committee is still working on planning the next community bike ride with BikeHouston. Finally, Director Douglas announced that the final community workshop for the Strategic Plan will be held in the Midtown offices on March 6, 2018 from 3:30 p.m. until 7:30 p.m. and will be an open-house format. He invited all to the next Committee meeting on Thursday, February 15, 2018 at 4:00 p.m.

E. Finance and Budget Committee – Marylene Chan

Director Chan reported on District finances and stated that approximately 74% of 2017 Assessments have been collected and that expenditures so far were within budget.

Chair Coleman asked that the remainder of the Finance Committee report be delayed until after the Public Safety Committee makes its report.

i. REQUEST FROM THE PUBLIC SAFETY COMMITTEE TO DESIGNATE AN AMOUNT FROM UNSPENT 2017 FUNDS TO PAY FOR A PORTION OF THE COST FOR THE PUBLIC INTOXICATION TRANSPORT TEAM

Director Chan shared that there were excess revenues over expenses at the end of the FY 2017 and that such funds could be used to pay the increased cost of the PIT Team. Director Darst made a motion to approve the request from the Public Safety Committee to designate an amount not to exceed \$42,000 from funds that were unspent in 2017 to pay for a portion of the increased cost of the PIT Team. The motion was seconded by Director Washington and carried by unanimous vote.

ii. REQUEST FROM THE SERVICE AND MAINTENANCE COMMITTEE TO DESIGNATE AN AMOUNT FROM UNSPENT 2017 FUNDS TO PAY ALL OR A PORTION OF THE COSTS OF IMPROVEMENTS TO ELIZABETH GLOVER PARK

Director Chan reminded the Board that funds were included in the FY 2017 Budget to pay the costs of certain repairs and improvements in Elizabeth Glover Park. She stated that the Finance Committee was recommending that unspent funds from FY 2017 in an amount not to exceed \$68,000 be designated to pay all or a portion of the costs of repairs and improvements in Elizabeth Glover Park. Director Morris made a motion to approve the request from the Service and Maintenance Committee to designate an amount not to exceed \$68,000 from unspent funds from FY 2017 to pay for the costs

of repairs and improvements to Elizabeth Glover Park. The motion was seconded by Director Mohite and carried by unanimous vote.

iii. FY 2017 AUDIT ENGAGEMENT LETTER

Director Chan presented the engagement letter for the FY 2017 audit from Carr, Riggs & Ingram, LLC. She stated that the fees are the same as those charged for the FY 2016 audit. Director Lefsrud made a motion to approve the audit engagement letter. The motion was seconded by Director Baker. Following all discussion, the motion carried by unanimous vote.

F. Nominations Committee – Nancy Darst, Chair

Director Darst announced that Jason West has resigned due to a job transfer out of the City. She stated that the Committee will be reaching out to obtain additional resumes of candidates since, with Jason West's departure; there are currently no representatives from the multi-family sector on the Board.

G. Public Safety Committee – Ben Robles, Chair

Director Robles reported on activities of the Public Safety Committee. He reported that METRO Police Department is doing a better job patrolling the sidewalks under the Pierce Elevated and that the property owners agreed to install fencing and lighting around the vacated Sears site. Director Mohite suggested a fence wrap to help make it more aesthetically appealing for its neighbors. Director Noble asked whether Midtown could pay for fence wrapping. Director Woodruff stated that wrapping the fence could present safety concerns since illegal activity could be hidden from public view.

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

Chair Coleman stated that the Executive Committee considered and recommended approval of the contract with Harris County for the Precinct 7 Deputy Constables. He stated that he signed the contract on behalf of the District because it was needed by February 5, 2018 to avoid a break in services. Ms. Foreman stated that the Public Safety Committee recommended to the Executive Committee that the number of deputy constables be reduced by 1 and that the total cost of 4 deputies and one supervising sergeant would be \$405,476. Director Mohite asked how much of Midtown's budget is spent on public safety. Director Chan responded that it is approximately 41% of the budget, which includes a portion of the electricity costs for street lighting and aligns with the 10 Year Service and Improvement Plan. Director Woodruff made a motion to ratify the Interlocal Agreement with Harris County for Law Enforcement Services. The motion was seconded by Director Dillard. Following all discussion, the motion carried by unanimous vote.

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

Ms. Foreman stated that the Public Safety Committee and the Executive Committee was recommending that the contract with S.E.A.L. Security Solutions, LLC be extended and amended to include one additional officer, together with an additional K-9 officer and patrol vehicle. Director Noble made a motion to approve the extension and amendment of the contract with S.E.A.L. Security Solutions, LLC. The motion was seconded by Director Woodruff. Following all discussion, the motion carried by unanimous vote.

iii. PUBLIC INTOXICATION TRANSPORT TEAM

Director Robles reported that the Near Northside Management District is no longer participating in the Public Intoxication Transport (PIT) Team and that in order to keep the services in Midtown and Downtown, each entity would be required to pay a greater share of the costs. Ms. Alvarado reported that Midtown and Downtown requested that the PIT Team adjust its budget to provide an additional 20 hours of services per week on Saturdays and Sundays. She stated that the increased cost to

Midtown would be \$42,000, for a total of \$66,790. Ms. Alvarado described additional operational modifications to the PIT Program.

Several Board Members asked questions about the PIT Program and asked the Public Safety Committee and Staff to carefully monitor reports from the PIT Team to evaluate its effectiveness in the District.

iv. REPORT FROM SECURITY COORDINATOR, MARK LEIJA

Mark Leija reported that he attended the latest homeless outreach effort and was impressed by the City's attempt to work with and provide services to the homeless. He stated that he worked with Mark Sullivan to get street lights repaired around Axelrads in partial response to complaints about safety in the area. He reported that the District continues to receive complaints about loud noise coming from Proof Bar and that an effort was being made to work with the bar owner to address the issue. Director Mohite asked if Mr. Leija has been getting any reports about Rich's for noise violations on the weekend. Mr. Leija recommended Director Mohite continue to call HPD's non-emergency number to document the noise violations.

H. Executive Committee – Willie H. Coleman, Chair

Director Coleman stated that the Committees have been busy with the previously discussed items and thanked everyone for their hard work on behalf of Midtown.

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 Park Contractors are winding down on remaining punch list items and issues that have surfaced since opening of the Park. The berm wall is being prepared for installation of the mosaic tile artwork later this month. Work is continuing on installing utilities in the Front 90 Plaza area and streetscape work is beginning along Travis St.

Main St.: Improvements between Webster St. and Wheeler St. have been completed and testing of decorative lights will begin soon. Consultants are working with owners of certain historic buildings that may be impacted by the planned improvements.

Caroline St.: The Contractor has identified potential utility conflicts, which TXDOT requires be resolved prior to beginning work on the project. The Contractor has requested that CenterPoint remove and or brace certain utility poles so that work can begin.

Bagby St./Pierce St. Traffic Study: The Traffic Study has been completed and the Contractors will present their findings and next steps at the February Urban Planning meeting. Those recommendations will be brought to the Midtown Redevelopment Authority for their input and implementation.

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 convene in executive session.

ANNOUNCEMENTS


Michelle Ashton shared information regarding schedule changes and upcoming events in in Midtown and Bagby Parks.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, March 7, 2018 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~~ Dana Woodruff
Board Secretary
Assistant Secretary

3-7-2018
Date