



midtown
HOUSTON

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

November 7, 2018

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, November 7, 2018, at 6:00 p.m. in the Community Room of Central Bank, located at 2217 Milam Street, Houston TX 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

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|--------|--------------------|---------|----------------------|
| Pos. 1 | Darcy John Lefsrud | Pos. 10 | Eileen J. Morris |
| Pos. 2 | Gloria Haney | 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 | Kristin Pope | Pos. 17 | Charles Washington |
| Pos. 9 | J. Allen Douglas | | |

All of the above were present except Directors: Haney, Mohite, Pope, and Chan

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, David Thomas, Kandi Schramm, and Madeline Peña; Peggy Foreman of Burney & Foreman; Sgt. Eric Flores of Houston Police Department; Sgt. Odell Haynes Harris County Precinct 7; Jesse Sampson and Rasiel Limonta of S.E.A.L. Security Solutions; and Sean Jaehne.

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.

RECEIVE PUBLIC COMMENTS

There were no Public Comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE OCTOBER 3, 2018 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2018**
- C. APPROVE PAYMENT OF INVOICES FOR OCTOBER 2018**

D. APPROVE EQUI-TAX REPORT FOR OCTOBER 2018

Kandi Schramm presented the Consent Agenda. Director Woodruff made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Morris and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 3rd QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2018.

David Thomas, the District's Accounting Manager, presented the Investment Report for the Quarter ending September 30, 2018. Mr. Thomas stated that the District's accounts were properly invested in accordance with the District's Investment Policy. He also reported that the District received \$9,349.01 in interest earnings with an average interest rate of 0.6000% for the quarter ending September 30, 2018.

Director Woodruff made a motion to accept and approve the Investment Report for the period ending September 30, 2018. The motion was seconded by Director Baker and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE MEANINGFUL CHANGE PROGRAM.

Chairman Coleman reminded the Board that there was a presentation at the last Board meeting on this agenda item and that the District was being asked to contribute a total of \$20,000 over two years to partially fund the Meaningful Change Program. Director Woodard advised the Board that this potential contribution was not included in the approved budgets for Fiscal Year 2018 or Fiscal Year 2019. Several Board members commented that the District along with other Midtown entities already spend a substantial amount on addressing issues relating to the homeless population.

Following all discussion, Director Lefsrud made a motion to table this agenda item. Director Woodruff seconded the motion which carried by unanimous vote.

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

A. Service and Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported on the activities of the Service and Maintenance Committee. He stated that the Committee has been focused on various maintenance projects including repairing lighting issues in Baldwin Park, finalizing the tree trimming throughout the District, and responding to maintenance issues reported via SeeClickFix. He further stated that the Committee is reviewing its budget and looking at the feasibility and cost of temporarily adding 2 more people to the current Field Services Team to help with the additional clean-up and debris removal in Midtown.

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

Director Morris reported that the Committee is busy working on its third annual "Mistletoe Market", which is scheduled for November 16th and 17th. She stated that 45 vendor booths have been sold and that there were approximately 7 food and miscellaneous vendors who have also signed up to participate in the event. Director Morris reported that the selection sub-committee had concluded its review of the applications for the small arts grants. She reminded the Board of the process used and announced the Committee's recommendations. She introduced the 4 winners of the small arts grants totaling \$3,400.00, specifically, (1) Daniela Antelo with Las Girls (\$400); (2) Adam Castaneda with Pilot Dance Project (\$1,000); (3) Lydia Hance with Frame Dance (\$1,000); and (4) Gina Williams (\$1,000). Director Morris invited each of the artists to make a very brief presentation to the Board regarding their artistic project which is to be completed on or before December 31, 2018. Gina Williams was not able to appear in person and did so via tele-conference.

Director Morris made a motion to approve the small arts grant awards as presented. The motion was seconded by Director Washington and carried by unanimous vote.

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

Director Tyler Dillard stated that the winter edition of the Midtown Buzz is expected to be published in January of 2019. She also stated that the Cultural Arts Guide is being updated and is scheduled for publication and distribution in January 2019. Director Tyler Dillard announced that the Marketing and Economic Development Committee will meet jointly with the Cultural Arts and Entertainment Committee on November 13, 2018.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported on the activities of the Urban Planning Committee. He stated that the Committee is working with B-Cycle to facilitate installation of the B-Cycle Station at Midtown Park and will be paying a portion of the cost of the project. Director Douglas introduced Sean Jaehne who is being recommended to serve as the new coordinator and manager of the Midtown Farmer's Market. Director Douglas advised the Board that the agreement with the prior manager was terminated and that a different structure was being put in place for upcoming markets. He provided an overview of the proposal presented by Mr. Jaehne. Peggy Foreman outlined the major terms and presented a draft of the Proposed Agreement with Mr. Jaehne, but stated that it had not yet been finalized. Mr. Jaehne spoke briefly of his vision for operation of the Midtown Farmer's Market and identified some of the vendors he anticipated will be participating.

Director Douglas made a motion to authorize the Chair to execute the final Agreement with Sean Jaehne to Coordinate and Manage the Midtown Farmer's Market. The motion was seconded by Director Darst and carried by unanimous vote.

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Woodruff gave a report the District's finances. She reported that expenses for FY 2018 were within budget. Director Woodruff stated that the Finance Committee was pleased to report that they were able to draft a balanced budget for FY 2019 with no increase in the assessment rate. She again thanked each of the Committees and the District Staff for their cooperation and hard work on the proposed FY 2019 Budget.

i. Proposed Budget for FY 2019

David Thomas presented the details of the proposed FY 2019 Budget. He stated that revenues were calculated at a 98.5% collection rate which is .05% higher than last year, but is also .05% less than the District's actual rate of collection for FY 2018. He reiterated that the Finance Committee worked especially hard to ensure that the assessment rate would remain at \$0.1181 per \$100 of assessed value. In connection with his presentation, Mr. Thomas answered questions from Board members regarding the proposed FY 2019 Budget.

Following all discussion, Director Baker made a motion to approve the FY 2019 Budget as presented. The motion was seconded by Director Noble and carried by unanimous vote.

F. Public Safety Committee – Willie Coleman, Interim Chair

i. SECURITY COORDINATOR'S REPORT

Kandi Schramm announced that Security Coordinator Mark Leija was unable to attend the meeting and gave the report in his absence.

Ms. Schramm stated that Mr. Leija and Cynthia Alvarado met with Assistant Harris County Attorney Celena Vinson to discuss public safety issues and nuisance complaints regarding activities in/around the Texaco Service Station located at 2111 Fannin Street.

Ms. Schramm gave an overview of matters discussed at the regular monthly Public Safety Committee meeting held on October 16, 2018. She stated that Deputy Constables from Harris County, Precinct #7 and officers from HPD South Central Station and S.E.A.L. Security Solutions continue to provide public safety services in Midtown in connection with efforts to clean-up the homeless encampments and provide additional patrol services in areas where the homeless tend to congregate, especially areas surrounding the McDonalds Restaurant, the Greyhound Bus Station; and the Texaco Service Station.

Ms. Schramm also stated that data provided by HPD Central Division show that there has been an increase in Burglaries of Motor Vehicles in and around certain nightclubs and bars located on the west side of Midtown.

Finally, Ms. Schramm reported that the Midtown Team assisted the City of Houston with a clean-up of the Wheeler Encampment on Friday, November 2, 2018. In connection with this effort, the Midtown Team transported certain bagged and tagged belongings to the City's warehouse for storage. as directed by the COH. The South Central DRT Unit worked with Harris County Deputy Constable's from Pct. 1 and Pct. 7 and made 1 felony and 2 misdemeanor arrests and recovered seventeen bicycles.

PROGRAMING REPORT FROM MIDTOWN PARKS CONSERVANCY

Madeline Peña reported on activities in each of the parks in Midtown. Ms. Peña distributed the park programming brochure showing the schedule of activities and encouraged everyone to attend the many free events offered to the public for the remainder of the year. Ms. Peña stated that MPC was in the process of finalizing plans for certain improvements to Bagby Park and Midtown Park which may require a shift in location for certain events to one of the other parks in the area. She recommended that everyone to consult the Midtown website for any changes in event locations.

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

Matt Thibodeaux gave the following report on the status of the current Midtown Redevelopment Authority's capital improvement projects:

Midtown Park: The Park Contractor has recently completed improvements in the Travis Street right-of-way adjacent to Front 90 Plaza area including the METRO bus stop pad and service drive driveway. Work continues on the paver installation in the Front 90 Plaza area. The sanitary sewer connections in the Front 90 area will require rerouting due to unforeseen utility conflicts in the McGowen Street ROW. The updated plans require approval by CenterPoint, AT&T, and City of Houston. The approval process is expected to be complete by the end of November 2018.

Main Street Enhancements: The Contractor continues to work to address items on the Substantial Completion Inspection Punch List. The programming and troubleshooting of decorative lighting at the intersections have been completed. Installation of the remaining pedestrian crossing markers will begin after completion of the Camden project.

Caroline Street Reconstruction: The Contractor continues the waterline installation on the east side of Caroline between Elgin and Tuam Streets and the storm sewer installation on Rosalie Street between Caroline and Austin Streets. The Contractor has been delayed due to older utilities which are not shown on COH GIMS map. Design and construction management teams are working with TxDOT and COH to provide direction to the Contractor regarding issues with the older utilities and failing asphalt roadway.

ANNOUNCEMENTS

There were no announcements.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, December 5, 2018, at 11:00 a.m. in the Midtown Management District's offices located at 410 Pierce Street, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.

Eileen Morris
Eileen Morris
Board Secretary

12-5-2018
Date