



**midtown**  
HOUSTON

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

**March 6, 2019**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, February 6, 2019, 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	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 Chan, Baker, and Noble thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Kandi Schramm, Cynthia Alvarado, Marlon Marshall, David Thomas, Madeline Peña and Mark Leija; Peggy Foreman of Burney & Foreman; Rasiel Limonta of S.E.A.L. Security Solutions, LLC; and Deputy Clopton of Precinct 7.

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**

Linda Treviño with METRO provided general information regarding METRO's new regional transit plan. She asked that everyone pick up a folder from the table with additional information regarding the regional transit plan and encouraged attendees to provide any feedback they might have.

**CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE FEBRUARY 6, 2019 BOARD MEETING;**
- B. APPROVE MINUTES FOR THE DECEMBER 5, 2018 BOARD MEETING;**
- C. APPROVE FINANCIAL REPORT FOR THE MONTH OF JANUARY 2019;**
- D. APPROVE PAYMENT OF INVOICES FOR JANUARY 2019;**
- E. APPROVE EQUI-TAX REPORT FOR FEBRUARY 2019**

Cynthia Alvarado presented the consent agenda. Director Douglas made a motion to approve the consent agenda. The motion was seconded by Director Lefsrud and carried by unanimous vote.

**RATIFY DISTRICT'S PARTICIPATION IN THE CIGNA SUNDAY STREETS EVENT TO BE HELD ON APRIL 28, 2019.**

Cynthia Alvarado gave a report on Cigna Sunday Streets and discussed the District's participation in the event.

Director Johnston made a motion to ratify all actions taken to date to support Cigna Sunday Streets and to approve the District's participation in the event to be held in Midtown on April 28, 2019. The motion was seconded by Director Washington 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 on the activities of the Service and Maintenance Committee. He stated that installation of new plants and decomposed granite in Baldwin Park will be completed before the Art in the Park event on April 6, 2019. He further reported that the Staff is working on getting cost estimates for tree trimming in the District.

- i. Request for additional funding to increase the number of people on the Field Services Team.

Director Lefsrud presented the Committee's request for funding to increase the size of the Field Services Team. He reminded Board members that the District temporarily added two (2) more people in late 2018 to help with clean-up in various "hot spots" throughout Midtown. He reported that this effort has been extremely helpful and that the Board and Staff received a lot of positive feedback from area residents and businesses. Director Lefsrud stated that the Committee was recommending that the effort continue through the end of 2019 at a cost not to exceed \$72,000.

Director Johnston made a motion to increase the size of the Field Services Team by adding two (2) additional people for 2019 at a cost not to exceed \$72,000. The motion was seconded by Director Darst. Following all discussion, the motion carried by unanimous vote.

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

Cynthia Alvarado reported that Art in the Park will be on Saturday, April 6, 2019 at Baldwin Park from 10:00 a.m. to 6:00 p.m. She stated that the event would be in conjunction with the weekly Midtown Farmers Market and that numerous artists have committed to participate, along with several bands and food vendors. Ms. Alvarado also reported that the Mother's Day Market will be held on May 4, 2019.

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

Director Tyler-Dillard reported that the Midtown Arts and Entertainment Guide is being provided to Midtown businesses and apartment complexes for distribution to the public. She also stated that the Committee is in discussions with Houstonia Magazine regarding new advertising opportunities in their publication and an upcoming article about the Midtown Farmers Market.

Director Tyler-Dillard also reported that the District has partnered with Visit Houston to be included in their "insider's program", which promotes attendance at various events around Houston. She stated that Madeline Pena and Cynthia Alvarado will work to provide a list of events to Visit Houston each

month for publication in their monthly newsletter. Finally, Director Tyler-Dillard reminded everyone to attend the resident happy hour at Camden McGowen on March 19, 2019 at 6:00 p.m. in Camden's Sky Lounge. She stated that Madeline Pena will be making a presentation to attendees about the District and encouraging attendees to get more involved in Midtown activities.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Douglas introduced representatives from the City of Houston to make a brief presentation on the City's efforts to establish an Entertainment Zone in Midtown. He also reported on the new bCycle station being installed at Midtown Park. Director Douglas gave a report on efforts to bring in more local farmers to consistently participate in the Midtown Farmer's Market to fulfill the need to have more fresh local produce each week.

**E. Finance and Budget Committee – Dana Woodruff**

Director Woodruff reported on the District's revenues and expenses for FY 2019. Director Woodruff reported that preliminary numbers indicated that there was a total of approximately \$140,000 in unspent funds from FY 2018 and that once the Audit is completed the Committee will consider recommendations regarding such funds.

i. Use of money from reserve funds to pay the cost of increasing the Field Services Team

Director presented the Committee's recommendation to transfer \$72,000 from the reserve funds to the operating funds to pay the costs of adding two (2) additional crew members to the Field Services Team for 2019 in accordance with the request from the Service and Maintenance Committee. Director Woodruff made a motion to transfer \$72,000 in reserve funds to the operating fund to pay the costs of adding two (2) additional crew members to the Field Services Team for 2019. The motion was seconded by Director Morris and carried by unanimous vote.

**F. Public Safety Committee – Willie H. Coleman, Interim Chair**

Security Coordinator Mark Leija reported on public safety issues in Midtown.

He stated that the details of actions taken with respect to specific incidents involving law enforcement in Midtown was presented and discussed at the monthly meeting of law enforcement officers and S.E.A.L. Security Solutions, LLC.

Mr. Leija reported that the February 2019 Public Safety Committee meeting was held on February 19, 2019. He stated that matters addressed included the crime stats for the prior reporting period, excessive loitering in the area near the Fiesta Store and the Pacesetter property at the intersection of San Jacinto and Wheeler Streets. He stated that law enforcement is looking at several options including asking METRO to relocate the bus stop. He also stated that he is reaching out and coordinating with other agencies for increased patrols and clean-up of trash and debris in the area.

Mr. Leija reported that HPD crime stats for Central and South Central Divisions show that overall crime in Midtown is down over last year.

Finally, Mr. Leija reported that he and Cynthia Alvarado have reached out to several Midtown businesses, including one that was robbed 2x to offer assistance and support and to encourage the filing of Trespass Affidavits. He reported that the District continues to receive loud noise complaints regarding certain bars and nightclubs.

**G. Nominating – Nancy Darst, Chair**

Director Darst stated that in anticipation of an upcoming vacancy on the Board, she has initiated the process of seeking resumes from persons interested in serving on the Board. She stated that the announcement will be distributed via email and social media platforms. Cynthia Alvarado is also reaching out to see if the announcement can be put on the United Way website.

**H. Executive Committee – Willie H. Coleman, Chair**

Director Coleman stated that matters discussed at the February 2019 Executive Committee meeting were covered in the various Committee reports. He asked Clark Lord to briefly comment on the recent media reports regarding open meetings in Texas. Mr. Lord stated that he is still reviewing the ruling by the Texas Court of Criminal Appeals calling certain language in the Open Meetings Act “unconstitutionally vague”. He urged Board members to continue to use extreme caution and to refrain from discussing District business outside of Board meetings with other Board members in small groups. He reminded them not to have conference calls, not to use reply all on electronic communications, etc. stating that the District’s business must be conducted in a Board meeting that is open to the public, unless the law provides otherwise.

**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 Contractor completed hardscape work at the Travis/McGowen METRO bus stop and continues work on paver and lighting installation in the Front 90 Plaza area, McGowen Street streetscape, and service drive area. The installation of the revised Front 90 Plaza area sanitary sewer lines has started and construction on Main Street streetscape is scheduled to begin in April 2019. A new bCycle Station is being installed in the Midtown Park today.

*Caroline Street:* The Contractor continues the waterline installation on the east side of Caroline Street between Dennis and McGowen Streets and the storm sewer installation on Tuam Street between Caroline and Austin Streets. The installation of sanitary sewer lines is scheduled to begin later this month.

**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**

None

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, April 3, 2018 at 11:00 a.m. in the Midtown Management District offices at 410 Pierce Street, Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

Eileen Morris  
Eileen Morris  
Board Secretary

4/3/19  
Date