



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

**September 4, 2019**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, September 4, 2019, at 11:00 a.m. in the in the **3rd Floor Conference Room of the Midtown Management District's offices** located at **410 Pierce Street Houston, Texas 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	Marylène 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	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Haney and Noble thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Vernon Williams, Marlon Marshall, Mark Sullivan, David Thomas, Madeline Peña and Mark Leija; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LLP; Major Jesse Sampson of S.E.A.L. Security Solutions, LLC; Sergeant Haynes of Harris County Constables Precinct 7; and Midtown residents Scott Harbers and Julie Shockley.

Ms. Alvarado called the roll of the Board of Directors and verified that a quorum was present.

Board Secretary Eileen Morris called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

Scott Harbers and Julie Shockley, residents of Midtown, each expressed appreciation for the District's efforts to improve the Midtown community, including providing services such as additional safety patrol services, home and business security checks, the Field Services Team and SeeClickFix.

Chairman Coleman arrived at approximately 11:10 a.m. and assumed the gavel as presiding officer for the meeting.

**CONSENT AGENDA**

**A. APPROVE MINUTES FOR THE AUGUST 7, 2019 BOARD MEETING**

- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JULY 2019**
- C. APPROVE PAYMENT OF INVOICES FOR AUGUST 2019**
- D. APPROVE EQUI-TAX REPORT FOR AUGUST 2019**

Ms. Alvarado presented the consent agenda. Director Woodruff made a motion to approve the consent agenda as presented. The motion was seconded by Director Darst and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 2<sup>ND</sup> QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING JUNE 30, 2019**

Accounting Manager David Thomas presented a summary of the District's written Quarterly Investment Report for the period ending June 30, 2019. He stated that the average interest rate on all accounts for the 2<sup>nd</sup> Quarter of 2019 was 0.8032% and that the amount of interest earned \$13,665.33. Mr. Thomas further reported that the District's investments were in accordance with the investment provisions of the Public Funds Investment Act and with District's Investment Policies.

Director Baker made a motion to accept the 2<sup>nd</sup> Quarter Investment Report as presented. The motion was seconded by Director Washington and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE TRANSFER OF \$150,000 FROM THE RESTRICTED RESERVE TO MIDTOWN PARKS CONSERVANCY FOR PUBLIC SAFETY AND LANDSCAPING ENHANCEMENTS IN BAGBY PARK.**

Chairman Coleman stated that the Executive Committee reviewed and considered the Staff's request regarding certain improvements needed in Bagby Park. He reported that the Executive Committee was recommending the use of \$150,000 of restricted reserve funds to pay the costs of installing public safety lighting enhancements and certain landscaping enhancements in Bagby Park.

Director Morris made a motion to accept the Executive Committee's recommendation to use up to \$150,000.00 of restricted reserve funds to pay the costs of public safety lighting enhancements and certain landscaping enhancements in Bagby Park. The motion was seconded by Director Baker. Following all discussion, the motion carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE TRANSFER OF UP TO \$180,000 FROM THE RESTRICTED RESERVE TO THE MIDTOWN REDEVELOPMENT AUTHORITY FOR ADDITIONAL PLAYGROUND EQUIPMENT, PUBLIC SAFETY AND LANDSCAPE ENHANCEMENTS IN BALDWIN PARK.**

Chairman Coleman stated that the Executive Committee reviewed and considered the Staff's request regarding certain upgrades and improvements needed in Baldwin Park. He reported that the Executive Committee was recommending the use of up to \$180,000 of restricted reserve funds to purchase additional playground equipment and to pay the costs of installing certain electrical infrastructure for public safety lighting and certain landscaping enhancements in Baldwin Park.

Director Tilton made a motion to accept the Executive Committee's recommendation to use up to \$180,000 of restricted reserve funds to purchase additional playground equipment and to pay the costs of installing certain electrical infrastructure for public safety lighting and certain landscaping enhancements in Baldwin Park. The motion was seconded by Director Baker. Following all discussion, the motion carried by unanimous vote.

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

**A. Service & Maintenance – Darcy John Lefsrud, Chair**

Director Lefsrud reported that his Committee reviewed and considered a request from Midtown residents to install additional playground equipment more suitable for use by younger children in Baldwin Park. He stated that the Committee asked the Midtown Staff to look at the feasibility of providing this additional playground equipment and make a recommendation to the Executive Committee. He also reported that the water fountain at Glover Park has been installed and that the Committee is working with the Staff to look at certain repairs and enhancements to Baldwin Park.

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

Director Morris reported that the MidtownHOU Arts Micro Grant program has been launched and that the deadline for artists to submit an application is September 15, 2019. She reported that the District is planning to award approximately 16 micro arts grants this year thanks in part to the availability of additional funding received by the Midtown Redevelopment Authority from the City of Houston and the Houston Arts Alliance. Director Morris reminded the Board that one of the requirements for the Arts Micro Grant is that the proposed public art project must be within the boundaries of Midtown and must be completed no later than March 15, 2020. Director Morris reported that the Committee is continuing to work on plans for the District's annual Mistletoe Market scheduled for December 6<sup>th</sup> and 7<sup>th</sup>, and that as of September 3, 2019, approximately 20 applications have been received from artists to rent booths. Director Washington reported that he is working hard to encourage young local artists in Houston to apply for the micro arts grants.

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

Director Tyler-Dillard reported that the Midtown Buzz is expected to be completed and ready for distribution by the end of September. She also stated that the Committee was excited to learn that the influencer hired to promote the "Beats and Eats" program at Midtown Park showed a successful social media engagement rate, with 10,572 views. Finally, Director Tyler-Dillard announced that the next resident engagement event is scheduled for September 19, 2019 from 6pm–8pm at the Calais Midtown Apartments, 3210 Louisiana Street, Houston, TX 77006.

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

Director Douglas reported that at the September 2019 Committee meeting, a representative from the Morgan Group presented a preliminary plan to move the trees located in front of their mural on the new Whole Foods building, further south along Smith Street to avoid covering the mural. The Morgan Group representative stated that his company is preparing a more comprehensive final plan which will be presented to the City of Houston in October 2019. The representative further stated that the Morgan Group will be requesting a letter of support from the District for its final plan.

Director Douglas also stated that there was also a presentation by Farmers Market Partners, a new farmer's market managing company that is interested in working with the District to manage and grow the Midtown Farmers Market.

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

Director Woodruff reported on the District's finances. She stated that approximately 99% of the assessments have been collected and that revenues and expenses were generally within budget. She stated that the Staff will be reaching out to each Committee Chair to discuss the status of pending projects and determined the likelihood of completion by the end of FY 2019.

Director Woodruff also reminded everyone that the budget process for FY 2020 Board is underway. She reminded everyone of the timeline and asked that each Committee Chair submit their committee's final budget requests for FY 2020 to the Finance Committee for review by the stated deadline.

**F. Community Activity Report – Christopher Johnston, Liaison**

**i. SUPER NEIGHBORHOOD #62**

Director Johnston stated that there was no August meeting. The next meeting will be held on September 12, 2019 at the Crime Stoppers building at 3001 Main Street. Houston, TX 77002.

**G. Public Safety – Willie Coleman, Interim Chair**

**i. SECURITY COORDINATOR'S REPORT**

Mark Leija reported on various law enforcement and public safety issues impacting the Midtown Community.

He stated that representatives from the law enforcement agencies and S.E.A.L Security continue to meet monthly to share information and discuss their respective agency's response to public safety issues in Midtown. He reported that HPD Sgt. Eric Flores had been transferred to a different department within HPD and that the new point of contact for South Central Division would be Sgt. McGee.

Mr. Leija stated that he continues to meet with Midtown residents and business owners regarding their specific safety concerns including issues resulting from vagrancy, homelessness and those who target them. He thanked Mark Sullivan and his team for their quick response to address reports of excessive trash and debris in certain areas in Midtown.

Mr. Leija reported that law enforcement agencies followed up on loud noise complaints and were successful in shutting down an unlicensed night club operating in Midtown.

He reported on his walk-thru and tour of the Harris County Diversion Center located on Dennis Street in Midtown. He announced that Harris County representatives are scheduled to make a presentation, and answer citizens' questions regarding the Diversion Center at the next evening Public Safety Committee meeting on September 17, 2019 at 6:00 p.m.

Finally, Mr. Leija encouraged everyone to attend and participate in Coffee with a Cop on October 2, 2019 at Weights and Measures, 2808 Caroline Street, 8:00-10:00 a.m.

**H. Nominating Committee – Nancy Darst, Chair**

Director Darst reported that the Committee was working to assemble the required information for each of the recommended candidates for submission to the to the Mayor's office on Boards and Commissions. Ms. Alvarado stated that she will follow-up with the Mayor's Office on Boards and Commissions.

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

Chair Coleman stated that all matters discussed at the August 2019 Executive Committee meeting were discussed and considered in connection with other agenda items and that there was no additional information to report.

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

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

Midtown Park. The Contractor has completed major construction in the Front 90 Plaza, Main Street streetscape, and the service drive. Substantial completion inspections were held in mid-August, and the Contractor is currently working to address items identified during the inspections. Final completion inspections are scheduled for later this month. The artist is scheduled to begin installation of the public artwork in October 2019.

Caroline Street Reconstruction. Construction continues on waterline laterals at Tuam Street and Anita Streets. Storm sewer installation has been completed on Hadley Street between Caroline and Austin Streets. The Installation of the sanitary sewer is ongoing between Dennis and McGowen Streets. Midtown Staff will meet with the City representatives to discuss traffic signal upgrades on Caroline Street.

Bagby Park. Contractor has completed the stage foundation and backfill. Construction continues on installation of stage lighting and site utilities.

**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).

There was no executive session.

**ANNOUNCEMENTS**


Ms. Alvarado announced that National Night Out would be on October 1, 2019 in Midtown Park and invited all to attend. She also reminded everyone that there were several weekend activities scheduled for Baldwin Park including the Art Crawl and Bike Ride on September 7, 2019 with approximately 100 riders participating which will end in Baldwin Park.

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, October 2, 2019 at 11:00 a.m. in the 3<sup>rd</sup> floor conference room of the District's offices, 410 Pierce Street, Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
Eileen Morris  
Board Secretary

10/2/19  
Date