



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

**November 6, 2019**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, November 6, 2019, at 6:00 p.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	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	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Haney, Tilton, Dillard, Woodruff, and Washington thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members; Cynthia Alvarado, Vernon Williams, Marlon Marshall, David Thomas, Madeline Peña, Mark Sullivan and Mark Leija; Peggy Foreman of Burney & Foreman; Pat Hall of Equi-Tax Inc., Midtown residents, and business owners; Scott Harbers, Terry Puster of Baxter Development, Robert Jackson, Sebastian Boileau and Neiman Catley, Rebecca French, and Greg Gray, Catlin Hoffman of Super Neighborhood #62, and Karl Mayes and Debra McGaughey from Houston Community College Central Campus.

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

Chairman Coleman called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

Scott Harbers, a resident of Midtown, stated that on Election Day he had the opportunity to engage with several members of the Midtown community and was pleased by the positive comments he received from Midtown residents. He also asked the Board to consider some type of public art installation on the west side of Midtown near the intersection of Tuam and Fairview.

Robert Jackson announced that he was participating in a musical called Baba & Me starting November 14, 2019 at MATCH and invited everyone to attend.

## **CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE OCTOBER 2, 2019 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2019**
- C. APPROVE PAYMENT OF INVOICES FOR OCTOBER 2019**
- D. APPROVE EQUI-TAX REPORT FOR OCTOBER 2019**

Ms. Alvarado presented the consent agenda. Director Darst asked that the draft of the Minutes be corrected to reflect that she was not in attendance at the October 2, 2019 Board meeting. Director Noble made a motion to approve the consent agenda subject to the proposed correction reflecting Director Darst's absence from the October 2, 2019 Board meeting. The motion was seconded by Director Johnson and carried by unanimous vote.

## **REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 3RD QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2019.**

David Thomas presented the Investment Report for the Quarter ending September 30, 2019. He stated that the report was presented in accordance with generally accepted accounting principles and in compliance with Article III, Section 3.03 and Article IV, Section 4.06 of the District's Investment Policy.

Mr. Thomas stated that for the Quarter ending September 30, 2019, the average interest rate on all accounts was 0.7429% and the amount of interest earned was \$10,109.21. He further stated that the District's investments were in accordance with the investment provisions of the Public Funds Investment Act and the Investment Policies of the District.

Director Baker made a motion to accept the 3<sup>rd</sup> Quarter Investment Report as presented. The motion was seconded by Director Darst. 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 and Maintenance – Darcy John Lefsrud, Chair**

Director Lefsrud reported on activities of the Service and Maintenance Committee. He stated that the Field Services Team continues to work on maintaining the public right-of-ways in the District including tree trimming, mowing, edging and removing and disposing of trash and debris. He also reported that work is being done to repair some of the lights along the trail at Baldwin Park and refresh the decomposed granite along the walkways in both Baldwin and Glover Parks. Finally, Director Lefsrud reported that the Midtown Staff is working with Houston Parks and Recreation Department to select appropriate playground equipment for installation at Baldwin Park.

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

#### **I. Grant Award Recommendations**

Director Morris reported that there were 19 artists who applied for to the Midtown Micro Grants. She reminded the Board that \$30,000 was available for the Micro Grants Program with \$25,000 coming from the City Initiatives Grant and \$5,000 being provided by the District. Director Morris briefly advised the Board of the process used to select the recipients and announced the Committee's recommendations for the Grant awards along with a brief description of the proposed projects being funded.

Director Johnson made a motion to approve the Micro Grant awards to the 7 Grant applicants as presented. The motion was seconded by Director Noble and carried by unanimous vote.

II. Formation of Non-Profit Corporation and Application for Federal Tax Exemption (501(c)(3)

This agenda item was pulled pending provision of additional information to the Board.

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

Madeline Peña reported on activities of the Marketing and Entertainment Committee. She stated that publication of the Midtown Buzz was complete and has that copies have been distributed to businesses and apartment complexes within the District. Ms. Pena also announced that she is working on the next apartment resident event which is anticipated to be in January 2020.

I. HCC Community Holiday Tree Lighting event

Cynthia Alvarado introduced Debra McGaughey and Karl Mayes. Mr. Mayes, Student Life Coordinator at Houston Community College Central College (HCC), presented his vision for a Holiday Tree Lighting Project which he hoped would become an annual event jointly sponsored by HCC Foundation and Midtown Management District.

Mr. Mayes stated that the event budget was \$15,250.00 and is tentatively scheduled for November 20, 2019 at 6:00 p.m. on the great lawn at HCC Central Campus. Mr. Mayes stated that the event would be open to the general public, include holiday music and entertainment and be a great way to kick-off the holiday season in Midtown. Additionally, Mr. Mayes stated that such an annual event would be a good way to encourage Houstonians to come to Midtown resulting in an economic impact for businesses in the District. He stated that the 20 foot tall lighted Christmas tree would remain on display until the end of December 2019. Ms. Alvarado stated that the request was presented and discussed at the last Executive Committee and that the Marketing and Cultural Arts and Entertainment Committee each determined that they could provide \$2,500.00 each for a total of \$5,000.00 from the FY 2019 budget for the Holiday Tree Lighting Project. Director Lefsrud, Chair of the Service and Maintenance Committee, stated that he supported the project as presented and indicated a willingness to look at whether the Service and Maintenance Committee could possibly provide an additional \$2,500 for the project. He stated that the Committee would have to look at all existing obligations to determine whether any additional funding could be made available for this project.

Director Lefsrud made a motion to provide at least \$5000.00 and up to \$7,500 to Houston Community College Foundation for a Holiday Tree Lighting event at HCC Central Campus, subject to availability of an additional \$2,500.00 from the Service and Maintenance Committee budget. The motion was seconded by Director Baker. Following all discussion, the motion carried by unanimous vote.

II. Marketing Opportunity with Bcycle Houston

Ms. Pena stated that the District was approached with a marketing opportunity to set-up a presentation booth, distribute information and materials including information promoting Mistletoe Market which is being held on December 6-7<sup>th</sup>, and make an oral presentation to attendees at an event in Midtown being sponsored by Bcycle Houston. She stated that Midtown would be included in all social media and advertising regarding the event. Ms. Pena stated that the event, which is as being marketed throughout the entire City, would take place at the Midtown restaurant, Piola, on December 4, 2019 from 6:00 to 8:00 p.m., and would include a discussion of current and future bike plans for Midtown and the City of Houston. Ms. Pena stated that the Marketing Committee had sufficient money in its budget to pay the approximately \$1,000.00 cost for participating in the Bcycle Houston event.

Director Johnston made a motion to authorize the expenditure of \$1,000 from the Marketing Committee budget to pay for costs associated with participating in the Bicycle Houston event on December 4, 2019. The motion was seconded by Director Darst and carried by unanimous vote.

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

Director Douglas reported that Director James Llamas continues to work with the City of Houston and the Midtown Redevelopment Authority to obtain required authorization to begin installing bike racks and fix-it stations at various locations in Midtown. Director Douglas also reported that the Committee is exploring a proposal for street enhancements for pedestrian safety in Midtown. He stated that the proposal entails utilizing funds from the FY 2019 budget to retain an engineering firm to draft preliminary designs for certain street enhancements intended to promote pedestrian safety. Director Douglas stated that implementation of such street enhancements would potentially occur in FY 2020. He also stated that the Midtown Farmers Market is being reorganized and will be closed until approximately March 2020.

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

**I. Proposed Budget for FY 2020**

Mr. Thomas presented the proposed budget for FY 2020. He stated that the projected assessment revenue for FY 2020 is \$ 2,614,615.00, which is based on an assessment rate of \$.1181 per \$100 of assessed value and a collection rate of 98.5%. He further stated that the projected total revenue for FY 2020 is \$ 2,695,557.00.

Mr. Thomas gave a detailed presentation of the proposed expenses for FY 2020. He stated that proposed expenses totaled \$2,695,557.00 resulting in a balanced budget. He also did a comparison to the FY 2019 budget and advised the Board of the reasons for any significant differences.

Several Board members raised questions and there was general discussion regarding the proposed budget. Director Darst made a motion to table approval of the FY 2020 proposed budget until the December 2019 Board meeting pending receipt of additional information. The motion was seconded by Director Noble and carried by unanimous vote.

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

**i. SUPER NEIGHBORHOOD #62**

Director Johnston reported that the October 2019 Super Neighborhood #62 meeting consisted largely of a recap and discussion of information and data presented at the District's evening Public Safety Committee meeting regarding the Harris County Diversion Center. He also reported that the group has invited a representative from Rice University to attend the November 2019 meeting to provide an update and answer questions regarding the proposed innovation district and the ION Project. Finally, Director Johnston announced that the next meeting of Super Neighborhood #62 is scheduled for November 14, 2019 at 6:00 p.m. in 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 various 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.

Mr. Leija stated that he continues to meet with Midtown residents and business owners regarding their specific public safety concerns.

Mr. Leija advised the Board of the monthly statistics reported by various law enforcement agencies and S.E.A.L Security. He also provided highlights of certain public safety incidents which occurred within the District's boundaries and reported on on-going efforts to monitor various locations throughout the District.

Mr. Leija stated that the District continues to support the City of Houston's efforts to clean-up the homeless encampments underneath the freeways and to remove trash and debris from the public right-of-way. He stated that he continues to encourage Midtown property owners to sign and annually renew No Trespass Affidavits for their properties.

Finally, Mr. Leija reported the next Public Safety Committee meeting is scheduled for 11:30 a.m. on Tuesday, November 11, 2019, in the 3rd Floor Conference Room of the Midtown Management District's offices, 410 Pierce St., Houston, TX 77002.

#### **Nominating Committee – Nancy Darst, Chair**

Director Darst reported that the Committee is still waiting to hear from the City of Houston Office of Boards and Commissions regarding appointments and reappointments to Board Positions 1-9.

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

Chair Coleman stated that all matters discussed at the October 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 MRA Board reviewed a preliminary design for a food hall on the Front 90 Plaza area and authorized the Staff and Consultants to proceed with final designs for the project. The Staff is currently working with Artist Shahzia Sikander and the Art Consultant to finalize preparations for the public art installation on the Front 90 water fountain which is scheduled to begin in late November. Midtown Park was recognized as a finalist for the ULI-Houston 2020 Development of Distinction Award in the Open Space Category. A jury is scheduled to visit Midtown Park next week as part of selection process to determine the 2020 Development of Distinction winners.

Caroline Street Reconstruction. The contractor has completed installations of storm inlets at Rosalie Street and currently working on installing storm inlets on Tuam and Anita Streets. Construction continues on waterline lateral and fire hydrant installations. Staff met with TxDOT to express concerns regarding contractor productivity and other matters relating to underground utility construction.

Bagby Park. The contractor has completed concrete pours for stage deck, storage structure foundation, and perimeter light foundations. Construction continues on site storm drainage and excavation of the lawn area. Upcoming work includes completion of storm sewer and lawn grading and turf installation. MRA Board authorized the Kiosk tenant to proceed with the design process for improvements to the current Kiosk structure.

#### **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**

Cynthia Alvarado announced that the Midtown Whole Foods Market will host its grand opening on Thursday, November 7, 2019.

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, December 4, 2019 at 11:00 a.m. in the 3rd Floor Conference Room of 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  
Board Secretary

12-4-2019  
\_\_\_\_\_  
Date