



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

May 6, 2020

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, May 6, 2020, at 6:00 p.m. via video conference, 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 Mohite and Noble thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members; 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.

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

There were no public comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE MARCH 4, 2020 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF FEBRUARY 2020**
- C. APPROVE FINANCIAL REPORT FOR THE MONTH OF MARCH 2020**
- D. APPROVE PAYMENT OF INVOICES FOR MARCH 2020**
- E. APPROVE PAYMENT OF INVOICES FOR APRIL 2020**
- F. APPROVE EQUI-TAX REPORT FOR MARCH 2020**
- G. APPROVE EQUI-TAX REPORT FOR APRIL 2020**
- H. RATIFY FY 2019 AUDIT ENGAGEMENT LETTER**

Ms. Alvarado 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.

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 the activities of the Service and Maintenance Committee. He stated that the Field Services Team continues to work throughout the District in accordance with the regular maintenance schedule. He also stated that the Committee is working with Super Neighborhood #62 to help identify additional areas in the District that need tree trimming and will work to prioritize the identified locations.

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

Director Morris reported that due to COVID-19, the Cultural Arts and Entertainment Committee was forced to cancel the annual Midtown Art in the Park event which was scheduled on April 4, 2020. All artists who applied to participate in Art in the Park received a full refund of their application fees and booth fees.

In an effort to provide public cultural art content, keep artists working the District Staff collaborated with the Midtown Parks Conservancy Staff to provide Chalk on the Block which was scheduled to be incorporated as an online added event for Art in the Park. Ms. Alvarado stated that Chalk on the Block, which was coordinated by Amaris Salinas with video editing by Madeline Peña, was very well received by the Midtown Community and was picked up by two local news media outlets. Ms. Peña reported that at the premier of the online event, Midtown reached 5,300 people via Facebook, with 1,300 engagements and 44 shares.

Director Morris reported that due to COVID-19, only 5 of the 7 MidtownHOU Arts Micro Grant projects were completed prior to issuance of the Stay-Home Orders on March 11, 2020. Director Morris reminded the Board that the projects were to be completed by March 31, 2020; however the Midtown Staff requested and received a reallocation of funds and an extension of time to expend such funds from the Houston Arts Alliance. She stated that the new deadline for project completion will be the later part of the year.

Ms. Alvarado reported that the Staff is working to complete and file an Annual Report with the Texas Commission on the Arts regarding cultural arts activities in Midtown during calendar year 2019. She stated that reports are due on or before June 15th of each year.

Ms. Alvarado reported that the Committee is also making plans for Mistletoe Market which is scheduled for Friday, December 4th and Saturday, December 5th, 2020.

i. Zapplication® Annual Renewal

Ms. Alvarado advised the Board that it was time for the annual renewal of the contract for Zapplication, the online software system used by artists to apply to participate in Midtown's various art festivals and other events. She stated that the terms were exactly the same as last year. Director Morris made a motion to approve the renewal of the contract with Zapplication as presented. The motion was seconded by Director Chan and carried by unanimous vote.

ii. CaFÉ Annual Renewal

Ms. Alvarado stated that it was also time for the annual renewal of the contract for use of CaFÉ, the online system used by artists to apply to participate in Midtown's public art projects including those associated with the MidtownHOU Arts Micro Grants. She stated that the terms were exactly the same as last year. Director Woodruff made a motion to approve the annual

renewal of the contract for use of CaFÉ as presented. The motion was seconded by Director Douglas and carried by unanimous vote.

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

Ms. Madeline Peña reported that the Midtown Staff continues to promote Midtown by posting updates on the Midtown Houston Blog and on its social media platforms regarding Midtown businesses and the extent to which they are open for business during the Stay Home Work Safe period caused by COVID-19. She stated that the Midtown Staff continues to launch and promote virtual programming on the Midtown Houston Facebook page.

Ms. Pena further reported that the Midtown staff is working to update the Midtown website, which will include certain technical improvements to increase the bandwidth and speed, along with an audit to ensure current accuracy of certain information contained on the website. She also reported that the Committee is exploring the possibility of creating marketing videos that will be used for advertising and promoting the District once normal operations are resumed.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the committee did not meet in March or April 2020 due to COVID-19. He stated that certain Committee members met with Marlon Marshall to discuss the City’s Major Thoroughfare and Freeway Plan and the status of certain capital improvement projects in Midtown.

Director Douglas also reported that the BCycle station on Austin and Gray Street has been installed and that Harris County Commissioner, Rodney Ellis is looking to install an additional BCycle station around the HCC campus.

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Woodruff reported that the Finance Committee meeting reported a 95% collection and the budgets do not have significant variances. She also stated that the committee had a virtual meeting in April. Midtown staff is working virtually with the auditors. The next Finance Committee meeting is scheduled for May 26th at 4:00 p.m.

F. Community Activity Report – Christopher Johnston, Liaison

i. SUPER NEIGHBORHOOD #62

Director Johnston stated that there was no Super Neighborhood #62 meeting in March or April 2020.

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 and efforts to address those issues.

He stated that during this period of Stay Home Work Safe and social distancing due to COVID-19, he has stayed in frequent contact with Midtown Staff, the various law enforcement agencies and S.E.A.L Security Solutions, LLC. via phone and email regarding public safety issues in Midtown. He also stated that he has responded to numerous email communications and phone calls from Midtown stakeholders and others regarding public safety concerns in the District.

Mr. Leija updated the Board on certain Public Safety issues in Midtown. He reported that the efforts to convene quarterly meetings with Midtown apartment managers have been postponed and will resume at a future date. He announced that he worked with the Midtown Staff to design Public Safety Door Hanger

which the District has printed. Mr. Leija stated that the Public Safety Door Hangers are being used by Precinct 7 Deputy Constables and SEAL Security officers to notify Midtown residents and business owners of public safety concerns such as open garage doors, unlocked gates, unsecured valuables, etc., which the officers observe while on routine patrols in the District.

Mr. Leija reported that he is working with a Midtown bar owner to assist in developing a bike patrol program to provide additional security for the business and its patrons. Finally, he reported that he is working with the owners of the property at 1503 and 1505 Stuart Street regarding efforts to get the building structures located on the property demolished.

H. Nomination Committee – Nancy Darst, Chair

Director Darst reported that on May 1, 2020, an Officers Nomination Form and a Memo explaining the procedure to nominate candidates for Board Officers was emailed to all Board members. She stated that the deadline for completed Nomination Forms is May 15, 2020 and that the election of officers is set to occur at the June Board meeting.

i. Executive Committee – Willie H. Coleman, Chair

Chair Coleman stated that the Executive Committee met via video conference on April 29, 2020. He stated that all matters discussed at the Executive Committee meeting have been addressed under the various agenda items.

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 Staff and Design Consultants have put a hold on the design process and are assessing the impact of COVID-19 on the restaurant industry in Houston and whether to reconsider its recommendation for construction of a Food Hall on the Front 90 area at the corner of McGowan and Travis Streets. The team is considering all options including the feasibility of a ground lease of the site.

Midtown Park was named winner of the Urban Land Institute 2020 Development of Distinction Award in the Open Space Category and the People's Choice Award for Houston.

Caroline Street Reconstruction. The Contractor is making progress and completed the cessation of the water line and the sanitary sewage installation between Elgin and McGowen Streets. Paving activity has started on the east lane between Elgin and Dennis Streets. The installation of some of the streetscape is also beginning on the east side near Elgin and McGowen.

Work continues on installation of the storm sewer on Webster Street near Caroline Street and will be making a connection at Austin Street. The Contractor is also working with the City of Houston on approval of the waterline testing between Elgin Street and McGowen Street. There have been some issues which the Authority brought to TxDOT's attention and which are being addressed more proactively by the new TxDOT Project Management Team. The current projected completion date is November 2020.

Bagby Park. Installation of the stage canopy has been completed. The storage facility and restroom design is still under review by the City of Houston. The inability to have face-to-face meetings with the permitting office to address design issues is causing delays. The Contractor hopes to obtain approval and permits by the end of May 2020 with construction to start in June 2020 for the storage facility and restrooms.

The Kiosk tenant is reassessing their plans to add a second level to the current Kiosk structure in light of permitting delays and COVID-19. They are reconsidering whether to move forward and opening with the existing 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

There were no announcements

NEXT MEETING DATE

Chair Coleman advised the Board that the next Midtown Management District Board of Directors meeting will be held on Wednesday, June 3, 2020 at 11:00 a.m. via video conferencing.

ADJOURN

There being no other business, the meeting was adjourned.



Eileen Morris
Board Secretary

6-3-2020
Date