

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

January 8, 2014

The Board of Directors of the Midtown Management District held a meeting, open to the public, on January 8, 2014 at 11:00 a.m. in the 3rd Floor Conference Room of the Midtown Management District 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:

Roger Neal	Eileen Morris
Eric Melchor	Julie Farr
Monte Large	John Castillo
Willie H. Coleman, Jr.	Marylene Chan
Bryn Poland	William R. Franks
F. Charles LeBlanc	Debra McGaughey
Michelle LeBlanc	Gary Noble
	Charles Washington

All of the above were present except Directors Poland, Morris, Castillo and Chan thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Cynthia Alvarado, Kandi Schramm, Marlon Marshall, Elizabeth Powell, and Peggy Foreman of Burney & Foreman, Peter Gordon of The Continental Club, Giovanni Puccini, and Gary Bernard of 2016 Main HOA.

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

Chair Franks called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS.

None.

CONSENT AGENDA.

- a. **Approve Minutes for the November 6, 2013 regular Board meeting.**
- b. **Approve Minutes for the December 4, 2013 regular Board meeting.**
- b-2. **Approve the November 2013 Financial Report.**
- c. **Approve the payment of invoices for January 2014.**
- d. **Approve the Equi-Tax Report for December 2013.**

Director Noble made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Melchor and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE AMENDMENTS TO THE FY 2014 BUDGET.

Chair Franks asked that this item be tabled until February 2014.

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

A. Executive Committee – William Franks, Chair

Chair Franks reported that there was no Executive Committee meeting due to a lack of a Quorum.

B. Public Safety Committee – John G. Castillo, Chair

Ms. Alvarado reported on the activities of the Public Safety Committee. She advised the Board that according to Houston Police Department (HPD) statistics crime was down in Midtown, except for Burglary of a Motor Vehicle,

Ms. Alvarado also reported that former Director Vern Swisher arranged a meeting with Committee Chair John Castillo and Midtown Staff and Jay Harberg who is working with the City of Houston Public Safety Committee to develop guidelines and policies related to installation and use of a public safety camera system in various locations within the City.

C. Marketing Committee – Michelle LeBlanc, Chair

Director Michelle LeBlanc advised the Board that the December 2013 Marketing Committee meeting was held in the Midtown Offices. Cynthia Alvarado gave a report on the “Spot the Santa” event held on December 10, 2013. She stated that the event was well received and that it caused an increased social media participation. Ms. Alvarado stated that the event presented some logistical challenges since there were four separate activities occurring at the same time on the same day.

Elizabeth Powell reported that the final Truckin’ Thursday event of the year took place on December 12, 2013. She reported that the event was well attended and the Houston Community College Central Campus Choir performed and “Santa” showed up and mingled with attendees Ms. Powell stated that she received many positive comments with many attendees asking that the event be continued in future months.

Director Michelle LeBlanc stated that the January 2014 Committee meeting will be hosted by Houston Press at their new Midtown location at 2603 LaBranch on Tuesday, January 21, 2014 at 4:00 p.m. and invited everyone to attend.

D. Service & Maintenance Committee – Roger Neal, Chair

Director Roger Neal reported that a meeting was held with METRO regarding the District taking over maintenance tasks along the METRORail line. Marlon Marshall reported that the District’s Contractors were completing the METRO Safety Training Classes this week and would begin their work immediately thereafter.

- i. **Authorize a one year extension of the Agreement with Metropolitan Landscape Management, Inc. relating to the Field Maintenance Services Project.**

Mr. Marshall reported to the Board that the Committee was requesting a one year extension to the current contract with Metropolitan Landscape Management, Inc. for the Field Services Team. Director Coleman made a motion to authorize a one year extension of the Agreement with Metropolitan Landscape Management, Inc. relating to the Field Maintenance Services Project. The motion was seconded by Director F. Charles LeBlanc. Following all discussion the motion was carried by unanimous vote.

- ii. **Authorize the Executive Director to enter into a separate agreement with Metropolitan Landscape Management, Inc. for an amount not to exceed \$20,000.00 to temporarily increase the Field Services Team as needed.**

Mr. Marshall advised the Board that the number of assets requiring maintenance was increasing and stated that the Staff would like the flexibility to add one additional person to the Field Services Team. He asked that the Board authorize the Executive Director to negotiate and enter into a separate agreement with Metropolitan Landscape Management to bring on one additional member of the Field Services Team. Director F. Charles LeBlanc made the motion to authorize the Executive Director to enter into a separate agreement with Metropolitan Landscape Management, Inc. for an amount not to exceed \$20,000.00 to enhance the Field Services Team. Director Coleman seconded the motion. Following all discussion, the motion carried by unanimous vote.

- iii. **Amend and Restate the Agreement with Southwest Wholesale, LLC relating to the Main Street Landscaping Maintenance Project.**

Mr. Marshall advised the Board that the agreement with the current Main Street landscape contractor be expanded to include the work required under the temporary arrangement with METRO to maintain landscaping along the METRORail Line. Peggy Foreman presented the proposed changes to the Agreement with Southwest Wholesale and answered questions from Board members regarding changes to the Agreement. Director Charles LeBlanc made a motion to approve the Amended and Restated Agreement with Southwest Wholesale LLC. as presented. The motion was seconded by Director Coleman and carried by unanimous vote.

E. Urban Planning Committee – William Coleman, Chair

Director Coleman stated that the Urban Planning Committee did not host a December 2013 meeting because of the holidays and would resume its work in January 2014.

F. Finance Committee – Gary Noble, Chair

Director Noble reported that assessment collections are higher than anticipated.

G. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Farr reported that the Committee has scheduled a Midtown Cultural Arts Focus Group meeting on Tuesday, January 14 2014 at 6:00 p.m. in the foyer of The Ensemble Theatre. She stated that the staff will make a PowerPoint presentation to similar to the one presented at the District's annual meeting but with a focus on the arts in Midtown. Director Farr stated that the goal of the focus group is to bring together as many of Midtown area arts groups as possible to gain their input in what will eventually become the Cultural Arts & Entertainment District portion of the Service and Improvement Plan.

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

Marlon Marshall gave the following report on the status of the current MRA capital improvement projects:

Holman Street Reconstruction – The Project entails street overlay from Chenevert to the Spur 527 together with certain back of curb improvements. Final design plans have been submitted to the City of Houston, however it appears that the City is asking for some additional changes to the plans. Construction is anticipated to begin in the 2nd quarter of 2014.

Glover Park Project – Historical panels depicting homes that were once located in the area surrounding the Park have been installed in the Park. The Contractor is in the process of re-installing some of the Park amenities such as new lighting elements.

Midtown Park – The Midtown signage has been installed and apparently has created a buzz of conversation on Midtown's social media. Lighting is currently being installed. Unfortunately, a delay has resulted from the discovery of active water and gas lines which were not identified on the underground utility maps. These lines will require a change order since they will have to be re-routed so that construction can continue.

Caroline Street Project – Design plans have been submitted to TXDOT and are currently being reviewed. Caroline Street will be a designated cyclist street and will include some significant improvements. Construction is anticipated to begin sometime in the 2nd quarter of 2014.

SuperBlock Park – The online survey will continue for one more week and has had approximately 600 responses so far. Respondents have mentioned New York City's High Line Park and Bryant Park frequently on the survey as being the type of Park they would like to see on the SuperBlock. A public meeting to discuss the online survey results and get additional public input will be held in February 2014. The MRA has conducted numerous with various parties on regarding the design of the underground garage and expects that construction of the garage will begin sometime in the 4th quarter of 2014.

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.

OTHER BUSINESS / ANNOUNCEMENTS

Cynthia Alvarado announced that Walk Score has identified Midtown as the Most Walkable Community in Houston, with a Walkability Score of 81.

NEXT MEETING DATE

Chair Franks announced that the next Board meeting will be held on Wednesday, February 5, 2014, at 6:00 p.m. in the Community Room of Central Bank, 2217 Milam, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.

Eileen Morris
Eileen Morris, Board Secretary

Date: 3-5-2014