



MINUTES
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

July 12, 2023

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, July 12, 2023, at 11:00 a.m. in the **1st 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	Daniel Arguijo
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler-Dillard
Pos. 3	Amar Mohite	Pos. 12	Muddassir Siddiqi, Ed.D.
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Ryan M. LeVasseur	Pos. 14	Christopher Johnston
Pos. 6	Maggie Segrich	Pos. 15	Jeanette Criglar
Pos. 7	Desmond Bertrand-Pitts	Pos. 16	Kelly A. Young
Pos. 8	Lewis Goldstein	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors LeVasseur, Douglas, Young and Washington.

In addition, present at the meeting, were Midtown Staff members Matt Thibodeaux, Cynthia Alvarado, Vernon Williams, Marlon Marshall, David Thomas, Willie Larry, Antonio Munoz, and Chrystal Robinson-Davis; CPA Consultants Robert Bradford, and Melissa Morton, Peggy Foreman of Burney and Foreman, Sherricka Truehill of One World Strategy, Alyssa Hill and Jessica Ortiz of Carr Riggs Ingram, Midtown Residents James Dining, Leo Kozadinos, Linda Revino, Cindy Jackson, Janel Tortorice, Deborah Vela, and Jennifer Goudeau.

1. CALL MEETING TO ORDER AND VERIFY THAT A QUORUM IS PRESENT.

Chair Lefsrud called the meeting to order and welcomed everyone.

Mrs. Robinson-Davis called the roll of the Board of Directors and verified that a quorum was present.

2. RECEIVE PUBLIC COMMENTS

James Dining expressed concerns regarding several issues including water drainage, replacement of plants and other landscape and maintenance concerns in and near the 2500 block of Bagby Street.

Leo Kozadinis requested additional security to patrol and monitor the areas in and around the 4900 block of Main Street.

Janel Totorice expressed concern about damages to water meters caused by nearby trees and the resulting repair costs to homeowners in the 2900 block of 2900 Jackson Street. She also stated that the area was frequently wet, which she believed was the result of leaks in the irrigation system.

Deborah Vela inquired about the installation of speed bumps and more signage along the 2900 block of Jackson Street to help control traffic in the area.

Chair Lefsrud advised the speakers that the Board members were unable to respond to their inquiries during the meeting but asked that they remain after the meeting to speak with District staff regarding their respective concerns and to provide and receive more information.

3. CONSENT AGENDA

- A. **APPROVE MINUTES FOR THE JUNE 7, 2023, BOARD MEETING.**
- B. **APPROVE FINANCIAL REPORTS FOR THE MONTH OF MAY 2023.**
- C. **APPROVE PAYMENT OF INVOICES FOR JUNE 2023.**
- D. **APPROVE EQUI-TAX REPORT FOR JUNE 2023.**
- E. **APPROVE THE DISTRICT'S ANNUAL INSURANCE POLICY RENEWAL FOR THE PERIOD BEGINNING AUGUST 1, 2023, THROUGH JULY 31, 2024.**

Ms. Alvarado presented the various items on the consent agenda. She noted that the Minutes from June 7, 2023 contained in the Board Packet contained a small error in numbering and that a revised draft was distributed to the Board electronically just prior to the meeting. Director Johnston made a motion to approve the consent agenda as presented with the correction to the Minutes as noted. The motion was seconded by Director Arguijo and carried by majority vote. Director Chan abstained from the vote.

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

A. Service and Maintenance Committee – Christopher Johnston, Chair

Director Johnston presented the Service and Maintenance Committee report. There were no action items. He reported the positive outcome of a Good Neighbor Letter that was sent to the Store Manager of CVS on Gray Street concerning the condition of the adjacent sidewalk on Webster Street. The sidewalk has been repaired. Director Johnston stated that a Good Neighbor Letter will also be sent to the owners of the Kirby Mansion concerning the condition of their adjacent sidewalk on Pierce Street along the north side of the property which is in need of repair and potentially posing a hazard to pedestrians. Lastly, Director Johnston reported that the Urban Forestry Study Plan is now complete and the committee will be reviewing the final report at an upcoming meeting.

He reminded everyone that the next Service and Maintenance Committee meeting is scheduled for Monday, July 17, 2023, at 4:00 p.m.

B. Urban Planning Committee – James Llamas, Chair

Director Llamas presented the Urban Planning committee report. There were no action items.

i. Midtown Parking Benefit District Advisory Committee

Director Llamas reported on the activities of the Parking Benefit District (PBD) Advisory Committee. He stated that the District has received funds representing a portion of the parking meter revenues from the City of Houston and that the PBD Advisory Committee is currently looking at projects for recommendation to ParkHouston. He stated that one project being considered is to pay the service and maintenance costs for four previously suspended Bike Share stations located in the District for a 3-month period beginning September 1, 2023. He reminded everyone that the District Board voted to extend payment of those costs for the period from June 1, 2023 through August 31, 2023.

Director Llamas also reported that the Advisory Committee is engaging with METRO to provide feedback regarding possible pedestrian enhancements along McGowen Street as part of the Scott Boost Route Corridor such as landscaping, concrete treatments, and bike rack amenities.

He stated that the PBD Advisory Committee will meet on Thursday, July 13, 2023, at 3:00 p.m. The Advisory Committee meeting will be held in person and is open to the public and guests can attend virtually.

Director Llamas reminded the Board that the next Urban Planning Committee meeting will be held on Monday, July 17, 2023, at 4:00 p.m.

C. Cultural Arts & Entertainment Committee – Charles Washington, Chair

Ms. Alvarado presented the Cultural Arts & Entertainment Committee report on behalf of Director Washington. There were no action items. Ms. Alvarado also reported that the Mistletoe Market event will be held in Baldwin Park in December 2023.

i. Bloomberg Public Art Challenge 2023

Ms. Alvarado provided an update on the Bloomberg Philanthropies Public Art Challenge. She reported that the Midtown Cultural Arts District was asked to collaborate with the City of Houston for the opportunity to receive a grant from Bloomberg Philanthropies. She stated that 154 cities applied for the opportunity to receive up to \$1 million dollars to conduct a public art project and that the City of Houston/Midtown was selected as a finalist along with 16 other applicants. 10 of the 17 finalists are expected to be awarded a grant of up to \$1 million dollars. The Staff is working to complete the second-round application and secure letters of support from various agencies and business owners who will be positively impacted by the program, all of which are due on July 26, 2023. Ms. Alvarado reported that she wrote a letter from the District to Bloomberg Philanthropies in support of

the project. Director Mohite made a motion to approve the letter of support on behalf of the District for the Bloomberg Philanthropies Public Art Challenge. The motion was seconded by Director Segrich and carried by unanimous vote.

Ms. Alvarado announced that the next Cultural Arts & Entertainment Committee meeting will be held on Tuesday, July 18, 2023, at 3:00 p.m.

D. Marketing & Economic Development Committee – Debbie Tyler-Dillard, Chair

Director Tyler-Dillard presented the Marketing & Economic Development Committee report. There were no action items. She reported the social media numbers for the month of June which include 7 media placements and a media reach of 1,301,062 with a total publicity value of \$53,364. The top media placements were Daily Advent, 365 Things to Do In Houston, and Culture Map. The driving factor of social media for the month of June was the Cultural Art District's Juneteenth Midtown Sign Wrap and the Juneteenth Artist Talk. The number of followers increased by 265. The digital outcomes across all platforms for June 2023 were 31,914 reached, 2,975 engagements and 120 link clicks.

Director Tyler-Dillard also provided updates regarding the Midtown Buzz and the 10-Year Management District Impact Report. Finally, Director Tyler-Dillard announced that the next Marketing & Economic Development Committee meeting will be held on Tuesday, July 18, 2023, at 3:00 p.m.

E. Finance Committee – Kelly Young, Chair

Mr. David Thomas announced that there was no Finance Committee meeting held in June 2023 and that the financial reports were presented to the Executive Committee at its meeting on June 28, 2023. There were no action items.

i. FY 2022 Audit Presentation by Carr Riggs Ingram

Ms. Jessica Ortiz of Carr, Riggs & Ingram, CPA and Advisors LLC presented the draft audit of financial statements of the District for FY 2022, ending December 31, 2022, together with the Required Communications to the Board. She reported that the District received a clean opinion and that no material weaknesses or usual entries were found. Director Siddiqi made a motion to accept the draft audit of financial statements as presented. The motion was seconded by Director Chan and carried by unanimous vote.

David Thomas announced that the next Finance Committee meeting will be held on Tuesday, July 25, 2023, at 10:00 a.m.

F. Community Activity Report – Christopher Johnston, Liaison

ii. Super Neighborhood #62

Director Johnston reported that Super Neighborhood #62 did not meet in June and would host its next meeting in September 2023. He also reminded everyone that SN #62 hosts monthly social gatherings that will continue on the last Wednesday of each month at Baldwin Park.

G. Public Safety Committee – Jeanette Criglar, Chair

Director Criglar presented the Public Safety report. There were no action items. Director Criglar reported that the HPD Homeless Outreach Team and the Midtown S.E.A.R.C.H. Homeless Outreach have observed an increase in the unsheltered population in Midtown. Director Criglar announced that the next Public Safety Committee meeting will be held on Tuesday, July 18, 2023, at 11:30 a.m.

**H. Service and Improvement Plan – Jeanette Criglar, Co-Chair
Kelly A. Young, Co-Chair**

Mrs. Robinson-Davis presented the Service and Improvement Plan committee report on behalf of Directors Criglar and Young. She stated that the committee has continued to update the timeline and is still working on plans to host various focus groups with stakeholders and property owners. She stated that the work will occur in 3 Phases as follows: Phase I includes assessment, focus groups, qualitative interviews, and a District-wide survey, which is expected to be completed by September 30, 2023; Phase II will consist of mass aggregation of data gathered from the public survey/feedback and listening sessions. Phase III will consist of a plan draft. Mrs. Robinson-Davis also reported that the committee has begun production of a Midtown Management District educational video, which is expected to be completed in early September 2023. Mrs. Robinson-Davis also announced that the focus groups will begin in September 2023.

I. Executive Committee – Darcy Lefsrud, Chair

Chair Lefsrud stated that all matters discussed at the Executive Committee meeting were addressed in the various other committee reports. He announced that the next Executive Committee meeting is scheduled for July 26, 2023, at 10:00 a.m.

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

Mr. Marlon Marshall presented the following reports regarding the status of current Midtown Redevelopment Authority capital improvement projects:

Caroline Street – Midtown Parks Conservancy, as part of its agreement with the District, will take over maintenance of the Caroline Street improvements as of July 13, 2023. The MRA Staff and design team is meeting with contractors to review conceptual designs of some of the priority areas that have been identified to implement proposed corrections to punch list items that are not addressed by TxDOT contractor. CenterPoint Energy has completed installation of Midtown decorative streetlights along Caroline Street. Upcoming work includes cathodic protection system testing of the waterline by the City of Houston. The contractor is waiting on CenterPoint Energy to energize cabinets to complete testing.

Brazos Street – The MRA Staff and consultants are working on requested additional information regarding previous design work completed on the project which was requested by the City of Houston during the Design Concept Review meeting. MRA Staff are waiting on scheduling the follow up meeting to determine the next steps as it relates to scheduling of public engagement phases.

PARTNER PROJECTS

Safe Street Survey - MRA Staff and consultants are continuing to work on final edits to the survey report which is anticipated to be complete by the end of July 2023. Once completed, a full presentation will be made to the MRA Board of Directors.

Parks and Public Spaces Master Plan – The Parks and Public Spaces Master Plan was approved by the MRA Board at the June 2023 MRA Board meeting. MRA is working with the City of Houston’s Mayors Office of Special Events to plan a proposed temporary installation near Midtown Park to incorporate some of the recommendations from the approved plan. MRA will present partnership proposals to the Urban Planning and Cultural Arts & Entertainment Committees once it receives the timeline, and feedback on the scope of work from the City of Houston.

Gray Street Buffer designs –MRA has updated the procurement documents based on the feedback received from various contractors following the initial solicitation. MRA anticipates the readvertisement for bids will be published in August 2023.

Tuam Street Water Line – The City of Houston has accepted all the comments from MRA for project enhancements and after reviewing the updated plans with MRA staff, presented the plans to the contractor for inclusion in the project. The MRA improvements will be constructed toward the end of the construction period once all the heavy underground utility work is completed and include bicycle and pedestrian enhancements.

Urban Forestry Plan - MRA has partnered with the Urban Planning Committee for the Urban Forestry Plan. Part of the phase of the Urban Forestry Plan includes implementation of some of the recommendations. The priority pruning and fertilization plan has to be approved by the City of Houston Forestry Department. MRA has submitted the plan to the City of Houston and is waiting for feedback. After the work is performed it will be documented as part of the Urban Forestry Plan and published to the Urban Planning committee.

Mill and Overlay of Streets – MRA is working in partnership with the City on a mill and overlay project of certain streets in Midtown where MRA will fund overlay of approximately 7 miles of streets, which is set to begin on July 15, 2023.

Finally, Mr. Marshall also shared information regarding the types of projects undertaken by the MRA and the way maintenance of the MRA capital projects are handled pursuant to the agreement between MRA, MPC and MMD. He also advised everyone that certain projects are handled by the City, such as standard roadway improvements to City streets, traffic management and water and sewer utility infrastructure.

6. WITH RESPECT TO THE FOREGOING AGENDA ITEMS, THE BOARD MAY CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING AS APPROPRIATE 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.

7. **ANNOUNCEMENTS**

NEXT MEETING DATE

Chair Lefsrud announced that the next Midtown Management District Board of Directors meeting will be held on **Wednesday, August 2, 2023, at 6:00 p.m.**

There were no other announcements.

8. **ADJOURN**

There being no other business, the meeting was adjourned.



Marylene Chan
Secretary

8/2/23

Date