



**MINUTES**

**MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING**

**February 7, 2024**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, February 7, 2024, at 6:00 p.m. in the **1<sup>st</sup> 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	Vacant	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, Ph.D.
Pos. 7	Desmond Bertrand- Pitts	Pos. 16	Kelly A. Young
Pos. 8	Lewis Goldstein	Pos. 17	Vacant
Pos. 9	J. Allen Douglas		

All of the above were present except Directors LeVasseur, Goldstein, Siddiqi, Chan, and Johnston.

In addition, present at the meeting, were Midtown Staff members Cynthia Alvarado, Marlon Marshall, David Thomas, Jaime Giraldo, Chrystal Davis, and Jeremy Rocha; Melissa Morton, CPA, of The Morton Accounting Services; Peggy Foreman of Burney and Foreman; Clark Lord of Bracewell, LLP; Ashley Small of Medley, Inc.; Jennifer Gribble President of the Midtown Super Neighborhood #62; Midtown residents: Trevor Smith, Clinton Turner, Brian Gharala and Norah Gharala; Kyle and Noah Friesen.

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

Chair Lefsrud called the meeting to order and welcomed everyone.

Chrystal Davis called the roll of the Board of Directors and verified that a quorum was present.

**2. RECEIVE PUBLIC COMMENTS**

Midtown resident, Trevor Smith, expressed his concern that crime in Midtown is increasing and his belief that the Houston Police Department (HPD) should be doing more to help address the issue. He acknowledged the District's recently authorized allocation of approximately \$29,000 for the Loud Noise Ordinance Enforcement Initiative and indicated his willingness to assist the District in determining whether this initiative is beneficial to the Midtown community.

**3. CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE JANUARY 10, 2023, BOARD MEETING**
- B. APPROVE FINANCIAL REPORTS FOR THE MONTH OF DECEMBER 2023**
- C. APPROVE PAYMENT OF INVOICES FOR JANUARY 2024**
- D. APPROVE EQUI-TAX REPORT FOR JANUARY 2024**

Cyntha Alvarado presented the various items on the consent agenda. Director Llamas made a motion to approve the consent agenda as presented. The motion was seconded by Director Bertrand-Pitts and carried by unanimous vote.

**4. REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE 4<sup>TH</sup> QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING IN DECEMBER 2023.**

Melissa Morton presented the written investment report contained in the Board Packet. She reported that the yield rate on all accounts for the 4<sup>th</sup> quarter ending in December 2023 was 1.778% and that the amount of interest earned for the quarter was \$37,743.00. Ms. Morton also stated that District's investment portfolio is in compliance with the Investment Policies of the District and that it is in accordance with the Investment provisions of the Public Funds Investment Act.

Director Criglar made a motion to accept the 4<sup>th</sup> Quarter Investment Report as presented. The motion was seconded by Director Tyler-Dillard and carried by unanimous vote.

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

**A. Service and Maintenance Committee – Christopher Johnston, Chair**

Mrs. Davis presented the Service and Maintenance Committee report on behalf of Director Johnston. There were no action items. Mrs. Davis provided updates on the maintenance projects completed by the Field Services Team. She also reported that Gauge Engineering will incorporate feedback from the Committee regarding the Midtown Sidewalk Condition Assessment in its final draft of the report. Mrs. Davis also stated that CenterPoint Energy is still working to finalize a field verification study of areas that need additional lighting. She reminded everyone that CenterPoint Energy has conducted a lighting assessment in the community and that Super Neighborhood #62 participated in the project by helping to identify potential installation locations for the test luminaires. She also stated that CenterPoint will select two locations for the test luminaires.

Mrs. Davis announced that the next Service and Maintenance Committee meeting is scheduled for Monday, February 19, 2024, at 4:00 p.m.

Noah Friesen, a 16-year-old Eagle Scout candidate, presented the results of a trash survey conducted by him and his team of volunteers regarding the type and quantity of trash found in various locations in Midtown and certain surrounding areas some of which may ultimately flow through the storm drain system into Buffalo Bayou. Mr. Friesen stated that he mapped the locations where trash was found and identified portions of Main, Fannin, and San Jacinto Streets, along with parking lots, vacant land and empty structures as being among some of the worst areas in the District where significant amounts of trash was found.

**B. Urban Planning Committee – James Llamas, Chair**

Director Llamas provided the Urban Planning Committee report. There were no action items to report. He reported that the District is still awaiting approval from the City of Houston to move forward with the Gray Street Buffer.

He stated that the next Urban Planning Committee meeting will be held on Monday, February 19, 2024, at 4:00 p.m.

**i. Midtown Parking Benefit District Advisory Committee**

Director Llamas reported that the Parking Benefit District Advisory Committee met in January 2024 to discuss ongoing projects which include Maintenance of certain BCycle stations in Midtown, Midtown Loud Noise Overtime Initiative, the Artistic

Meter Wrapping, and Speed Feedback Signage Study. He further stated that the Committee discussed participating in funding of potential projects including the Sidewalk Repairs Assessment and the METRO Boost partnership project.

Ms. Alvarado provided a report regarding the Midtown Loud Noise Overtime Initiative. She reminded the Board that this innovative initiative was funded by the Midtown Parking Benefit District and was put in place to streamline calls for loud noise calls. She stated that with this initiative, HPD overtime units will operate outside of normal duty hours with a primary assignment of handling loud noise calls and provide a quicker response time to these lower priority calls.

Ms. Alvarado also stated that calls will be compiled into a database so that HPD can identify possible ongoing problems and use the data to identify repeat offenders. She reminded the Board that the Midtown Loud Noise Overtime Initiative began on January 13, 2024 and is operational Thursday through Sunday evenings.

Director Llamas announced that the next Parking Benefit District Advisory Committee will be held on Thursday, March 7, 2024 at 3:00 p.m.

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

Director Tyler-Dillard presented the Marketing & Economic Development Committee report. There were no action items. Director Tyler-Dillard provided the social media numbers for December 2023. She stated that the top press mentions were from Culturemap, Houston on the Cheap, and 365 Things To Do In Houston. She also reported that Facebook had 17, 984 engagements (such as likes, clicks, and shares), 330 new followers, and 624,863 impressions (views) on the various Midtown Houston Channels.

Director Tyler-Dillard also reported that the staff is working with consultants to complete a scope of services for a solicitation to build a new Midtown website based on the feedback that the Committee received from stakeholders.

Director Tyler-Dillard announced that the next Marketing and Economic Development Committee meeting will be held on Tuesday, February 20, 2024 at 3:00 p.m.

**D. Cultural Arts & Entertainment Committee – Desmond Bertrand-Pitts, Chair**

Director Bertrand-Pitts presented the Cultural Arts & Entertainment Committee report. There were no action items. He announced that the Committee is currently planning for 2024 the Midtown Art in the Park event which will take place on Saturday, April 20, 2024,

at Midtown Park Plaza, located at the intersection of Travis and Main Streets. He also stated that the Call for Artists for Art in the Park was launched on Thursday, January 11, 2024 and that to date, 15 artists have applied. He stated that the deadline for applications from artists is Monday, February 19, 2024.

Director Betrand-Pitts further reported that since the beginning of January 2024, Midtown staff members have attended team meetings for the HueMan: Shelter Bloomberg Public Art Challenge Project. He further stated that Midtown has purchased the domain name HueManShelter.com and is currently looking to hire a part-time Project Supervisor.

Director Betrand-Pitts further reported that the City has approved the contract and the 4 locations for the Mini Murals project which are expected to be installed by the end of March 2024. He also reported that the Elgin Street Planters project is moving forward, and that 4 planters located near Baldwin Park have been completed and that 8 planters located on the north side of Elgin between Chenevert and Caroline Streets is expected to be completed by the end of February 2024.

Mrs. Davis reminded the Board that the 1<sup>st</sup> annual Black History Now 2024 Celebration will occur on Saturday, February 17, 2024, at Bagby Park from 10:00 a.m. to 5:00 p.m. She stated that the event will feature live music and entertainment, local vendors, non-profit organizations, and activities. She further stated that there will be an award presentation acknowledging three (3) prominent individuals who have made significant contributions to the neighboring 3<sup>rd</sup> Ward and 4<sup>th</sup> Ward communities. The next combined Cultural Arts & Entertainment Committee and Marketing and Economic Development Committee meeting will be on Tuesday, February 20, 2024 at 3:00 p.m.

#### **E. Finance Committee – Kelly Young, Chair**

Ms. Morton presented the report for the Finance Committee on behalf of Director Young. She reported that the Committee and Staff are preparing for the annual audit which will begin in May 2024. She also provided a summary of the financial statements. Director Young announced that the next Finance Committee meeting is scheduled for Tuesday, January 23, 2024 at 10:00 a.m.

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

##### **i. Super Neighborhood #62**

Director Llamas provided the Community Activity report on behalf of Director Johnston. He stated that the Super Neighborhood #62 meeting was held on Thursday, January 11, 2024, at 6:30 p.m. at South Main Baptist Church and that

there was a presentation from the President and CEO of SEARCH. He further reported that the Mayor's Assistance Office Division Manger Rhonda Sauter announced that there is City funding available for Super Neighborhood activities provided for in the City's budget.

Ms. Alvarado announced that Mr. Clinton Turner has resigned due to personal reasons, and Mrs. Jennifer Gribble will fill the position as President of Super Neighborhood #62.

#### **G. Public Safety Committee – Jeanette Criglar, Chair**

Director Criglar updated the Board on the activities of the committee. There were no action items. Mr. Giraldo the Agreement between District and Rice Real Estate Company has been executed and became effective as of January 1, 2024. Mr. Giraldo also reported on various public safety efforts throughout the District.

##### **i. Master Services Agreement with Flock Group, Inc. for License Plate Reader Services**

Mr. Giraldo reported that he is working with Attorney Foreman to finalize an Agreement with Flock Group, Inc. relating to the installation of license plate readers in Midtown. Attorney Foreman gave a brief presentation on the terms of the agreement and an update on the negotiations with Flock Group, Inc. She stated that she and Mr. Giraldo will meet with Flock representatives and their attorneys to finalize the remaining open issues. Ms. Foreman answered questions regarding the terms of the agreement and advised the Board that to avoid further delay the Board could authorize the Chair/Executive Director to approve and execute the final agreement. Director Criglar made a motion to authorize the Chair/Executive Director to approve and execute the final agreement with Flock Group, Inc. for license plate reader services. The motion was seconded by Director Haney and carried by unanimous vote.

The next Public Safety Committee meeting will be held on Tuesday, February 20, 2024 at 11:30 a.m.

#### **H. Nominating Committee - Gloria Haney, Chair**

Director Haney reported that she met with Ms. Alvarado to review the terms of office for each of the Directors. She reported that in addition to the current vacancies, Directors in 3 positions are no longer eligible for reappointment due to term limits, resulting in a need to fill 5 positions on the Board. Director Haney further stated that the Committee and Staff are working to secure resumes for potential board candidates. Ms. Alvarado stated that

staff sent out approximately 200 emails at the beginning of February inviting stakeholders to submit their resumes for the open positions. She further stated that the resumes will be accepted until Sunday, February 18, 2024. Finally, Ms. Alvarado stated that she will work with the Marketing and Communications consultants to assist in recruiting potential board candidates.

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

Ms. Alvarado stated that staff is working to provide detailed information about the last 10 years of operations to the consultant, Ford Momentum. She stated that the consultants are working on drafting the Reimagine Midtown Impact Report.

Ms. Alvarado stated that the Committee is planning to host a Reimagine Midtown Charette on Saturday, March 23, 2024 from 10:00 a.m. – 2:00 p.m. in the 1<sup>st</sup> floor conference room of the Midtown offices. She encouraged Board members to attend the event and reported that the staff is working with consultants to build the workbooks, documents, and media announcements for the Charette. She also announced that following the Charette, another meeting will be held to engage with the community, complete the impact report, and solicit ambassadors who can help share the document with the Midtown community.

**J. Executive Committee – Darcy Lefsrud, Chair**

Chair Lefsrud stated that all matters discussed at the Executive Committee meeting were addressed in the various committee activity reports.

**6. 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** – The Design Team has submitted responses to comments to the drawings from the City of Houston Interagency Department for final approval of the pilot areas for proposed corrections to punch list items not addressed by TxDOT contractor. Procurement documents will be developed to implement proposed work in the pilot areas following the City of Houston approval of plans.

**Brazos Street** – The initial public engagement survey is available to complete online and the link to the survey will be publicized in the upcoming ENews and Midtown social media posts. The survey will be available until March 8, 2024.

**Brazos Street Bridge Landscape Improvements** – The contractor has started work on concrete demolition and the installation of the irrigation system. Upcoming work will include installation of soil and preparation of planting areas. The installation of trees and plants is scheduled to begin in early March 2024.

**Sidewalk Assessment** – Guage Engineering presented its findings and recommendations to the MRA Board. Feedback from the MRA Board will be addressed in the final report. The final report will be used to develop a phased implementation plan for sidewalk repairs.

### **PARTNER PROJECTS**

**Parks and Public Spaces Master Plan** – The MRA received feedback from METRO staff in opposition to the proposed demonstration project along Main Street adjacent to Midtown Park. METRO staff recommended meeting with METRO senior leadership for direction on the next steps of the proposed project.

**Gray Street Buffer Designs** – The project is on hold pending approval of design plans by the City. The MRA expects to begin the procurement process later this month by asking pre-qualified On-Call Pavement Marking and Maintenance contractors to submit cost proposals for the Gray Street Buffer Designs project.

**Urban Forestry Plan** – The contractor has completed initial pruning of the large tree in Baldwin Park. The work will be documented in the final version of the plan.

**CenterPoint Lighting Assessment Survey** – The MRA provided locations recommended by Super Neighborhood #62 to CenterPoint Energy for the installation of two test luminaires in the pilot areas. CenterPoint Energy will present the updated street lighting assessment to the Urban Planning Committee in March 2024.

### **7. 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.

### **8. ANNOUNCEMENTS**

#### **NEXT MEETING DATE**



The next Midtown Management District Board of Directors meeting will be held on **Wednesday, March 6, 2024, at 11:00 a.m.**

**9. ADJOURN**

There being no other business, the meeting was adjourned.

  
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Marylene Chan, Secretary

Date: 3/6/24