

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

March 4, 2015

The Board of Directors of the Midtown Management District held a meeting, open to the public, on March 4, 2015 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	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
Eileen Morris	Charles Washington
Kim Cook	Amar Mohite
	Nancy J.W. Darst

All of the above were present except Director F. Charles LeBlanc thus constituting a quorum

In addition, present at the meeting were Matt Thibodeaux, Cynthia Alvarado, Elizabeth Powell, and Marlon Marshall, Kandi Schramm of the Midtown Management District; Peggy Foreman of Burney & Foreman; Jim Webb of The Goodman Corporation, Mary Chavoustie of Quantum SUR, Karen Haller and Gayle Fortson.

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.**

Guests in attendance were invited to introduce themselves and address the Board on any issues of concern.

**CONSENT AGENDA.**

- a. Approve Minutes for the February 4, 2015 Board meeting.
- b. Approve the financial report for the month of December 2014.
- c. Approve the financial report for the month of January 2015.
- d. Approve the payment invoices for March 2015.
- e. Approve Equi-Tax Report for February 2015.
- f. Approve resolution to open a new bank account at Capital One Bank.

Director Coleman made a motion to approve the Consent Agenda. The motion was seconded by Director Morris and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING AUTHORIZATION FOR A TEXAS PARKS AND WILDLIFE GRANT APPLICATION FOR MIDTOWN PARK (FORMERLY KNOWN AS SUPER BLOCK PARK) THIS ITEM WAS PULLED FROM THE AGENDA**

This item was pulled from the Agenda. Peggy Foreman explained that after careful review of the application form, the District would be unable to comply with certain conditions of the grant.

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

**A. Public Safety Committee – John G. Castillo, Chair**

Director Castillo reported on the activities of the Public Safety Committee. He stated that there were 2 fatalities in Midtown in the last 30 days, one was a school crossing guard who was killed near a school and the second was a 23 year old female who was killed while attempting to cross the MetroRail on Fannin Street. Director Castillo also reported that several property owners attended the March 2015 Committee meeting and expressed concerns about the number of Burglaries of Motor Vehicles (BMVs) on the on the west side of Main Street. He stated that representatives of HPD Central Division were at the meeting and agreed to follow-up with the property owners regarding the BMVs. Director Castillo reported that Peggy's Point Plaza Park had been fenced off by the City of Houston and that charity feeding of the homeless has been moved to a different location. He stated that the District Staff continues to monitor the area and that nearby property owners say the conditions at that location have improved dramatically.

**B. Marketing Committee – Michelle LeBlanc, Chair**

Director Michelle LeBlanc reported on the activities of the Marketing Committee.

**i. Design of the Midtown Cultural Arts & Entertainment Guide**

Director LeBlanc stated that the Committee and Staff sought and received proposals from three (3) vendors to design the new Cultural Arts & Entertainment Guide. After reviewing the proposals and interviewing the vendors, the Committee and Staff are recommending that the Board authorize the Chair and/or the Executive Director to negotiate and execute an agreement with PH Design Shop to provide the design services. Ms. LeBlanc stated that the contract amount will not to exceed \$7,500.

Director Coleman made a motion to authorize the Chair and/or the Executive Director to negotiate and execute an agreement with PH Design Shop to provide design services for the Cultural Arts & Entertainment Guide for an amount not to exceed \$7,500. The motion was seconded by Director McGaughey. Following all discussion the motion carried by unanimous vote.

**ii. Website content development**

Director LeBlanc stated the committee would like to engage a vendor to provide content development for the website. She advised the Board that the content would be similar to what currently appears in the Midtown Paper. She stated that the Committee developed a scope of services and would be going forward with the procurement process for a vendor to provide this service on an on-going basis.

**C. Service & Maintenance Committee – Roger Neal, Chair**

Director Neal reported on the activities of the Service and Maintenance Committee. He stated that the transition to the new Field Services Contractor appears to be going smoothly and that no problems had been observed or reported. He further stated that the Committee is moving forward with the replacement/repair of certain sidewalks and seasonal planting in advance of the Annual Art in the Park event.

**D. Urban Planning Committee – Monte Large, Chair**

Elizabeth Powell reported on the activities of the Urban Planning Committee. She reported that Houston B-Cycle was still working on obtaining a suitable location for the new B-Cycle station in Midtown. She also stated that everything is in place for the Artistic CrossWalk Pilot Project at Louisiana & Elgin Street and the Contractor should be proceeding with the project in the next few weeks, depending on the weather. Ms. Powell stated that the Committee has learned a lot from the process and will be much better positioned to go forward with future Artistic CrossWalk Projects.

**E. Finance Committee – Gary Noble, Chair**

Director Chan reported on the District's finances. She stated that a preliminary report shows that the District was over budget for Fiscal Year 2014, however she is still reviewing financial records and prefers to wait for the audit to be completed before giving final numbers regarding the exact amount.

**i. Transfer of funds from reserve account to operating account to pay for replacement of landscaping on Elgin from Main Street to Caroline St.**

Director Chan stated that the Finance Committee was recommending that the Board approve a request from the Service and Maintenance Committee for an amount not to exceed \$15,000 from the Elgin Street Public Right-of-Way Capital Reserve Fund to replace the soil and plants in the planting urns on Elgin Street from Main to Caroline Street. Director Neal stated that the project would entail replacing the soil in approximately 43 planting urns on Elgin Street between Main and Caroline. He stated that the soil had not been replaced in the last 10 years and was in dire need of replacement.

Director Large made a motion to transfer of up to \$15,000 from the Elgin Street Public Right-of-Way Capital Reserve Fund to replace the soil and plants in the planting urns on Elgin Street from Main to Caroline Street. The motion was seconded by Director Noble and carried by unanimous vote.

**F. Cultural Arts & Entertainment – Eileen Morris, Chair**

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee. She stated that the February 2015 Committee meeting was a cooperative meeting with the Marketing and Urban Planning Committees and approximately 25 Midtown stakeholders attended. Director Morris reported that the Committee is hosting a morning and evening Cultural Arts Master Plan workshop on March 12, 2015. Cynthia Alvarado gave an update on “Art in the Park 2015” and reported that the Committee received 105 applications from artists and that the Art in the Park Jury selected 75 applicants to participate in the event. Ms. Alvarado stated that a substantial amount of work has been done and is being done to obtain all necessary permits and equipment for the event and that the Security Plan has been submitted to HPD Special Operations for approval. Director Morris asked all Board members to make plans to attend Art in the Park and serve as Midtown ambassadors during the event.

**G. Nominating Committee – Debra McGaughey, Chair**

Director McGaughey stated the Committee is aware of 3 upcoming Board vacancies. She stated that the deadline to receive the request for re-appointment forms from Board members is 5:00 p.m. on March 4, 2015 and reminded all Board members who desire to be considered for re-appointment to make sure that the form is completed and returned to Cynthia Alvarado by the deadline.

Director McGaughey announced that a request for resumes has been posted on the District website, sent to area HOAs and business owners, and included in the Midtown e-news. She reported that the deadline to receive resumes is Tuesday, March 31, 2015, at 5:00 p.m. and that so far the Committee has received 8 resumes. She further stated that certain candidates who previously submitted resumes have asked for reconsideration by the Committee.

**H. Service and Improvement Plan – Willie Coleman, Chair**

Director Coleman reported that the Service and Improvement Plan Committee has collected 29 petitions so far representing a total assessed value of \$17,670,893. Ms. Foreman cautioned that these petitions had not been verified and that the District should push hard to continue to gather petitions. Director Coleman announced that a Committee meeting has been scheduled for Tuesday, March 10, 2015 at 3:00 p.m. and invited Board members to attend.

**I. Executive Committee – William Franks, Chair**

Director Franks reported briefly on MidCorp. Peggy Foreman announced that the Midtown Redevelopment Authority approved a grant of \$250,000 to MidCorp at its February Board meeting and that an agreement between MidCorp, the Authority and the District was being negotiated and would be presented to the District Board for consideration at a future meeting. Ms. Foreman also reported that currently MidCorp has a three member Board of Directors and that its Board members are Robert D. Sellingsloh, Matt Thibodeaux and William R. Franks.

**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:

*Bagby Park Project* – New sod has been placed on the lawn. Some lights in the stage are being replaced. The Kiosk tenant advised the Authority that its plans are currently being reviewed by the City's health department they are hopeful that final permits would be obtained by the end of March, 2015. There is a ribbon cutting ceremony tentatively planned for April 23, 2015.

*Midtown Park Project* – The Authority reached a final agreement with its development partner, Camden. The groundbreaking for the garage is planned for April 14, 2015 and construction will start soon thereafter. Construction of the garage is expected to take 12 months. A meeting with ESPN is scheduled for next week for a site visit and to discuss the possible use of the Midtown Park as the official site of ESPN Live during the 2017 Super Bowl.

*Caroline Street Project* – The Texas Department of Transportation (TxDOT) has delayed the project and is asking for more information regarding project costs and scope. Marlon stated they are currently trying to get additional money for this project, since costs came in much higher than anticipated.

*Holman Street Project* – Houston Community College (HCC) has submitted its plans to the City and the Authority and HCC expect to jointly bid the projects sometime in April, 2015. Construction is anticipated to start in the summer of 2015.

*Main Street Improvements Project* – This project is still in the preliminary design phase.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING EMPLOYEE COMPENSATION, JOB TITLES AND BENEFITS.**

Executive Director Matt Thibodeaux made a recommendation to the Board to approve a 5% salary increase for Cynthia Alvarado and Elizabeth Powell, retroactive to January 1, 2015. Chairman Franks stated that the Executive Committee voted to approve the Executive Director's recommendation at the February 2015 Executive Committee meeting.

Director Poland made motion to accept the Executive Director's recommendation of a 5% salary increase for Cynthia Alvarado and Elizabeth Powell, retroactive to January 1, 2015. The motion was seconded by Eileen Morris. Following all discussion, the motion passed by unanimous vote.

**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).

The Board entered into Executive Session at approximately 1:06 p.m. to receive information regarding agenda item #7. The Executive Session ended at 1:21 p.m. Following the Executive Session the Board returned to the open meeting to consider agenda item #7.

### **ANNOUNCEMENTS**

Director Bryn Poland announced that she sold her home in Midtown and would be moving and therefore had tendered her resignation from the Board effective immediately.

Director Michelle LeBlanc announced that in June 2015 she would be taking over as president of the AMA Houston and will not seek reappointment for another term on the Board.

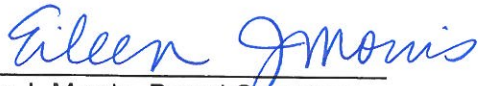
Director Franks announced that there will be a presentation at the April 1, 2015 Board meeting regarding the new Midtown Park (formerly the SuperBlock Park), the Capital Campaign to raise funds for certain improvements in the Park, and MidCorp.

### **NEXT MEETING DATE**

Chairman Franks announced that the next Midtown Management District Board meeting will be held on Wednesday, April 1, 2015, at 11:00 p.m. in Midtown Management District Offices, 410 Pierce, 3<sup>rd</sup> Floor Conference Room, Houston, Texas 77002.

### **ADJOURN**

There being no other business, the meeting was adjourned.



Eileen J. Morris, Board Secretary

Date: 5/6/15