

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

November 6, 2013

The Board of Directors of the Midtown Management District held a meeting, open to the public, on November 6, 2013 at 6:00p.m. in the Central Bank Community Room, located at 2217 Milam, 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 Melchor, F. Charles LeBlanc, Michelle LeBlanc, Farr and Castillo thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Cynthia Alvarado, Marlon Marshall, Kandi Schramm, Elizabeth Powell, Peggy Foreman of Burney & Foreman and Pat Hall of Equi-Tax, Inc. Also present were Gary Bernard the general manager of 2016 Main, Jim Webb of the Goodman Corporation, Cindy Jackson and Vishal Goradia.

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 guests.

RECEIVE PUBLIC COMMENTS

Chair Franks invited guests to introduce themselves and make comments to the Board.

Mr. Vishal Goradia, President of The Edge Condo Residents Association, expressed concern about what he described as “excessive noise and loud music” that appeared to be coming from a restaurant in the area. Chair Franks explained that unfortunately the District has no authority to enforce noise ordinances but invited Mr. Goradia to attend and further discuss his concerns at the next Public Safety Committee meeting. Several Board members made suggestions including contacting HPD, the District Councilmember for Midtown, the Harris County Dispute Resolution Center

CONSENT AGENDA

- a. **Approve Minutes for the October 2, 2013 regular Board meeting.**
- b. **Approve the September 2013 Financial Report.**
- c. **Approve the payment of invoices for November 2013.**
- d. **Approve the Equi-Tax Report for October 2013.**

Managing Director Cynthia Alvarado presented the Consent Agenda.

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

DISCUSS AND TAKE NECESSARY ACTION REGARDING AN ORDER SETTING THE RATE OF ASSESSMENT FOR YEAR NINE OF THE SERVICE AND IMPROVEMENT PLAN AND ASSESSMENT PLAN.

Director Noble advised the Board that the Finance Committee was not recommending a change to the rate of assessment. Peggy Foreman made a brief presentation regarding the Order Setting the Rate of Assessment. Director Neal made a motion to adopt the Order as presented. The motion was seconded by Director Morris. Following all discussion, the motion carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE DISTRICT QUARTERLY INVESTMENT REPORT ENDING SEPTEMBER 30, 2013.

Executive Director Matt Thibodeaux presented the Quarterly Investment Report for the quarter ending September 30, 2013. He stated that the average yield on all accounts for the quarter ending September 30, 2013 was 0.228983%. He further reported that the District's investments were in compliance with the District's approved Investment Policy.

Director Noble made a motion to approve the District's Quarterly Investment Report for the period ending September 30, 2013. The motion was seconded by Director Poland and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 2014 INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH HARRIS COUNTY.

The item was pulled from the agenda and will be presented at a future meeting.

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 on the activities of the Executive Committee. He advised the Board that items discussed at the meeting would be part of the activity reports. He further advised the Board that Director Morris had agreed to Chair the Cultural Arts & Entertainment Committee and that Director Michelle LeBlanc has agreed to take over as Chair of the Marketing Committee.

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

Ms. Alvarado reported that Director Castillo was absent due to a death in his family. She reported that the Committee was requesting a reallocation of approximately \$7000 of funds from projects that were cancelled to other public safety projects.

Specifically, Ms. Alvarado reported that the Committee was requesting funding for the following projects:

a. Street Light Outage Survey - The goal of the project would be to identify street light outages within the District and report the resulting information to the District and to CenterPoint Energy. SMC Logistics, the Company proposing to conduct the survey, estimates that the cost will be between \$350 and \$500 for the initial survey.

b. Vehicle Theft Prevention Signage Program – Up to \$550 to print additional signs warning Midtown residents and visitors to remove valuables and lock their vehicles in order to help prevent burglaries of motor vehicles. The signs would bear the Midtown Logo and be posted in strategic locations within the District

c. Tree Lighting Program - Use the remaining funds to place commercial LED lighting around certain trees in the District to enhance public safety by providing additional lighting in high pedestrian areas. To be eligible for this lighting program, trees must meet certain criteria including having access to electricity.

Director Poland made a motion to initially spend up to \$500.00 for the Street Light Outage Survey, up to \$550.00 on Vehicle Theft Prevention Signage and \$1500.00 on tree lighting. The motion was seconded by Director Coleman, following all discussion, the motion carried by unanimous vote.

C. Marketing Committee – Eileen J. Morris, Chair

Director Morris reported on the activities of the Marketing Committee. She stated that the November 2013 Committee meeting took place at the Harambee Gallery and was well attended Elizabeth Powell reported that the October 2013 Truckin Thursday event was well attended with approximately 350 to 400 people participating over a 4 hour period. Ms. Powell stated that several of the food trucks sold completely out and that there were many positive comments made to Staff and Board members who attended the event. Ms. Powell stated that the Staff had observed an increased participation in the District's social media sites which they attribute to the Truckin Thursday events. Director Morris announced that the next Truckin Thursday will be on November 14, 2013.

Executive Director Matt Thibodeaux announced that construction on the SuperBlock Park Project is expected to begin in July 2014 and that the Staff is looking at alternate plans for continuation of Truckin Thursday during and after construction.

Cynthia Alvarado announced that the "Midtown Rocks the Block" event and the December 11, 2013 Holiday event have been put on hold because construction in The Midtown Park is not yet complete.

i. Review, discuss and take necessary action regarding new Midtown Art in the Park website.

Ms. Alvarado presented the Committee's request for a reallocation of a portion of funds from cancelled marketing events to pay the costs of revising the Art in the Park website. She stated that revisions to the website would improve its functionality for the 2014 Art in the Park event.

No action was taken.

D. Service & Maintenance Committee – Roger Neal, Acting Chair

Marlon Marshall reported to the Board that the District is currently reviewing the Purchase Order from METRO relating to landscape maintenance along the METRORail line. He further reported that the District has provided the required documentation to show compliance with METRO's insurance requirements. Director Neal notified the Board that several tree grates on Elgin from Crawford to LaBranch have been stolen and that the tree grates should be replaced using capital reserves rather than operating funds. Director Neal announced that the Committee is looking at increased funding for 2014 due in part to the District assuming responsibility for maintenance along Gray and Bagby Streets in July 2014 and the need to add 1 to 2 additional persons to the Field Services Team.

E. Urban Planning Committee – William Coleman, Chair

Director Coleman reported that the Urban Planning Committee continues to work on their 2014 budget requests. He stated that the Committee is evaluating ideas such as free Wi-Fi in the Midtown parks, more bike racks in the District and establishing a Midtown Farmer's Market. Director Coleman also gave a brief report on the status of new development projects in Midtown.

F. Finance Committee – Gary Noble, Chair

Director Noble reported on the activities of the Finance Committee. He stated that overall Midtown is operating in accordance with its approved FY 2013 Budget, however there have been some reallocations of funds and some expense categories have gone over budget. He further reported that approximately 98% of assessments have been collected.

G. Cultural Arts & Entertainment – Eileen Morris, Chair

i. Review, discuss and take necessary action regarding Open the Door, a public art project with the Texas French Art Alliance.

Director Morris reported that the Committee received a request to display 2 doors in The Midtown Park. She described the Open the Door Project and announced that fellow Board member, Charles Washington, had a door that would be on display in Emancipation Park beginning on November 16, 2013. Cynthia Alvarado stated that there would be no cost to the District to install the 2 doors in The Midtown Park, however she encouraged the Board to sponsor a small reception to announce and celebrate installation of the doors in The Midtown Park.

Several Board members expressed an interest in going forward with the project but asked the Staff to follow-up with the Midtown Redevelopment Authority on timing and availability of The Midtown Park.

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 Street Reconstruction – The project is completed and is the first project to receive a Greenroads Award from the Greenroads Foundation. The project was the highest scoring

project in the United States for 2013. The October 9, 2013 walking tour touting the sustainability features on Bagby Street went well and the press conference and reception with Mayor Parker was a also a success.

Baldwin Park Project – The project is completed and the park is open and in use. There are some Americans with Disabilities Act (ADA) issues that are still being resolved with the State of Texas ADA office. Some plants were stolen from the Park and are in the process of being replaced by the Contractor.

Glover Park Project – Construction is moving along at a slower pace, due in part to some construction change orders. The fencing for the dog park has been completed. Construction is expected to be substantially complete by the end of November 2013.

Midtown Park – Construction is moving forward, food kiosk framing is complete. The vaults for the water feature will be installed shortly and will be followed by the performance stage and identifying signage. Completion is anticipated by the end of December 2013.

Caroline Street Project – 95% design plans have been submitted to the TxDOT team for review. The Staff and certain consultants met with TxDOT representatives recently to tour Bagby Street so that TxDOT representatives could get a better sense Midtown’s vision for Caroline Street and see first-hand the type of design elements that are unique to Midtown. Given that this is the first street reconstruction project with TxDOT administered grant funds, additional work is needed to coordinate the desires and expectations of both entities. Construction of this project is anticipated to begin in the first quarter of 2014.

SuperBlock Park – The land exchange with Camden is expected to be completed in the next 10-days. Midtown stakeholders will be notified regarding an online survey that will be distributed via Midtown’s various social media outlets. Public meetings will be held to discuss the project and get public input on the proposed design features. The project will consist of an approximately 2.5 acre park with a .5 acre retail component and an underground parking garage that will be available for use by the public.

Holman Street – The team is close to finalizing design plans for submission to the City of Houston. The Staff received a request to discuss the plans with private and non-profit developers of adjacent properties in an effort to coordinate construction activities to the extent possible in order to minimize the impact on the neighborhood.

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

None.

NEXT MEETING DATE

Chair Franks announced that the next Board meeting will be held on Wednesday, December 4, 2013, at 11:00 a.m. in the 3rd Floor Conference room of the Midtown Management District offices.

ADJOURN

There being no other business, the meeting was adjourned.

Eileen Morris

Eileen Morris, Board Secretary

Date: 2-25-2014