

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

January 9, 2013

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 9th day of January 2013 at 11:00 a.m. in the Midtown 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	John G. Castillo
Katherine Cabaniss	Vernus Swisher
Willie Coleman, Jr.	William Franks
William Tilney	Gayle R. Fortson
F. Charles LeBlanc	Gary Noble
M. Todd Triggs	Ramiro Orta
Eileen Morris	

All of the above were present except Directors Orta and Castillo thus constituting a quorum.

In addition, present at the meeting were Cynthia Alvarado, Marlon Marshall, Kandi Schramm, Peggy Foreman of Burney & Foreman and Pat Hall of Equi-Tax, Inc. Also present were, Michael Silva, Vicki Luna and Shawn Collier.

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

Chairman Triggs called the meeting to order and welcomed guests.

**RECEIVE PUBLIC COMMENTS**

Chairman Triggs invited guests to introduce themselves and make comments to the Board.

**ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS**

Kandi Schramm administered the Oath of Office to new Board members, Eric Melchor and Bryn Poland.

**CONSENT AGENDA**

- a. **Approve Minutes for the November 7, 2012 regular Board meeting.**
- b. **Approve Minutes for the December 5, 2012 regular Board meeting.**
- c. **Approve the November 2012 Financial Report.**
- d. **Approve the payment of invoices for January 2013**
- e. **Approve the Equi-Tax Report for December 2012.**

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

### **REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING ANNUAL REVIEW OF QUALIFIED BROKER/DEALERS.**

Peggy Foreman reminded the Board that State Law requires an annual review of Qualified Broker/Dealers. Ms. Foreman stated that the matter was tabled at the December 2012 Board meeting due to certain questions raised by Board members. She presented the requested information and answered questions from Board members. Director LeBlanc made a motion to approve the revised list of Qualified Broker/Dealers as presented. The motion was seconded by Director Fortson. Following all discussion, the motion carried by unanimous vote.

### **RECEIVE COMMITTEE ACTIVITY REPORTS**

#### **A. Executive Committee**

##### **i. Resolution Waiving Automatic Resignation of Director John Castillo.**

Chair Triggs reported that at its most recent meeting, the Executive Committee reviewed the attendance records of Board members and the records showed that Director Castillo had 3 consecutive absences resulting in his automatic resignation from the Board in accordance with State law. Director Triggs stated that the Executive Committee had discussed Director Castillo's attendance and was recommending adoption of the Resolution because Director Castillo has been an active member of the Board and the Public Safety Committee. Director Triggs also reported that he had spoken with Director Castillo and learned that the absences were due in part to family illness and increased job responsibilities requiring out-of-town travel. Peggy Foreman presented the Resolution Waiving Automatic Resignation of Director Castillo. Director Swisher made a motion to approve the Resolution as presented. The motion was seconded by Director Fortson. Following all discussion, the motion carried by unanimous vote.

#### **B. Public Safety Committee**

Director Tilney reported on the activities of the Public Safety Committee. He stated that the HPD Central Division crime statistics show an increase over the previous month in certain property crimes, such as burglary of a motor vehicle and shoplifting, which according to HPD, historically occurs during the "holiday season". Director Tilney introduced Sgt. Odell Haynes who will be the new Supervising Sergeant from Constable May Walker's office. Sgt. Haynes gave a brief report on the New Year's Eve DWI Initiative in Midtown and expressed his appreciation for the participation of Midtown businesses in encouraging their customers not to "drink and drive". Sgt. Haynes stated that his deputies observed lots of cabs being used and made no DWI arrests that night, however, 4 persons were arrested for other crimes. Finally, Director Tilney announced that the December 2012 Public Safety Committee meeting was rescheduled to Tuesday, January 15, 2013 at 6 p.m. and would be held in the Community Room of Central Bank.

#### **C. Marketing Committee**

Director Morris reported on the activities of the Marketing Committee. Ms. Morris reported that the Committee had focused on developing a new mission statement for consideration by the Board. Director Morris stated that the proposed mission statement would be distributed to the

Executive Committee and then to all Board members for input. She stated that Marketing Committee meetings have been well attended and that the next meeting would be on January 15, 2013 at Eyeful Art Murals and Designs located at 502 Anita, Houston, Texas and invited all to attend.

**D. Service & Maintenance Committee**

Marlon Marshall reported on the activities of the Service & Maintenance Committee. He stated that he is still communicating with representatives of METRO regarding maintenance issues along the MetroRail line. Mr. Marshall reported that METRO representatives have been responsive and seem interested in working with the District to address the maintenance concerns.

Mr. Marshall reported that the Field Services Team is working on pruning trees in the public right-of-way that interfere with pedestrian use of the sidewalks. He further reported that the Midtown Staff was working on plans to plant some additional trees in Midtown in late February or March 2013.

**E. Urban Planning Committee**

Director Coleman reported that the Urban Planning Committee did not have a December 2012 Committee meeting, therefore there was no new information to report.

**F. Finance Committee**

Director Noble reported on the activities of the Finance Committee. He stated that revenues from assessments were coming in and that a substantial percentage of assessments should be collected by January 31, 2013. Director Noble also reported that the Committee was working closely with the Midtown Staff to manage renewal of the District's Certificates of Deposit.

**G. Nominating Committee**

Director Fortson reported that the Nominating Committee would be conducting another round of interviews to fill two currently vacant Board positions. She stated that the Midtown Staff will be making additional announcements of Board vacancies via social media and eNews. Director Fortson asked Board members to forward the resumes of any persons they wished to have considered to Cynthia Alvarado and reminded the Board that there will be additional vacancies in the coming months due to term limits.

**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 Project* – All pavement work had been completed. Work on the crosswalks, landscaping, rain gardens, and trees is now underway and will continue over the next 3 to 4 months.

*Caroline Street Project* – A public meeting regarding the Project was held on December 13, 2012 at 6:00 p.m. in the Central Bank Community Room and was very well attended. The

Project is being funded in large part with a \$4 Million Dollar grant of federal funds and will be managed by TxDOT. The Midtown Staff and consultants are coordinating with the City of Houston and Houston Community College on certain aspects of the Project design which will be submitted to TxDOT in the next couple of months. The Project is expected to include concrete pavement upgrades, public utility upgrades, wider sidewalks, landscaping, street furniture, other pedestrian related infrastructure.

Gray Street Project, Phase II – Concrete work on the south side of Gray Street between Austin and Chenevert Streets is almost complete. The entire Project is scheduled for completion in April 2013.

Baldwin and Glover Parks Project – Contracts were awarded by the MRA to Millis Development and Construction Company and construction is expected to begin in late January or early February of 2013. The Midtown Staff, the design team and the contractor are currently working with the City of Houston to finalize a Right of Entry Agreement for each park site. An effort will be made to keep portions of the park open to the public during the construction period.

Midtown Park – Awaiting receipt of construction bids at the end of January 2013. A pre-bid meeting will be held next week. The Project will include several park upgrades including the development of a food kiosk, installation of electrical upgrades and a lower maintenance water feature.

SuperBlock Park – Preliminary design work is underway, however start of construction is more than a year out. Public meetings will be held in the next few months to get public input on the preliminary design work.

**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.

**RECONVENE THE PUBLIC SESSION AND, IF NECESSARY, TAKE ACTION ON MATTERS DISCUSSED DURING THE EXECUTIVE SESSION.**

There was no executive session.

**OTHER BUSINESS / ANNOUNCEMENTS**

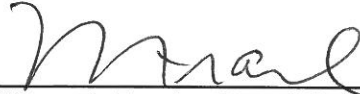
None.

**NEXT MEETING DATE**

Chair Triggs announced that the next Board meeting will be an evening meeting and will be on Wednesday, February 6, 2013, at 6:00 p.m. in the Community Room of Central Bank. 2217 Milam, Houston, Texas.

**ADJOURN**

There being no further business, the meeting was adjourned.

  
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William R. Franks, Board Secretary

Date: 2-6-2013