

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

March 6, 2013

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 6th day of March at 11:00 a.m. in the 3<sup>rd</sup> floor conference room of 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	Eileen Morris
Eric Melchor	John G. Castillo
Katherine Cabaniss	Vernus Swisher
Willie Coleman, Jr.	William Franks
Bryn Poland	Gayle R. Fortson
F. Charles LeBlanc	Gary Noble
Ramiro Orta	
M. Todd Triggs	

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

In addition, present at the meeting were Cynthia Alvarado, Marlon Marshall, Kandi Schramm, and Clark Lord of Bracewell Giuliani. Also present were Deborah Cuse of Winscott Fine Arts, Vicki Luna of Houston Community College, Monte Large of Urban Deal, Tom Hayden of RSB Vestors, Ramona Crayton of METRO and Midtown residents John Curtis and Lynn McGrew.

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

Chair Triggs called the meeting to order and welcomed guests.

**RECEIVE PUBLIC COMMENTS**

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

**CONSENT AGENDA**

- a. **Approve Minutes for the February 6, 2013 regular Board meeting.**
- b. **Approve the January 2013 Financial Report.**
- c. **Approve the payment of invoices for March 2013.**
- d. **Approve the Equi-Tax Report for February 2013.**

Ms. Alvarado informed the Board that the minutes from the February 6, 2013 Board meeting were not included in the packet and would be presented for approval at a future Board meeting.

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

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING FUTURE OBLIGATIONS TO MAINTAIN CERTAIN PUBLIC SPACES WITHIN THE BOUNDARIES OF THE DISTRICT.**

Clark Lord of Bracewell Giuliani advised the Board that the Midtown Redevelopment Authority was considering plans to create a non-profit entity to oversee and manage maintenance of certain park spaces in Midtown currently being developed and re-developed by the Authority and asked that the District join with the Authority in this effort.

Various Board members asked questions about the proposed non-profit corporation. No action was taken and the matter was tabled.

**RECEIVE COMMITTEE ACTIVITY REPORTS**

**A. Executive Committee**

Chair Triggs reported on matters considered at the February 22, 2013 Executive Committee meeting. He reported that Director Orta has missed four (4) consecutive Board meetings and that attempts to contact him have been unsuccessful. Director Triggs announced that in accordance with State Law, when a Board member misses 3 Board meetings, he is considered to have automatically resigned from the Board in the absence of further action by the Board. Several Board members expressed concern about Director Orta.

Ms. Alvarado reported that she received a letter of resignation from Director Tilney on February 12, 2013.

Chair Triggs announced the appointment of Directors Castillo and Melchor as Co-Chairs of the Public Safety Committee.

**B. Public Safety Committee**

Director Castillo reported on the activities of the Public Safety Committee. He stated that the HPD Central Division crime statistics for February 2013 show another month of marked increases in certain property crimes, such as burglary of a motor vehicle and shoplifting on the west side of Midtown. Director Castillo stated that the Harris County Precinct 7 Deputy Constables have been asked to increase their visibility on the west side. He also reported that apartment managers are being encouraged to remind their residents not to leave anything in their vehicles and to park in the gated parking lots that are provided.

**C. Marketing Committee**

Director Morris reported on the activities of the Marketing Committee. Ms. Morris reported that the February 2013 Committee meeting held at the Buffalo Soldiers National Museum focused on the upcoming Midtown Art in the Park event. She stated that participation at the meeting was good and included Midtown residents and representatives of various art groups.

**i. Art in the Park update**

Cynthia Alvarado gave an update on plans for the 2013 Art in the Park event. She advised the Board that she was working to finalize the Scope of Services for a concession manager to handle TABC requirements and additional event coordination services. Ms. Alvarado stated that she would ask for approval of the contract at the April 2013 Board meeting.

Ms. Alvarado reported that the Marketing Committee participated in the final development of an ad buy for the 2013 Art in the Park event through the Houston Chronicle which was published in the March 3, 2013 edition of the Houston Chronicle's Spring Bazaars & Festivals.

Ms. Alvarado also reported that the Marketing Committee was looking into commissioning the largest full scale outdoor mural in Houston on the back of the MRA property located at 2905 Travis. The project would be known as the Midtown Mural Project and would serve as a focal point for the 2013 Art in the Park and would mark the site of the future SuperBlock Park. The Committee is working on getting more detailed information including cost estimates for the project and will present additional information to the Executive Committee.

Finally, Director Morris stated that the next Marketing Committee would be on Tuesday, April 16, 2013 at La Maison in Midtown located at 2800 Brazos, Houston, Texas and invited all to attend.

#### **D. Service & Maintenance Committee**

Marlon Marshall reported on the activities of the Service & Maintenance Committee.

He reported that the Field Services Team is preparing to plant 20 trees in the public right-of-way and to perform seasonal color change along Main Street by the end of March.

Mr. Marshall stated that he is still communicating with representatives of METRO regarding maintenance issues along the MetroRail line and that the meetings have been productive although no final agreements have been reached. He stated that METRO is also requesting assistance from the District in maintaining bus shelters located in Midtown and that METRO has expressed a willingness to pay a portion of the maintenance costs.

#### **E. Urban Planning Committee**

Director Coleman reported that the Urban Planning Committee held a joint meeting with the Marketing Committee on February 19, 2013 and focused on the upcoming 2013 Art in the Park event.

#### **F. Finance Committee**

Director Noble reported on the activities of the Finance Committee. He stated that revenues from assessments were coming in and that 94% of the assessments have been collected as of February 28, 2013.

#### **G. Nominating Committee**

Director Fortson reported that the Nominating Committee was continuing its work to identify candidates to fill vacant Board positions. She also stated that the Committee and Ms. Alvarado were working on a memorandum outlining procedures for the upcoming election of certain officers to fill positions currently held by Directors whose terms are ending.

**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 – Work will continue on the project and is expected to be completed weather permitting over the next 3 to 4 months.

Caroline Street Project –The Project is 90% design completed and will be presented to TxDOT shortly.

Gray Street Project, Phase II – Pavers and ramps are being completed on the north block face from Jackson to Chenevert. The entire Project is scheduled for completion in April 2013.

Baldwin and Glover Parks Project – Right of Entry Agreements have been finalized with the City of Houston for each park site. A pre-construction meeting is scheduled for March 7, 2013.

Midtown Park – The MRA has approved the construction contracts for the project. Construction is expected to begin in April 2013 and should take approximately 6 months to complete.

SuperBlock Park – No new information to report at this time.

**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 held on Wednesday, April 3, 2013, at 11:00 a.m. in the 3<sup>rd</sup> floor conference room in the Midtown Offices located at 410 Pierce Houston, Texas.

**ADJOURN**

There being no further business, the meeting was adjourned.

  
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William R. Franks, Board Secretary

Date: 5-1-13

