

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

May 1, 2013

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 1st day of May at 6:00 p.m. at 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	John G. Castillo
Katherine Cabaniss	Vernus Swisher
Willie Coleman, Jr.	William Franks
Bryn Poland	Gayle R. Fortson
F. Charles LeBlanc	Gary Noble
M. Todd Triggs	

All of the above were present thus constituting a quorum.

In addition, present at the meeting were Cynthia Alvarado, Marlon Marshall, Kandi Schramm, Elizabeth Powell and Peggy Foreman of Burney and Foreman. Also present were Alma Swisher, Jeri Brooks of One World Strategy, Monte Large of Urban Deal, Robert Hoover of Potbelly, Dan Snare of Bering Omega, and Midtown residents Lorie Fortson, Mikah Fortson, Herb Fortson, Dan Barnum, Crystal Rideau, Adrian Rideau, Sebastien Boileau, Liza Carlos, Willie Bright, and John Curtis.

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 Minutes for the March 6, 2013 regular Board meeting.**
- c. **Approve Minutes for the April 3, 2013 regular Board meeting.**
- d. **Approve the March 2013 Financial Report.**
- e. **Approve the payment of invoices for May 2013.**
- f. **Approve the Equi-Tax Report for April 2013.**

Ms. Alvarado informed the Board that item "c" was being pulled from the Consent Agenda, because the minutes for the April 3, 2013 Board meeting minutes 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 with the exception of item "c". The motion was seconded by Director Coleman and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION FOR THE DISTRICT'S QUARTERLY INVESTMENT REPORTS FOR THE PERIODS ENDING DECEMBER 31, 2012 AND MARCH 31, 2013.**

Cynthia Alvarado presented the Quarterly Investment Report for the periods ending December 31, 2012 and March 31, 2013.

Director Franks made a motion to accept the District's Quarterly Investment Reports for the periods ending December 31, 2012 and March 31, 2013. The motion was seconded by Director LeBlanc and carried by unanimous vote.

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

**A. Executive Committee**

Chair Triggs stated that matters discussed at the April 23, 2013 Executive Committee meeting would be shared with the Board as part of the various committee reports. He reported that the committee is concerned about the increase of crime in the Bagby Street area due to lack of lighting from the Bagby Street construction.

Cynthia Alvarado announced that the terms of Board members Todd Triggs, Vern Swisher and Gayle Fortson would soon expire and that they were not eligible for reappointment due to the Board's policy limiting terms of service on the Board. Ms. Alvarado made a presentation of tokens of appreciation to Directors Todd Triggs, Vern Swisher and Gayle Fortson. She gave a brief recap of the services provided, positions held and the approximate number of volunteer hours of service rendered by each of these Board members. Several other Board members expressed thoughts of appreciation for the service of Directors Triggs, Swisher, and Fortson to the Midtown Community.

**B. Public Safety Committee**

Director Castillo reported on the activities of the Public Safety Committee. He stated that the April 2013 Committee meeting was very well attended. Director Castillo reported that the Committee reviewed the HPD crime statistics and was concerned about the increase in BMVs in the western part of the District. Director Castillo reported that the Midtown Staff is working with CenterPoint regarding the need to improve lighting in the area and working with apartment managers to encourage residents to park in the gated garages and not to leave valuables in their cars. He reported that the Committee has encouraged HPD and other area law enforcement agencies to increase patrols in Midtown. Director Castillo also reported that at least two Midtown organizations had experienced vandalism from what appeared to be someone using slingshots to break windows using metal ball bearings.

**C. Marketing Committee**

Director Morris reported on the activities of the Marketing Committee. Ms. Morris advised the Board that due to her travel schedule, the May 2013 committee meeting would be cancelled and that the Committee would hold its next meeting in June 2013.

**i. Art in the Park update**

Cynthia Alvarado reported that the 2013 Art in the Park was the best attended and most successful festival to date. She stated that the artist participants were very pleased with sales and that the event sponsors were also very satisfied with the event outcome and expressed a desire to partner with the District to do more events in Midtown.

Ms. Alvarado reported that the Midtown Staff worked with a Public Relations team to secure media coverage for the historic mural project and for the 2013 Art in the Park event.

She stated that online media coverage included: Houston Press and Culture Map; Broadcast News media coverage included: KHOU-TV (CBS), KRIV-TV (FOX) 2 live interviews, KIAH-TV (CW) and Houston's Voice; and Radio broadcast media coverage included 96.5-FM.

Ms. Alvarado further stated that "time lapsed photography" was taken of the mural progress and that a 5 minute video of the project is being developed.

Ms. Alvarado also thanked Adam Brackman and his company for providing "green" paint at cost for the mural and also thanked the artists for their work on the mural.

**ii. Update on Truckin' Thursday at The Wall**

Ms. Alvarado advised the Board that the District was preparing for its first "Truckin' Thursday" event which is scheduled to take place on Thursday, May 9, 2013, from 11:00 a.m. to 2:00 p.m. at the site of the mural. She stated that the event would be co-sponsored by PrimeWay Credit Union, Central Bank and Black Finn restaurant.

**D. Service & Maintenance Committee**

Director Neal reported on the activities of the Service & Maintenance Committee. He reported that the Midtown Staff is working with contractors and METRO Staff on proposals for landscape maintenance of the area inside the rail tracks and for maintenance of bus shelters in Midtown, including weekly power washing of all bus shelters.

Director Neal also announced that the Committee expected to return approximately \$5K to \$10K to the District from unanticipated savings from maintenance expenses. He also stated that the Committee hoped to get approximately 12 more trees planted in the public right-of-way.

**E. Urban Planning Committee**

Director Coleman reported on the activities of the Urban Planning Committee. He advised the Board that Jeri Brooks of One World Strategy Group had contacted the Committee about a proposal to bring a Mardi Gras type event to Midtown in 2014 and that more information would be presented at the June 2013 Board meeting.

**F. Finance Committee**

Director Noble reported on the activities of the Finance Committee. He stated that approximately 95% of the assessments for tax year 2012 have been collected as of March 31, 2013. Director Noble also stated that the Committee is looking at ways to be more aggressive

in collecting past due assessments. Director Noble reported that the District came in over budget on the cost of electricity for FY 2012.

Finally, Director Noble stated that his Committee will research the creation of a Midtown Parking District and whether such a District could have a financial return to support improvements within the District.

**G. Nominating Committee**

Director Gayle Fortson gave the report of the Nominating Committee.

**i. Consideration of candidates for vacant Board positions.**

Director Fortson described the process used by the Committee in selecting individuals for recommendation to fill vacant Board positions. She stated that Nominating Committee was recommending the following persons to fill unexpired terms ending in June 2015:

Position 4	Monte Large
Position 9	Michelle LeBlanc

Director Fortson further reported that the following persons were being recommended to the Mayor and City Council for appointment and re-appointment for a four year term ending June 1, 2017:

Position 10	Eileen Morris	(Re-appointment)
Position 11	Julie Farr	(New appointment)
Position 12	John Castillo	(Re-appointment)
Position 13	Marylene Chan	(New appointment)
Position 14	William Franks	(Re-appointment)
Position 15	Debra McGaughey	(New appointment)
Position 16	Gary Noble	(Re-appointment)
Position 17	Charles Washington	(New appointment)

Director Fortson distributed resume packages containing the resumes of each new person being nominated and made a brief presentation regarding each individual's background and qualifications to serve on the Board. She stated that if approved by the Board, Monte Large and Michelle LeBlanc would join the Board immediately since they were being elected to fill unexpired terms and the remaining persons would be recommended to the Mayor and City Council for appointment to fill terms set to expire on June 1, 2017. Peggy Foreman advised the Board that current Board members in Positions 10, 12, 14 and 16 would continue to serve until the Mayor and City Council appoints their replacements.

Director Franks made a motion to appoint Monte Large and Michelle LeBlanc to fill the unexpired terms in Positions 4 and 9, respectively. The motion was seconded by Director Coleman and carried by unanimous vote.

Director LeBlanc made a motion to accept the report of the Nominating Committee and recommend to the Mayor and City Council the appointment and reappointment of the above identified individuals to fill Positions 10 -17. The motion was seconded by Director Poland and carried by unanimous vote.

## ii. Election of certain Board Officers

Director Fortson announced that the Board Chair and Vice Chair had tendered their respective resignations effective May 15, 2013 and that it was necessary to conduct elections to fill the Chair and Vice Chair positions. Director Fortson presented the Committee's nomination of William Franks for Chair and Willie Coleman for Vice Chair for the period beginning May 15, 2013 to fill the remaining one year term of the current Chair and Vice Chair. Director Fortson then asked for additional nominations from the floor. She then declared the nominations closed since there were no additional nominations from the floor and called for a vote. William Franks was elected Chair and Willie Coleman was elected Vice Chair by unanimous vote.

Director Fortson then reported that it was necessary to fill the position of Secretary as that position would become vacant with the election of William Franks as Chair. She opened the floor for nominations and Director Coleman nominated Eileen Morris to serve as Secretary. Director Fortson called for additional nominations for the position of Secretary, there being no other nominations, she declared the nominations closed and called for a vote. Director Morris was elected unanimously to serve as Secretary.

Several Board members thanked Director Fortson and the Committee members for their hard work on the Nominating Committee.

### **REPORT ON CAPITAL PROJECTS OF THE MIDTOWN REDEVELOPMENT AUTHORITY (MRA).**

Kandi Schramm gave the following report on the status of the current MRA capital improvement projects:

*Bagby Street Reconstruction Project* – Work is continuing on the project with crosswalk installations completed, and pavement striping in progress. Overhead utility relocation and back of curb improvements including landscape installations are in progress. The Midtown Staff is awaiting a response from CenterPoint on a date to energize the installed streetlights north of Webster. The Project is on schedule for completion in June 2013.

*Gray Street Project, Phase II* – Construction continues on the north side of Gray primarily between LaBranch and San Jacinto Streets. The Project is scheduled for completion in June 2013.

*Baldwin and Glover Parks Project* – The Contractor has mobilized and started construction at both parks. Construction is expected to take 125 days. The Midtown Staff is working with the Baldwin Park construction contractor and maintenance contractor to coordinate maintenance of Baldwin Park during construction and to determine the exact scope of maintenance services to be provided during the one year maintenance period as required in the construction bid.

*Midtown Park* – Notice to Proceed has been issued effective April 29, 2013 and the construction period for this project is 180 days.

### **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 on Wednesday, June 5, 2013, at 11:00 a.m. in the in the 3<sup>rd</sup> floor conference room of the Midtown Offices, located at 410 Pierce, Houston, Texas.

**ADJOURN**

There being no further business, the meeting was adjourned.

  
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Eileen Morris, Board Secretary  
Date: 6/5/13