



midtown
HOUSTON

**MINUTES OF THE MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING**

December 4, 2019

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, December 4, 2019, at 11:00 a.m. in the in the **3rd Floor Conference Room of the Midtown Management District's 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:

Pos. 1	Darcy John Lefsrud	Pos. 10	Eileen J. Morris
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler Dillard
Pos. 3	Amar Mohite	Pos. 12	Dana Woodruff
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Willie H. Coleman	Pos. 14	Christopher Johnston
Pos. 6	Nancy J.W. Darst	Pos. 15	Herbert Baker
Pos. 7	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Tilton thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members; Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Vernon Williams, Marlon Marshall, David Thomas, Madeline Peña, Mark Sullivan and Mark Leija; Peggy Foreman of Burney & Foreman; Erica Rocha and Jesse Sampson of S.E.A.L Security, Sgt. Odell Haynes from Harris County Precinct 7; Midtown residents and business owners; Terry Puster of Baxter Development, DeJuana Williams from Houston Community College Central Campus.

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

Chairman Coleman called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

No public comments

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE NOVEMBER 6, 2019 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2019**
- C. APPROVE PAYMENT OF INVOICES FOR NOVEMBER 2019**
- D. APPROVE EQUI-TAX REPORT FOR DECEMBER 2019**

Ms. Alvarado presented the consent agenda. Director Morris made a motion to approve the consent agenda. The motion was seconded by Director Johnson and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND LIST QUALIFIED BROKERS/DEALERS.

Peggy Foreman reminded Board members that Texas Law requires the Board to review its Investment Policy and List of Qualified Broker/Dealers annually. Ms. Foreman stated that there were no recommendations for any substantive changes to the Investment Policy; however the Staff was recommending the adoption of a revised List of Qualified Broker/Dealers which was provided to the Board as Exhibit A-II. She presented the Resolution Regarding Annual Review of Second Amended and Restated Investment Policy and a List of Authorized and Qualified Brokers and answered questions regarding the revisions to the List of Authorized and Qualified Brokers. Ms. Foreman reminded Board members that the list contains a broad number of entities to give the District maximum flexibility.

Following all discussion, Director Baker made a motion to approve the Resolution Regarding Annual Review of Second Amended and Restated Investment Policy and a List of Authorized and Qualified Brokers as presented. The motion was seconded by Director Lefsrud and carried by unanimous vote.

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

A. Service and Maintenance – Darcy John Lefsrud, Chair

Director Lefsrud reported on activities of the Service and Maintenance Committee. He stated that the Field Services Team continues to work on maintaining the public right-of-ways in the District including tree trimming and disposing of trash and debris.

He also reported that the graffiti abatement team has expanded to 16 hours a week and the cost is split between Midtown Management District and Midtown Parks Conservancy.

Director Lefsrud announced that the Committee is engaging with representatives of Super Neighborhood #62 to see how that group can work with the District on efforts such as the Dark Blocks Project to help identify areas in need of increased lighting. He also reported that CenterPoint has sent a preliminary list of light installations to the City for consideration.

Finally, Director Lefsrud announced that the Committee will not meet in December 2019.

B. Cultural Arts and Entertainment Committee – Eileen Morris, Chair

Director Morris reminded everyone to come out and support Mistletoe Market on December 6th and 7th at Midtown Park. Ms. Alvarado provided additional information about Mistletoe Market including the confirmed vendors, performing artists, children's activities. She stated that a total of 625 persons have RSVP'd via Eventbrite and that segments about Mistletoe Market ran locally on Channel 2.

Director Washington advised the Board that planning is underway by the Houston Parks Board and others on an Art Bike Project and that he is suggesting that Midtown would be a great location for the event.

Director Morris announced that the Committee will not meet in December 2019.

C. Marketing and Economic Development Committee – Debbie Tyler-Dillard, Chair

Director Dillard reported on activities of the Marketing and Economic Development Committee. She stated that the Midtown Buzz has been delivered to businesses, office buildings, and multi-family residential properties in and around Midtown, Downtown and Third Ward. She stated that the Committee plans to continue to host resident events at apartment complexes in the neighborhood next year.

Ms. Peña reported on the District’s social media growth for 2019. She stated that the overall audience reach through the District’s social media presence has increased this year in comparison to 2018. Ms. Peña stated that the goal for 2020 is to utilize Google Analytics to help our marketing and promotions efforts.

D. Urban Planning Committee – Allen Douglas, Chair

- i. Letter of Support for Removal of the Viaduct connecting Spur 527 with Brazos Street.

Director Douglas presented a draft of a letter supporting the removal of the viaduct connecting Spur 527 with Brazos Street. Executive Director Thibodeaux advised the Board that he has been contacted by Midtown stakeholders expressing both support for and opposition to removal of the viaduct.

Director Woodruff made a motion to revise the letter of support to reflect that the District supported halting the project immediately to allow for further public discussion and input from the Midtown Community about the potential removal of the viaduct connecting Spur 527 with Brazos Street. The motion was seconded by Director Baker. Following all discussion, the motion carried by unanimous vote.

Director Douglas also reported that the Committee received a request from representatives of Rice University for a letter of support for a variance request related to a new parking garage being constructed near the ION. He indicated that the Committee has expressed a desire to have the sidewalks surrounding the proposed parking garage be expanded to 8 feet. He further reported that the Committee is working to obtain cost quotes for installation of some of the Bike Racks and Fix-It Stations in the public-right-of-way. Finally, he reported that the Committee is still working on relaunching the Midtown Farmer’s Market in approximately March 2020.

E. Finance and Budget Committee – Dana Woodruff, Chair

- I. Proposed Budget for FY 2020

Director Woodruff and David Thomas presented the proposed budget for FY 2020. Mr. Thomas provided details regarding certain major proposed expenses for FY 2020. Mr. Thomas also did a comparison of the proposed FY 2020 budget to the FY 2019 budget and advised the Board of the reasons for any significant differences.

Director Woodruff made a motion to approve the proposed budget for FY 2020 as presented. The motion was seconded by Director Chan. Following all discussion, the motion carried by unanimous vote.

F. Community Activity Report – Christopher Johnston, Liaison

- i. SUPER NEIGHBORHOOD #62

Director Llamas stated that he attended the November 2019 Super Neighborhood #62 meeting at the request of Director Johnston. He stated that there was an update from the City of Houston Planning Department on Walkable Places and a presentation by representatives of Rice University regarding the ION Project and their vision for other development in the surrounding area.

G. Public Safety – Willie Coleman, Interim Chair

- I. SECURITY COORDINATOR’S REPORT

Mark Leija reported on various law enforcement and public safety issues impacting the Midtown Community.

He stated that representatives from the various law enforcement agencies and S.E.A.L Security continue to meet monthly to share information and discuss their respective agency’s response to public safety issues in Midtown. He further reported that he continues to meet with Midtown residents and business owners regarding their specific public safety concerns.

Mr. Leija summarized the public safety reports provided by the various law enforcement agencies. He also reported that HPD South Central has assigned a new DRT Supervisor for Midtown, Sergeant Weiche. Mr. Leija stated that there was a substantial increase in calls for service reported by Houston Community College Police Department and in patrol alerts filed with the Harris County Precinct 7 Constable's office. Mr. Leija stated that the District continues to support the City of Houston's efforts to clean-up the homeless encampments underneath the freeways and to remove trash and debris from the public right-of-way.

He stated that he continues to encourage Midtown property owners to sign and annually renew No Trespass Affidavits for their properties. He also reminded everyone to be especially careful during the upcoming holiday season.

Finally, Mr. Leija announced that the next Public Safety Committee meeting is scheduled for Tuesday, December 17, 2019, at 11:30 a.m., in the 3rd Floor Conference Room of the Midtown Management District's offices, 410 Pierce St., Houston, TX 77002.

H. Executive Committee – Willie H. Coleman, Chair

Chair Coleman stated that all matters discussed at the November 2019 Executive Committee meeting were discussed and considered in connection with other agenda items and that there was no additional information to report. He announced that there will be no Executive Committee meeting in December. Chair Coleman thanked the Board members and the Midtown Staff for all of their hard work on behalf of the Midtown Community.

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

Marlon Marshall gave the following report on the status of current Midtown Redevelopment Authority capital improvement projects:

Midtown Park. The artwork installation in the Front 90 fountain has been completed. The temporary art installation in the elevator cube is currently underway and is expected to be completed in the next few weeks. The design work is continuing for a proposed food hall to be constructed on the Front 90 area of the Park.

Caroline Street Reconstruction. The project is moving forward at a slower pace than anticipated. The staff is meeting with representatives of TxDOT to discuss and update the project schedule and to discuss increasing the level of productivity. The contractor is working with City of Houston to come to terms regarding certain testing procedures. Inspections are currently in process for certain portions of the work.

Bagby Park. The lawn has been installed and completed. The canopy is expected to be installed in late January or early February 2020. The storage facility is being redesigned to include a restroom.

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.

ANNOUNCEMENTS

Ms. Peña announced that Holiday Banners have been installed along Bagby Street and Travis Street. Ms. Alvarado reminded Board members that the Board Packet contained a list of Midtown Management District Board of Directors' Meetings and certain Public Safety Committee events and activities for 2020.

NEXT MEETING DATE

Ms. Alvarado advised the Board that the next Midtown Management District Board of Directors meeting will be held on Wednesday, January 8, 2020 at 11:00 a.m. in the 3rd Floor Conference Room of the Midtown Management District's offices located at 410 Pierce Street, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.



Eileen Morris
Board Secretary



Date