



midtown
HOUSTON

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

December 5, 2018

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, December 5, 2018, at 11:00 a.m. in the third floor conference room of the Midtown Management District offices, located at 410 Pierce St., Houston, TX 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	Marylène 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	Kristin Pope	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present minus Directors Lefsrud, Haney, Tilton, Baker and Washington thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, , Mechelle Phillips, Vernon Williams, Marlon Marshall, Mark Sullivan, David Thomas, Amaris Salinas, Mark Leija; Clark Lord of Bracewell Law Firm; Peggy Foreman of Burney & Foreman and Pat Hall of Equi-tax.

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

Chair Coleman called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE NOVEMBER 7, 2018 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2018;**
- C. APPROVE PAYMENT OF INVOICES FOR NOVEMBER 2018;**
- D. APPROVE EQUI-TAX REPORT FOR NOVEMBER 2018**

Cynthia Alvarado presented the Consent Agenda. Director Morris made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Noble and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND LIST OF QUALIFIED BROKER/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 the adoption of a revised List of Qualified Broker/Dealers which was provided to the Board as Exhibit A-1. She stated that the Board Packet contained a Resolution Regarding Annual Review of Amended and Restated Investment Policy of Midtown Management District. Director Woodruff made a motion to approve the Resolution as presented. The motion was seconded by Director Darst. Following all discussion the motion carried by unanimous vote.

Ms. Foreman then presented the Resolution Approving Qualified Broker/Dealers Authorized to Engage in Investment Transactions with Midtown Management District. Director Woodruff made a motion to adopt the Resolution Approving Qualified Broker/Dealers Authorized to Engage in Investment Transactions with Midtown Management District as presented. The motion was seconded by Director Darst. Following all discussion the motion carried by unanimous vote.

REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING A RESOLUTION ADOPTING A TITLE VI COMPLIANCE PLAN FOR THE DISTRICT

Ms. Marianna Raschke from The Goodman Corporation presented the Resolution Adopting a Title Vi Compliance Plan. Ms. Raschke provided background information and answered questions regarding the Title VI Compliance Plan. Director Pope made to ratify approval of the Resolution Adopting a Title VI Compliance Plan for the District. The motion was seconded by Director Johnston 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 Committee – Darcy Lefsrud, Chair

Madeline Pena reported on Committee activities. She stated that the Committee was focusing on completion of end of year projects such as tree trimmings, sidewalk trash pickup and graffiti abatement. She also reported that 2 additional persons were temporarily added to the Field Services Team to help with clean-up and debris removal within the District. Ms. Pena announced that the Committee will not hold a December meeting and will resume its regular schedule of monthly meetings beginning in January 2019.

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

Director Morris reported on activities of the Cultural Arts and Entertainment Committee. She advised the Board that Mistletoe Market, held in Midtown Park on November 16th and 17th, was a very well attended successful event. She advised that the District received positive feedback including good sales reports from booth vendors who participated in the market. Ms. Alvarado reported that there were 46 booth vendors, live bands, movie night, chalk art and appearances from Santa Claus and Santa Paws at Mistletoe Market. Several Board members attended the event and commented that it was a good community event and that the Midtown Park was a great venue. Ms. Alvarado thanked everyone who attended and the Midtown Staff members who came out and helped make the event as success.

Ms. Alvarado announced the event schedules for performances by the winners of the Small Arts Grant and invited all to attend. She also reported that the Committee is working on plans for 2019 events including a Valentine's Market, a children's festival, and Art in the Park.

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

Director Tyler-Dillard reported that the Marketing and Economic Development Committee held a joint meeting with the Cultural Arts and Entertainment Committee on November 13, 2018. She stated that the next edition of the *Midtown Buzz* will be available for distribution in January 2019. Director Tyler-Dillard also reported that the updated Cultural Arts and Entertainment Guide is also in the process of completion with an anticipated distribution date in early 2019. She stated that the Committee purchased a monthly subscription to ThingLink, which will be used to enhance images used in connection with the District's marketing efforts.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the Urban Planning Committee was partnering with BikeHouston to sponsor a bike ride on Saturday, December 8, 2018. He also reported that the Committee is partnering with Houston B-Cycle to help fund the cost of installing another B-Cycle station in Midtown on Gray Street and Austin Street. Ms. Pena reported on the status of the Midtown Farmer's Market and efforts to grow the number of vendors and attendees at the Farmer's Market. Director Douglas announced that there will be no Committee meeting in December.

E. Finance and Budget Committee – Dana Woodruff

Director Woodruff gave a report on the District's finances. She stated that the Staff is working to ensure all vendor invoices for 2018 to be submitted by December 31, 2018. Director Woodruff reported that the District's Assessor-Collector has begun to receive payments of assessments for Tax Year 2018. David Thomas reported he will be communicating with each Committee about the status of any expenses for any remaining 2018 projects.

Public Safety Committee – Willie H. Coleman, Interim Chair

i. REPORT FROM SECURITY COORDINATOR, MARK LEIJA

Security Coordinator Mark Leija gave the report on the activities of the Public Safety Committee. He stated that the District Staff and service vendors continue to work with the City of Houston to remove excess trash/debris in Midtown and to transport certain identified property to City warehouses for storage in an effort to abate the public health issues resulting from the homeless encampments in the area.

Mr. Leija reported that he continues to work with all law enforcement agencies and S.E.A.L. Security Solutions, LLC to address public safety issues in Midtown. He stated that resources continue to be deployed in areas where the homeless tend to congregate, including the areas surrounding the McDonalds Restaurant, the Greyhound Bus Station, the Texaco Service Station and the area near South Main Baptist Church.

Mr. Leija announced that the District will continue its Bike Engraving Project at certain evening events in Midtown.

Finally, Mr. Leija reminded everyone to exercise caution, as there is usually an increase in criminal activity during the holidays.

PROGRAMMING REPORT FROM MIDTOWN PARKS CONSERVANCY

Mechelle Phillips, Midtown Park Manager, gave a report on events and activities in Midtown Park. Ms. Phillips also reported that the lawn at Midtown Park would be undergoing maintenance during December and early January and that planning continues for 2019 events.

Amaris Salinas, Marketing and Parks Programming Manager, reported on events held in Bagby, Baldwin and Glover Parks, including regular events such as Yappy Hour, Fitness Classes, Dance and Zumba classes, movie nights and concerts. She reminded the Board that several events previously held at Bagby Park will move to Midtown Park while Bagby Park is being renovated. Ms. Salinas reported that the iconic Midtown letters at Bagby Park will be decorated with holiday wrapping to encourage visitors to take holiday pictures and post on social media.

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

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

Midtown Park: The contractor continues to work on paver installation in the Front 90 Plaza and stone installation around the art mural at the Main/Anita Street entrance. The revised Front 90 sanitary sewer drawings have been approved by the City. Once the drawings are returned by the City, the design team will issue revised construction plans to the contractor. Discussions with Camden on the revisions to Main Street elevations are being finalized. The Authority and Camden will split the costs of repairing damages to the tunnel waterproofing and Camden will remove the incorrect electric conduit and replace with the correct size conduit. It is anticipated that installation of the B-Cycle station will occur in January 2019.

Main St.: Work on the Main Street lighting at the intersections has been completed. Installation of the remaining pedestrian crossing markers will begin after construction of the Camden project is completed. Staff anticipates the Main Street project will be complete in January 2019.

Caroline St.: The contractor continues the waterline installation on the east side of Caroline between Elgin and Tuam Streets and the storm sewer installation on Rosalie Street between Caroline and Austin Streets. Project has been delayed due to weather and the fact that the contractor continues to encounter old inadequate utility lines.

ANNOUNCEMENTS


There were no announcements.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, January 9, 2018 at 11:00 a.m. in the Midtown Management District offices, 410 Pierce Street, Houston, Texas 77002

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris
Board Secretary

3-6-2019
Date