



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

**April 4, 2018**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, April 4, 2018, at 11:00 a.m. in the 3rd 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	Vacant	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	Ben Robles	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Douglas, Robles, and Noble, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Mark Leija, Michelle Ashton, David Thomas, Marlon Marshall, Kandi Schramm, Amaris Salinas, Mark Sullivan, Vernon Williams, Matt Thibodeaux, Mechelle Phillips, and Cynthia Alvarado; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LLP; Jesse Sampson and Rasiel Limanta of S.E.A.L. Security Solutions, Julie Farr of the Museum District Association; Gloria Haney of the Morgan Group, and Andrew Thomas and Sean Williams of Wahlburgers.

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 MARCH 7, 2018 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF FEBRUARY 2018;**
- C. APPROVE PAYMENT OF INVOICES FOR MARCH 2018;**
- D. APPROVE EQUI-TAX REPORT FOR MARCH 2018**

Director Morris made a motion to approve the consent agenda. The motion was seconded by Director Tilton 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**

Director Lefsrud reported that improvements and repairs are near completion at the Elizabeth Glover Park and that a substantial completion walk-thru has been scheduled. He also stated that the Tree Trimming project is ongoing and is approximately 50% complete. He shared that Elizabeth Baldwin Park improvements were completed in time for Art in the Park 2018.

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

Director Morris reminded everyone that Art in the Park 2018 will be held on Saturday, April 7, 2018 in Elizabeth Baldwin Park. She stated that there will be dozens of artists, live performances, food trucks, activities, and a bike valet. Cynthia Alvarado and artist Anat Ronen will be on Fox26 promoting the event. Ms. Alvarado thanked Bert Baker and Central Bank for their continued support and sponsorship of Art in the Park. Director Morris stated that the Committee is also working on planning for Mother's Day and Father's Day Markets to be held in May and June. She announced that the next Committee meeting will be on Tuesday, April 17, 2018 at 3:30 p.m. and will be held in Midtown Park. Mechelle Phillips shared information about "Lounge on the Lawn" in Midtown Park on Saturday, April 28, 2018. She stated that there will be a full day of interactive activities, performances, food trucks, and the Midtown Awards presentation. Ms. Phillips also shared information about ongoing activities and events in the various parks in Midtown.

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

Director Tyler-Dillard reported that the Committee is looking forward to presenting the Midtown Awards at "Lounge on the Lawn". She also shared that the summer edition for the *Midtown Buzz* should be completed by the end of May and ready for distribution to the public in June. Michelle Ashton stated that the Midtown app has been available on iPhones for about a month and to date has been downloaded 143 times. The Committee is still awaiting a proposal for the development of an Android version of the app. Director Tyler-Dillard announced that the May Committee meeting will be a joint meeting with the Cultural Arts and Entertainment Committee.

**D. Urban Planning Committee – Allen Douglas, Chair**

Ms. Ashton shared that the next ride with BikeHouston has been planned for Sunday, April 22<sup>nd</sup> at 11:00 a.m. starting at Midtown Park. The bike riders will view street art in the community, visit Cigna Sunday Streets in the Third Ward and end at Earth Day festivities in Discovery Green Park.

**i. AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE A CONTRACT FOR A MIDTOWN FARMERS MARKET COORDINATOR**

Director Darst reported that a candidate was interviewed to coordinate and manage the new Midtown Farmers Market in Elizabeth Baldwin Park. She stated that the Committee is asking the Board to authorize the Executive Director to negotiate a contract for a Midtown Farmer's Market Coordinator and provided the parameters for such contract. Director Baker made a motion to authorize the Executive Director to negotiate a contract for a Midtown Farmer's Market Coordinator. The motion was seconded by Director Washington. Following all discussion, the motion passed by unanimous vote.

**E. Finance and Budget Committee – Marylene Chan**

Director Woodruff reported that collection of assessment revenues for FY 2018 is occurring faster than anticipated and expenditures are within budget. She also reported that the Staff has been working to

provide the requested information to the auditors. David Thomas reported that the auditors recently completed their review of the District's records and were working on drafting their report.

i. **RESOLUTION UNDESIGNATING CERTAIN PREVIOUSLY DESIGNATED FUNDS AND AUTHORIZING REALLOCATION OF SUCH AMOUNTS TOGETHER WITH INTEREST THEREON INTO APPROPRIATE ACCOUNTS**

The agenda item was pulled from the agenda.

**F. Nominations Committee – Nancy Darst, Chair**

Director Darst shared that the Committee has received four resumes for the vacant position and will be interviewing candidates on Thursday, April 12, 2018 starting at 9:00 a.m.

i. **OFFICER NOMINATIONS AND ELECTION OF BOARD OFFICERS**

Director Darst gave an overview regarding the election of Board Officers and stated that nominations for Board officers must be received no later than 5:00 p.m. on Wednesday, April 25, 2018. She stated that Board officers will be elected at the next Board meeting on Wednesday, May 2, 2018.

**G. Public Safety Committee – Ben Robles, Chair**

i. **REPORT FROM SECURITY COORDINATOR, MARK LEIJA**

Mark Leija reported on Midtown's participation in the cleanup of the area under I-69 on Friday, March 30, 2018. He reported that 106 bags of personal belongings were collected by the Houston Police Department, tagged and transported to the City of Houston warehouse for safe keeping. He also shared that the fencing around the old Sears property appears to be very beneficial as there have been very few calls for service at that location since the fence was installed. Mr. Leija reported that officers from Precinct 7 Constables, HPD and S.E.A.L. Security Solutions, LLC continue to focus on various hotspots in the community, including the area in and around McDonald's, the Greyhound Bus Station, the Gulf Service Station, and the Texaco Service Station. Finally, Mr. Leija reported on the efforts to encourage commercial and residential property owners to sign "No Trespass Affidavits" and file them with law enforcement agencies.

**H. Executive Committee – Willie H. Coleman, Chair**

Director Coleman stated that each of the Committees have been very busy and thanked everyone for their hard work on behalf of Midtown. He also stated that all matters discussed at the March 2018 Executive Committee were discussed and/or reported on in connection with the various Committee reports.

**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 Park Contractors are continuing to work on the Travis Street streetscape improvements and on the utility connections for the Front 90 Plaza area.

*Holman St.:* This project has been completed and was recognized for a top engineering award by the Texas Chapter of the American Council of Engineers.

*Main St.:* Back of curb improvements are continuing south of Truxillo Street. Electrical connections have been made and programming and testing of the decorative lighting will occur later this month. The staff and consultants are assessing the condition of the landscaping and will begin replacing what has been lost due to bad weather conditions at the end of the month.

Caroline St.: There has been slow progress in remedying the unanticipated utility issues. The City has given preliminary approval of the redesign of certain utility lines and TxDOT is currently reviewing the proposed changes. It is anticipated that the Contractor will remobilize on site and begin work at the end of May.

Finally, Mr. Marshall announced that the MRA Board recently approved a contract with The Goodman Corporation to identify new sites for a regional transportation center and possible relocation of the Greyhound station. The Goodman Corporation will also provide cost estimates and explore whether federal funds are available to assist with the cost of developing a regional transportation center.

**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).

The Board did not convene in executive session.

**ANNOUNCEMENTS**

Andrew Thomas of Wahlburgers announced that his company is finalizing negotiations to open a Wahlburgers Restaurant near Midtown Park. He stated that they wish to be good neighbors and work with the District to help support efforts to improve Midtown.

Amaris Salinas shared information about ongoing events in Bagby Park.

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, May 2, 2018 at 6:00 p.m. in the Community Room at Central Bank Midtown, 2217 Milam Street, Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
Eileen Morris  
Board Secretary

5-2-2018  
Date