



midtown
HOUSTON

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

July 11, 2018

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, July 11, 2018, at 11:00 a.m. in the 3rd Floor Conference Room of the Midtown Management District's offices, located at 410 Pierce, 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	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Mohite, Tilton and, Douglas, 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 and Mark Leija; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell; Jesse Sampson and Rasiel Limonta of S.E.A.L. Security Solutions; Barry Goodman of The Goodman Corporation; and Midtown residents Scott Harbers.

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

APPROVE BOND, OATH AND SWORN STATEMENT FOR NEW BOARD MEMBERS APPOINTED TO POSTIONS 2 & 8

Director Darst introduced newly appointed Board Members, Gloria Haney and Kristin Pope. Kandi Schramm administered the Oath of Office to Gloria Haney (Position 2) and Kristin Pope (Position 8).

Director Noble made a motion to approve the Bond, Oath and Sworn Statement of Gloria Haney and Kristin Pope. The motion was seconded by Director Woodruff and carried by unanimous vote.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE JUNE 6, 2018 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF MAY 2018**
- C. APPROVE PAYMENT OF INVOICES FOR JUNE 2018**
- D. APPROVE EQUI-TAX REPORT FOR JUNE 2018**
- E. APPROVE ANNUAL INSURANCE RENEWAL**

Director Baker made a motion to approve the consent agenda. The motion was seconded by Director Noble and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING A JOINT RESOLUTION BY THE MIDTOWN MANAGEMENT DISTRICT AND THE MIDTOWN REDEVELOPMENT AUTHORITY AUTHORIZING THE FILING OF APPLICATION RELATED TO MULTI-MODAL IMPROVEMENTS ALONG ALABAMA STREET AND CRAWFORD STREET FOR DISCRETIONARY TRANSPORTATION FUNDING WITH THE HOUSTON-GALVESTON AREA COUNCIL.

Barry Goodman of the Goodman Corporation presented the Joint Resolution by the Midtown Management District and the Midtown Redevelopment Authority Authorizing the Filing of Application Related to Multi-Modal Improvements along Alabama Street and Crawford Street for Discretionary Transportation Funding with the Houston-Galveston Area Council. Mr. Goodman advised the Board that the Midtown Redevelopment Authority (the "Authority") had approved the Resolution at its June 2018 Board of Directors meeting. . Director Llamas made a motion to approve the Resolution as presented. The motion was seconded by Director Chan 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 were completed at Elizabeth Glover Park. He stated that the Committee has received requests from residents to install a dog water fountain in Glover Park, which the Committee is currently considering. Director Darcy reminded the Board that the Tree Trimming Project is complete and that the committee is working with a current District contractor, SMC

Logistics, to complete a District-wide survey to identify areas in the District that need additional lighting. Once the survey is complete, the Committee will review the survey results and work with the Authority and/or the City to get additional lighting installed.

Director Lefsrud announced that the District received notification that the East End Management District was increasing its hourly fees by \$5 per hour. She reminded the Board that the current Graffiti Abatement Contract is an evergreen contract which was entered into in June of 2008 and that there has not been an increase in the hourly rate. He stated that the Committee is recommending approval of the increase in the hourly rate from \$80 to \$85 per hour.

Director Lefsrud made a motion to approve the increase from \$80 to \$85 per hour for Graffiti Abatement Services and authorized the Staff and attorneys to take appropriate action as required with respect to the Graffiti Abatement Contract to make the increase effective. Director Baker seconded the motion which carried by unanimous vote.

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

Director Morris reported that the Cultural Arts and Entertainment Committee held a combined meeting with the Marketing and Economic Development Committee on June 20, 2018. She reported that planning for the Mistletoe Market is underway and that approximately 40 vendors have been confirmed for the event, which will be held on November 16-17, 2018. Director Morris stated that the number of confirmed vendors is larger than last year and that this will be the first year that one day of the two day event will be held in the evening and encouraged all to make plans to attend the Mistletoe Market on Friday, November 16th and Saturday, November 17th.

Cynthia Alvarado reported that the contract has been executed for use of the Café grant management software system. She stated that the Staff is working with Café to finalize payment and to schedule a training seminar for two Midtown Staff persons.

Director Morris announced that the next meeting will also be a combined meeting with the Marketing and Economic Development Committee on Wednesday, July 18, 2018, starting at 3:30 p.m. in the Midtown offices.

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

Director Tyler-Dillard announced that the Android version of the Midtown App has been launched and is available for public use. She reminded everyone that the link for the Android version of the Midtown App could be found in the Thursday edition of the Midtown eNews or in the Google Play Store. She reported that the Committee discussed various projects for inclusion in its 2019 budget requests and will be working on getting more information regarding the potential projects before finalizing its 2019 budget requests.

D. Urban Planning Committee – Allen Douglas, Chair

Director Llamas reported that the Midtown Farmers Market Manager, Adrian de la Cerda, gave an update regarding the Midtown Farmers Market and presented a

proposed budget, a potential vendors list and site plan for the market, which is currently scheduled to open on August 4, 2018.

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Woodruff reported that the 2017 Audit has been posted to the midtownhouston.com website. She reported that collection of assessment revenues for FY 2018 is slightly ahead of collections in previous years at the same point in time and that expenditures are within budget. Director Woodruff announced that the budget process will begin soon and asked Committee Chairs to begin the work of identifying project priorities for FY 2019.

F. Nominations Committee – Nancy Darst, Chair

Director Darst reported that, Ms. Alvarado conducted an orientation with new Board Members, Gloria Haney and Kristin Pope, on June 22, 2018.

G. Public Safety Committee – Willie Coleman, Interim Chair

i. REPORT FROM SECURITY COORDINATOR, MARK LEIJA

Mark Leija reported that he and Ms. Alvarado met with the staff of Houston Center for Contemporary Craft regarding their concerns about vagrancy and general safety in the area surrounding their property. The Security Coordinator conducted a Crime Prevention Through Environmental Design survey of the property and offered suggestions for improvements.

Mr. Leija offered guidance to the residential owners of Chenevert Terrace HOA regarding a private parking issue.

Mr. Leija convened a meeting of the various Law Enforcement agencies working in Midtown, including the SEAL Security Team, to discuss public safety issues in Midtown. He reported that the meeting was well attended, informative and productive with open and frank discussions of actions being taken and to be taken to help enhance public safety in Midtown, including an a number of Houston Police Department initiatives that were currently underway in Midtown to address public safety concerns.

H. Executive Committee – Willie H. Coleman, Chair

Director Coleman stated that matters discussed at the Executive Committee meeting have been presented in conjunction with each of the Committee reports already given. He acknowledged the work of each Committee and thanked everyone for their hard work on behalf of Midtown.

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 work on completing the installation of the irrigation system. The Front 90 Plaza area is in full construction mode. Staff and Park Contractors met with the artist who is designing and installing the public artwork on the Front 90 Plaza. The Park Contractors are working on site preparation for the artwork installation. The NRG Dog Park is in full compliance with ADA requirements. Staff is working with Bike Houston and the City regarding the Bicycle Station installation in Midtown Park.

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.: Replacement landscaping installation has begun. Staff is coordinating with METRO regarding cross markers on the METRO rail line. There will be some onsite night meetings with Staff and Contractors to make adjustments to the lights on Main Street so that they are properly synchronized.

Caroline St.: The City has approved the Traffic Control Plan for construction. The utility line conflicts have been resolved. There will be a meeting with TXDOT representatives on Friday, July 13, 2018 to discuss the project and to schedule the start of construction.

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

There were no announcements.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, August 1, 2018, at 6:00 p.m. in the The Dave Ward Building - Crime Stoppers of Houston, 3001 Main Street, Houston TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris
Board Secretary


Date