

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

March 7, 2012

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 7th day of March 2012 at 11:00 a.m. in the 3rd Floor Conference Room of the Midtown Management District 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:

Roger Neal	Ramiro Orta
Alan Hood	Brian Warwick
Katherine Cabaniss	John G. Castillo
Howard Lee	Vernus Swisher
Willie Coleman, Jr.	William Franks
William Tilney	Gayle R. Fortson
F. Charles LeBlanc	Gary Noble
Eileen Morris	M. Todd Triggs

All of the above were present except Directors Lee and Castillo thus constituting a quorum.

In addition, also present at the meeting were Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Peggy Foreman of Burney & Foreman, and Bryan Brown of The Goodman

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

Chairman Triggs called the meeting to order and welcomed **guests**.

RECEIVE PUBLIC COMMENTS

Chairman Triggs invited guests to introduce themselves and make comments to the Board. Jim Stern of CORE Church.

CONSENT AGENDA

- a. **Approve Minutes for the February 1, 2012 regular Board meeting.**
- b. **Approve the January 2012 Financial Report.**
- c. **Approve the payment of invoices for March 2012.**
- d. **Approve Equi-Tax Report for February 2012.**
- e. **Ratify action regarding Advance Funding Agreement between Texas Department of Transportation and the Midtown Management District for the reconstruction of Caroline Street.**

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

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING AMENDMENTS TO THE FY 2012 DISTRICT BUDGET

Director Neal presented the proposed amendments to the FY 2012 Budget. He stated that the Committee was recommending amending the current Budget to include an additional \$89,500 in projects to the current FY 2012 Budget. He stated that the proposed projects included replacing some of the trees and landscape planting lost to last years' severe drought, improvements to the website, sidewalk repairs and a capital assets audit. Director Neal stated that the money would come from unused funds from FY 2011.

Director Franks made a motion to approve the amendments to the District's FY 2012 Budget as presented. The motion was seconded by Director LeBlanc. Following all discussion the motion carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 31, 2011

Matt Thibodeaux advised the Board that the average yield on all accounts for the quarter ending December 31, 2011 was 0.3953718%. He further stated that the interest earned for this quarter was \$1,157.71 and that the interest earned year-to-date was \$10,425.99.

Director LeBlanc made a motion to approve the Investment Report as presented for the quarter ending December 31, 2011. The motion was seconded by Director Coleman and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING AN INTERLOCAL AGREEMENT WITH THE MIDTOWN REDEVELOPMENT AUTHORITY RELATING TO THE CAROLINE STREET PROJECT.

Peggy Foreman reminded the Board that the District was awarded a grant not to exceed \$4,000,000 in federal funds by the Houston Galveston Area Council for the Caroline Street Reconstruction Project (the "Project"). She stated that the grant would be administered by the Texas Department of Transportation and the Midtown Redevelopment Authority (the "Authority"). Ms. Foreman presented the terms of an Interlocal Agreement between the Authority and the District relating to the Project. She stated that the Authority would oversee the Project and provide the 50% of matching funds required as a condition of receiving the grant funds.

Director LeBlanc made a motion to approve the Interlocal Agreement with the Authority as presented for the Caroline Street Reconstruction Project. The motion was seconded by Director Orta. Following all discussion, the motion carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING RECEIVE COMMITTEE ACTIVITY REPORTS

A. Executive

Chairman Triggs reported that matters discussed at the March 6, 2012 Executive Committee meeting have already been discussed or will be addressed in connection with the Committee reports.

B. Public Safety

Director Tilney reported on the activities of the Public Safety Committee. He stated that the proposed City of Houston ordinance relating to feeding the homeless had been “tagged” and would come back to the City Council for further consideration at a future City Council meeting.

Director Swisher suggested inviting the new CEO of the Houston Coalition for the Homeless to come and meet with the Midtown Community to discuss issues relating to the homeless and the proposed City Ordinance. Director Swisher offered to contract the new CEO to facilitate a meeting. Director Warwick encouraged Board member to contact City Council, as individuals and not as representatives of the District Board, to voice their concerns regarding the proposed ordinance and the impact feeding the homeless has on the Midtown Community.

Director Tilney reported that according to the monthly reports, the Precinct 7 Deputy Constables had doubled their citizen contacts as compared to the same time the previous year.

Ms. Alvarado reported that representatives of the METRO Police Department advised her that it simply did not have sufficient personnel to adequately staff the bike patrol along the rail line in Midtown at this time. Director Neal stated that the approximately \$2,000 that had been approved for the purchase of bicycles should be returned to the general fund and made available for other District projects.

C. Marketing

Director Warwick reported on the activities of the Marketing Committee. He stated that the Committee has primarily been working on planning for the 2012 Art in the Park event, scheduled for April 14, 2012. Director Warwick stated that, to date, 30 booths had been sold and that approximately 50 artists would be participating in the event. He further reported that 6 performers had been booked to provide entertainment.

Director Warwick also reported that the Committee is looking at various ways to encourage more citizen participation in Midtown. He reported that the joint meeting of the Marketing and Urban Planning Committees held on March 6, 2012, was a success and had better than average attendance. Director Warwick asked that each Committee Chair make an effort to define specific tasks/jobs that community volunteers could do, for example “Graffiti Spotters” or “Landscape Monitors”, etc. as a means of getting more people involved in the District.

D. Service & Maintenance

Director Orta reported on the activities of the Service & Maintenance Committee. Director Orta advised the Board that the maintenance contracts approved at the February 2012 Board meeting had been fully executed. Marlon Marshall reported that the former and current contractors for Baldwin Park maintenance were working closely with him to ensure a smooth transition. Mr. Marshall reminded the Board that each of the maintenance contracts were for a one-year term with two additional one-year options to renew.

Mr. Marshall also reported that he was working with CenterPoint to get them to restore to original condition sidewalks located near one of the entrances to Baldwin Park that were damaged when CenterPoint or its contractors replaced gas lines in the area near Baldwin Park. Several Board

members asked that the Staff work hard to ensure the repairs are made prior to the 2012 Art in the Park event.

Mr. Marshall reported that the Field Services Team is working on some beautification projects including planting seasonal colors prior to the 2012 Art in the Park event.

E. Urban Planning

Director Coleman reported on the activities of the Urban Planning Committee. He advised the Board that the Committee and Staff had been working hard to build additional support for the Cultural Arts and Entertainment District designation. He reported that State Representative Garnet Coleman has enthusiastically agreed to write a letter of support and to also contact State Senator Rodney Ellis to seek his support as well. Ms. Alvarado reported that the effort to seek a Cultural Arts and Entertainment District designation has gotten a very positive response from the Midtown Community.

Director Coleman reported that several new restaurants have opened in Midtown including “Artisan” which has gotten some very positive press recently. Director Morris reported that the Ensemble Theater celebrated its 35 year anniversary and that several supporters marched in the neighborhood surrounding the Ensemble with steel drums to mark the occasion.

F. Finance

Ms. Alvarado stated that the Committee’s activities consisted of its work on the amendments to the FY 2012 Budget which was considered and approved earlier as a separate agenda item. Chairman Triggs announced that he had appointed Director Noble to serve as Co-Chair of the Finance Committee along with Director Lee.

G. Nominating

Director Fortson stated that her Committee is currently accepting resumes from candidates to fill the vacant position on the Board. She stated that the Committee intends to advertise extensively for candidates using the Midtown website, Facebook, Twitter and eNews. She also asked that Board members submit any recommendations they wish to have considered. Director Fortson stated that the Committee would be working to fill the vacant position as soon as possible.

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 DURING THE EXECUTIVE SESSION.

There was no executive session.

OTHER BUSINESS / ANNOUNCEMENTS

Marlon Marshall announced that work has begun on the Bagby Street Reconstruction Project and that the Project should take between 15 and 18 months to complete. He also reported that the Authority and the City of Houston partnered on project to overlay Crawford and Austin Streets from Pierce to Holman Street. Mr. Marshall stated that the Authority paid a portion of the construction costs and also hired a construction manager who reported directly to the Authority to oversee the quality of work on the overlay project and protect the interests of Midtown.

Mr. Marshall also reported that Phase II of the Gray Street consisting of ‘back of curb’ improvements along Gray Street from Main to Hamilton Streets is scheduled to begin in the second quarter of 2012.

Mr. Marshall stated that the Authority is still working with the City to get final approval of the plans for the Elizabeth Glover Park development and the Elizabeth Baldwin Park renovation. He stated he expects construction on both projects due to begin in late summer or early fall 2012.

Director Neal asked that the Staff provide residents and businesses with current information regarding all road construction in the District, including construction time lines and impact on traffic flow, via the Midtown website, Facebook and eNews.

Executive Director Matt Thibodeaux announced that the Authority was working on its FY 2013 Budget and its Capital Improvements Program (the ‘‘CIP’’), he stated that the Authority was looking to make more capital improvements on the east side of Midtown and that he was also working to try to include sidewalk improvements in the CIP.

NEXT MEETING DATE


Chair Triggs announced that the next Board meeting would be on Wednesday, April 4, 2012 at 11:00 a.m. in the Midtown offices.

ADJOURN

There being no further business, the meeting was adjourned.



Roger Neal, Board Secretary



Date