



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

July 1, 2020

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, July 1, 2020, at 11:00 a.m. via video and telephonic conferencing, 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 Haney and Chan thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Vernon Williams, Mark Sullivan, Cynthia Alvarado, Marlon Marshall, David Thomas, Madeline Peña and Mark Leija; Clark Lord of Bracewell LLP; Peggy Foreman of Burney & Foreman; Linda Treviño of Metropolitan Transit Authority; Midtown residents Scott Harbers, Kay Walton and Phillip Dee.

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

Chair Morris called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

There were no public comments

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE JUNE 3, 2020 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF MAY 2020**

- C. APPROVE PAYMENT OF INVOICES FOR JUNE 2020**
- D. APPROVE EQUI-TAX REPORT FOR JUNE 2020**
- E. RATIFY LETTER OF SUPPORT FOR PILOT DANCE PROJECT FOR THE FIRST ANNUAL TEXAS LATINO/A CONTEMPORARY DANCE FESTIVAL**
- F. APPROVE ANNUAL INSURANCE RENEWAL**

Ms. Alvarado presented the consent agenda. Director Coleman made a motion to approve the consent agenda as presented. The motion was seconded by Director Johnston. Director Noble asked that the Minutes be corrected to reflect that he was present at the June 3, 2020 Board meeting. Subject to that correction, the motion to approve the consent agenda 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 the activities of the Service and Maintenance Committee. He stated that the Field Services Team continues to work throughout the District in accordance with the regular maintenance schedule.

Director Lefsrud also reported that the online survey to seek public input regarding the request for additional playground equipment at Baldwin Park will be made available to residents and stakeholders via Midtown’s social media platforms (the Midtown eNews, Facebook, Twitter and Instagram).

Marlon Marshall stated once the online survey ends on July 10, 2020, the Staff and design team will analyze the results and determine the equipment that will be included in the design and then work with the Houston Parks and Recreation Department regarding obtaining approval for upgrades to the Baldwin Park playground equipment. He reminded the Board that the estimated time for construction is approximately six months after all required approvals and permits are obtained.

Mr. Marshall reported that the required materials to install additional lighting in the District were expected to be received by the end June 2020 but unfortunately were delayed. He stated that at this point he has not yet received an updated installation schedule from CenterPoint. He stated he is hopeful that he can update the Board on this issue at the next Board meeting.

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

Director Morris reported on activities of the Cultural Arts and Entertainment Committee. She stated that the Committee, staff and grant consultant are working to finalize the “Call for Creatives” for the Midtown Micro Arts Grants. Director Morris also reported that the Committee and staff are working to bring two new Mini Murals to the District.

Finally, Director Morris announced that the Cultural Arts and Marketing Committees will hold a joint meeting on Tuesday, July 21, 2020 at 3:30 p.m.

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

Director Tyler-Dillard reported that the staff is continuing to work on the Spring/Summer 2020 digital edition of the Midtown Buzz. She stated that it has been updated to include a story about the

newly elected Board officers as well as a story on Covid-19 and is expected to be published in August 2020. Director Tyler-Dillard also reported that the Committee and staff are in the process of reviewing a proposal from Vision Production to create short promotional videos about Midtown. Finally, she reported that virtual programming continues on the Midtown Houston Facebook page and a list of programming for the month of July 2020 is available on the events calendar on the Midtown website.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported on the activities of the Urban Planning Committee. He stated that the Committee discussed the City’s Major Thoroughfare Plan (MTFP) and the designation of certain Midtown Streets. He reported that the Midtown Staff and Consultants are still talking with City of Houston representatives regarding McGowen, Alabama and Crawford Streets.

He also stated that the Committee is still gathering information regarding the STEPS program, an initiative to install certain pedestrian enhancements designed to enhance pedestrian safety at intersections. He reminded the Board that two intersections have been identified for inclusion in a pilot program and that the Staff and Consultants have reached out to certain City of Houston representatives to better understand what would be required to obtain approval to install the proposed improvements.

Director Douglas reported that the Midtown Staff is working on creating a prototype branding decal for the bike racks and fix-it stations purchased and installed by the District. He also stated that Director Lamas is working to identify locations to install the remaining bike racks and fix-it-stations. He reported that once suitable locations are identified they will be discussed with the City’s Public Works Department before final approval.

Mr. Marshall gave a brief update regarding the City’s Tuam Street Water Line Improvement Project. He stated that the Committee has made recommendations for some improvements related to pedestrian safety and bicycle facilities. Mr. Marshall stated that based on preliminary conversations, the City’s Public Works Department is receptive to the Committee’s recommended improvements provided they are paid for by Midtown or another funding source. He stated that there are certain procedures that are required to be followed to modify the existing project designs. Mr. Marshall further stated that the Midtown staff is exploring potential funding options for the recommended improvements.

Finally, Director Douglas reported that the Committee has asked SWA for the latest designs for the cap parks related to the North Houston Highway Improvement Project (NHHIP).

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Darst gave the Finance Committee report. She stated that the various committees are working on their respective budgets for FY 2021 and encouraged Committee Chairpersons to reach out to community members and encourage them to attend the various committee meetings and provide recommendations for projects that they would like to have considered for inclusion in the FY 2021 budget. She stated that the Finance Committee has provided a timeline outlining the budget process and deadlines for timely approval of the FY 2021 budget.

David Thomas reported that approximately 98% of 2019 assessments have been collected as of June 30, 2020. Mr. Thomas also reported on the District's finances and gave a brief update regarding the 2019 Audit.

F. Community Activity Report – Christopher Johnston, Liaison

i. SUPER NEIGHBORHOOD #62

Director Johnston stated that he attended the June 11, 2020 meeting of Super Neighborhood #62 which was the group's first meeting since the outbreak of Covid-19. He reported that the agenda included a presentation from Peter Eccles, an Assistant Planner with the City of Houston Planning and Development Department regarding the City's Major Thoroughfare Plan (MTFP) changes for certain streets in Midtown. Director Johnston also reported that Houston Police Department (HPD) South Central Division Commander Johnson and her team gave a public safety report and updated the attendees on targeted law enforcements initiatives in Midtown. He further reported that updates were provided regarding the STEPS pedestrian enhancements program, the Urban Planning Committee's recommendations for design enhancements for the Tuam Street water line project and the Baldwin Park playground equipment survey which seeks community input on the type of additional playground equipment the community would like to have installed in Baldwin Park.

G. Public Safety – Willie Coleman, Interim Chair

i. SECURITY COORDINATOR'S REPORT

Security Coordinator Mark Leija reported on various public safety issues impacting the Midtown Community and efforts to address those issues. He thanked the Midtown maintenance team for their assistance in resolving certain issues. He stated that he continues to stay in contact with the various law enforcement agencies working in Midtown. He stated that Commander Johnson of the HPD South Central Division is actively engaged in efforts to fight crime in Midtown through various crime initiatives and that she has personally attended the last several Public Safety Committee meetings. He stated that HPD crime stats reflect an approximate 51% overall decrease in crime in the areas of Midtown patrolled by the South Central Division.

Mr. Leija further stated that HPD Central Division crime stats indicate a decrease in overall crime of 21% in the areas of Midtown patrolled by the Central Division, however there was an increase in the Burglary of Motor Vehicle (BMV) category.

Mr. Leija reported that Harris County Precinct 7 Deputy Constables and S.E.A.L Security officers continue to patrol the District, respond to calls for service, monitor the homeless encampments, outreach to businesses and residents, and provide a visible presence throughout the District.

Mr. Leija also reported that Wayne Young attended the Public Safety Committee meeting and gave a presentation regarding the Harris County Jail Diversion Center and answered questions from meeting attendees.

Finally, Mr. Leija announced that the next Public Safety Committee meeting is scheduled for Tuesday, July 21, 2020 at 11:30 a.m.

H. Nomination Committee – Nancy Darst, Chair

Director Darst reported that still no action has been taken by the City Council to fill vacant positions on the Board or reappoint certain existing Board members. Ms. Foreman stated that she will work with the Executive Directive Director and staff to strategize about how to best follow-up with the City regarding the pending recommendations for appointments and reappointments and discuss what steps can be taken to move the nominations forward. Chair Morris asked that the Staff continue to work on this issue and follow-up with the City regarding the status of the appointments.

i. Executive Committee – Eileen Morris, Chair

Chair Morris thanked Willie Coleman for his many years of Service to the District. She also thanked the other Board members and staff for their service on behalf of the Midtown Community.

She also reported that the District has asked Clark Lord of Bracewell to make presentations to Board members and staff regarding board governance and other matters. She stated that the presentations will be in August 2020 and asked that all Board member plan to attend on one of the 3 presentation dates.

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:

Caroline Street Reconstruction. The Contractor is making steady progress on their initial paving phase on the eastern block faces between Elgin and McGowen Streets. Water lines and sanitary sewer installations are continuing between McGowen and Pierce Streets. The streetscape improvements have started between Elgin Street and McGowen Street as well as some of the preliminary excavation for the rain gardens. They are ongoing conversations with CenterPoint to consolidate poles and remove unnecessary poles along the corridor to maximize and add additional decorative street lights to help enhance public safety.

Bagby Park. The contractor has begun demolition and site preparation work for construction of the restrooms and storage facilities. The kiosk tenant, La Calle, has requested modifications to the lease terms and an Amended Lease Agreement has been finalized with the Authority. La Calle has decided to move forward with the existing single story layout and anticipates a soft opening in the fall of 2020.

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


There were no announcements.

NEXT MEETING DATE

Chair Morris advised the Board that the next Midtown Management District Board of Directors meeting will be held on Wednesday, August 5, 2020 at 11:00 a.m. via video and telephonic conferencing.

ADJOURN

There being no other business, the meeting was adjourned.

DocuSigned by:

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Marylène Chan, Board Secretary
8/10/2020

Date