

**MINUTES OF THE BOARD OF DIRECTORS OF
THE MIDTOWN REDEVELOPMENT AUTHORITY**

October 27, 2016

A regular meeting of the Board of Directors (the "Board") of the Midtown Redevelopment Authority (the "Authority") was held at the Authority's offices in the Houston Technology Center, 410 Pierce, Houston, Texas 77002, on Thursday, October 27, 2016 at 12:30 p.m. The meeting was open to the public. The roll was called of the duly appointed members of the Board, to-wit:

<u>Pos. #</u>	<u>Name</u>	<u>Pos. #</u>	<u>Name</u>
1	Brandon Dudley	6	Abe Goren
2	Doug Erwing	7	Caton M. Fenz
3	Robert D. Sellingsloh	8	Vacant
4	Pamela Ngo Castleman	9	Jeremy Ratcliff
5	Al Odom		

and all of the above were present with the exception of Directors Castleman and Fenz.

Also in attendance were Matt Thibodeaux, Kandi Schramm, Marlon Marshall, Todd Edwards, David Thomas, Araceli Rodriguez, Cynthia Alvarado, Michelle Ashton, Mark Sullivan and Theresa Gilmore of the Authority; Vernon Williams of MIDCorp; Peggy Foreman of Burney and Foreman; Barron F. Wallace of Bracewell LLP; Carol Harrison of IDS Engineering Group; Edwin Friedrichs of Walter P. Moore; Joel Alba of the City of Houston; Donnie Arbean of the Goodman Corporation; Steven Spears and Alex Ramirez of Design Workshop; Mechelle Phillips of One World Strategy Group; Maya Ford of FordMomentum; Lester Byrd of First Southwest; Gilbert Hopkins of McConnell & Jones; Erin Mulvaney of the Houston Chronicle; Elizabeth Eirkser, Jeremy Jordon, Eric Brattle, Cynthia Aveces-Lewis, James Holston & David Edwards as Property Owners & Residents.

Chairman Sellingsloh called the meeting to order and asked the guests to introduce themselves.

CONSENT AGENDA FOR THE AUTHORITY:

- a. **MINUTES FOR SEPTEMBER 29, 2016;**
- b. **MONTHLY FINANCIAL REPORT FOR SEPTEMBER 2016;**
- c. **INVOICES FROM TRUSTEE AND OPERATING ACCOUNTS FOR OCTOBER 2016;**
- d. **ANNUAL RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH IDS;**
- e. **RATIFY CRIME STOPPERS GRANT AGREEMENT**

Matt Thibodeaux, Executive Director, presented the various items of the consent agenda. Director Erwing made a motion to approve the consent agenda items a. through e. The motion was seconded by Director Goren, which carried by unanimous vote.

INVESTMENT REPORT FOR QUARTER ENDING SEPTEMBER 30, 2016.

Executive Director Thibodeaux presented the Investment Report for the quarter ending September 30, 2016 reporting that all funds were invested with an average yield for the quarter of .26911%. The interest earned for the quarter was \$31,996.40. Director Goren made a motion to accept the Investment Report of the quarter ending September 30, 2016. The motion was seconded by Director Odom and carried by unanimous vote.

EMPLOYEE POLICY MANUAL AND ADMINISTRATIVE PROCEDURES MANUAL.

Vernon Williams presented the Employee Policy Manual and Administrative Procedures Manual noting that they were both compliant with the State of Texas. Mr. Williams noted that the changes made to the manuals were to make vacations and personnel time off more competitive with the industry, updated the handgun policy, record retention policy and procurement policy. Director Erwing made a motion to approved the Employee Policy Manual and Administrative Procedures Manual. The motion was seconded by Director Ratcliff which carried by unanimous vote.

MIDTOWN COMMUNITY ASSESSMENT UPDATE.

Mr. Williams updated the Board on Phase I of FordMomentum community assessment survey. Mr. Williams reported that Ms. Ford had utilized \$22,050 of her current contact. He noted that Ms. Ford would report on the survey at the next Board meeting. Once that was complete Ms. Ford would continue on with Phase II of the community assessment.

MIDTOWN AFFORDABLE HOUSING PROGRAM

a. RESOLUTION APPROVING ENTERING INTO CONTRACTS AND ACQUISITION AND SALE OF CERTAIN PROPERTIES BY THE AUTHORITY FOR AFFORDABLE HOUSING

Director Dudley made a motion to approve the Resolution Approving Entering into Contracts and Acquisitions and Sale of Certain Properties by the Authority for Affordable Housing. The motion was seconded by Director Odom, which carried by unanimous vote.

b. HABITAT FOR HUMANITY GRANT REQUEST

Peggy Foreman of Burney & Foreman presented the “Super Build 51” Grant Agreement between Habitat for Humanity and the Authority. She reported that staff had considered various properties that would be suitable to build 5 – 6 homes and settled on 0 Schroeder Street, a 35,000 square foot parcel in the Authority’s land inventory. She further reported that the University Of Houston Design Department had been engaged to assist with the architectural designs for the construction of 6 homes. Director Ratcliff made a motion to approve the Grant Agreement with Habitat for Humanity for 0 Schroeder Street. The motion was seconded by Director Odom and carried by unanimous vote.

c. **CCPPI AFFORDABLE HOUSING PLAN AND DEMOGRAPHIC STUDY;
REVIEW DELIVERY OBJECTIVES AND TIMELINE**

Mr. Edwards reported that a market study had been completed by CDS Marketing Group and he anticipated in releasing the official copy next month. The market study will show the state of present housing needs and a look at the future. Barron Wallace reported that there may need to be an adjustment to the e scope of services of the CCPPI Agreement to align the project with current expectations Staff and general counsel are reviewing the scope of services and will bring back to the Board next month.

d. **UPDATE ON AFFORDABLE HOUSING PROGRAM**

Mr. Edwards updated the affordable homes constructed by Mayberry Homes. He noted that Mayberry had closed on 2 of the new homes in the \$154,000 - \$162,800 price range with closing dates for the last 3 in November and December. Mr. Edwards reported that Epic Homes is asking to purchase another 5 lots.

MIDTOWN CAPITAL IMPROVEMENT PROGRAM

a. **PARKS AND GREENSPACE – WALTER P. MOORE/DESIGN
WORKSHOP**

i. **MIDTOWN PARK**

Marlon Marshall showed pictures of the construction status of the garage and pack. Mr. Marshall reported on the progress at Midtown Park and Garage noting the good weather has helped. He reported that trees are going in along Main Street and steel for the pavilion is going up. Staff has had conversations with ESPN regarding the rental of the park for Super Bowl 51 and are getting close to an agreement.

1. **APPROVE GARAGE CHANGE ORDERS – CAMDEN**

Mr. Marshall noted there were no change orders at this time.

2. **APPROVE PARK CHANGE ORDERS – MILLIS**

Mr. Marshall noted there were no change orders at this time.

ii. **ENTRY PORTALS**

Mr. Marshall anticipates finalizing the schedule by next week with completion by February 2017.

b. **HCC CAPITAL PROJECTS - IDS ENGINEERS**

i. **HOLMAN STREET PEDESTRIAN ENHANCEMENTS**

Mr. Marshall reported the project is still proceeding ahead of schedule. He reported it is anticipated that the project will wrap up by the end of the year.

1. **APPROVE CHANGE ORDERS – SER**

Director Odom made motion approving Change Order #6 in the amount of \$27,857.00 for paver changes at 4 bus stops. The motion was seconded by Director Dudley which carried by unanimous vote.

c. **MAIN STREET ENHANCEMENTS – WALTER P. MOORE /DESIGN WORKSHOP**

i. **APPROVE ADDITIONAL SERVICES REQUEST FOR METRO IRRIGATION DESIGN – WALTER P. MOORE**

Mr. Marshall presented a Change Order #2 deduct for removal and replacement of concrete entryway; removal of benches with replacement of seat blocks, removal of existing fence in ROW and additional wayfinding signage not included in the bid in the amount of -\$2,687.00. Director Odom made a motion to approve Change Order #2 as a deduct in the amount of \$2,687.00. The motion was seconded by Director Dudley and carried by unanimous vote.

d. **CAROLINE STREET RECONSTRUCTION – ESPA CORP/KCI**

Mr. Marshall reported that TxDot is closing out the previous bid and anticipates rebidding in January 2017. The project will not begin until after the Super Bowl 2017 and will be an 18 month construction project.

e. **FTA GRANT PROGRAM – THE GOODMAN CORPORATION**

Mr. Marshall reported that staff is working with The Goodman Corporation to continue to draw down the Holman FTA Grant and will begin the first draw for Main Street next month.

f. **MUSEUM FINE ARTS HOUSTON WATERLINE**

Director Goren made a motion to approve a reimbursement to the Museum of Fine Arts Houston for a waterline in the amount not to exceed \$1,175,634.35 and the reimbursement will be scheduled in FY2020 Budget cycle. The motion was seconded by Director Erwing which carried by unanimous vote.

g. **LYNC HOUSTON INITIATIVE – RPH CONSULTING**

This item was tabled for this meeting.

h. US-59 UNDERPASS IMPROVEMENTS.

Steven Spears of Design Workshop presented a conceptual design plan for under US-59. This property is owned by TxDot and they have currently planned to fence the area for safety reasons. Design Workshop's conceptual plan shows utilizing the space as shaded park and recreational space.

WITH RESPECT TO THE FOREGOING AGENDA ITEMS, CONDUCT AN EXECUTIVE SESSION WITH REGARD TO THE FOLLOWING, AS APPROPRIATE AND NECESSARY:

- a. CONSULTATION WITH ATTORNEY (SECTION 551.071, TEXAS GOVERNMENT CODE);
- b. THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY (SECTION 551.072, TEXAS GOVERNMENT CODE);
- c. PERSONNEL MATTERS (SECTION 551.074, TEXAS GOVERNMENT CODE);
- d. SECURITY PERSONNEL OR DEVICES (SECTION 551.076, TEXAS GOVERNMENT CODE); AND ECONOMIC DEVELOPMENT NEGOTIATIONS (SECTIONS 551.087, TEXAS GOVERNMENT CODE).

The Board did not conduct an executive session at this meeting.

PUBLIC COMMENT

Property owners and residents asked questions on certain community issues, including public safety and the improvements of certain areas.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Pamela N. Castleman, Secretary

12/1/16

Date