



**Friendswood Downtown Economic Development Corporation (FEDDC)
Meeting Minutes of January 11, 2022
City Hall Council Chambers
910 S. Friendswood Drive, Friendswood, Texas 77546**

1. Call to order

The meeting was called to order at 4 p.m. with a quorum present.

Present: Dr. Rebecca Hillenburg, President; Elmer “Bubba” Johnson, Vice President; Alton Todd, Member; Patrick McGinnis, Member, Ron Cox, Member, and Paul Marx, Secretary/Treasurer (entered at 4:02pm after item 3)

Absent: Arden Trey Hill, Member

Staff members present: Steven Rhea, Assistant City Manager; Aubrey Harbin, Director of Community Development

Councilmembers: Sally Branson, Trish Hanks

2. Citizen comments

None

3. Approval of Minutes

Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on October 12, 2021. McGinnis made a motion to approve the minutes, seconded by Johnson. All in favor, motion carried unanimously (4 to 0).

4. Discussion and Possible Action

A. Discuss and take possible action regarding the Downtown Signage and Branding project.

Steven Rhea explained that the creation of the Downtown Friendswood’s new brand expression has been started. Window decals are available for downtown businesses and the City will install traffic control devices by agreement with State Municipal Maintenance Agreement (1968).

B. Discuss and take possible action regarding the approval of contract services with Dobie Supply, LLC, for the production of Downtown Street signs.

Steven Rhea proposed a contract with Dobie Supply LLC to produce all street and mast arm signs throughout the Downtown District, which would be cheaper than city staff could produce them in-house. The total price would be \$5,725 and production and delivery time would be 4-6 weeks. If approved, the item would be on City Council’s agenda on February 7th for approval. The contractor is a buy board contractor, so no bids are required.

Motion to approve \$5,725 for Dobie Supply to create street signs: Ron Cox

Second: Paul Marx

Vote: 5 to 0

C. Discuss and take possible action regarding the Downtown Lighting Plan.

Steven Rhea reported that Gandy provided updated light and fixture model information and explained that manufacturers are only guarantee price for 30 days. There has been as much as 40% price increase in 18 months.

He also explained that the next public outreach opportunity will be to Friends of Downtown Friendswood Association (FDFA) on February 2, 2022.

Rhea reported that the engineering cost for lighting project \$738,534. Engineering Department continues to work with HDR Engineering and Gandy Lighting and Design to complete documents for the project RFP.

Paul Marx stated that we need to confirm features of the light poles and fixtures to ensure that they had receptacle, banner brackets, etc.

Ron Cox asked to who the RFP would be distributed. He explained that the Board worked with Mr. Eron Smith before who was interested in providing poles, etc. and want to be sure that he is provided an opportunity to bid the project, if he would like to. Steven Rhea explained that vendors can sign up to receive City RFPs.

Rebecca Hillenburg explained that the Board may be willing to consider options to make the most of the money and get the project done.

D. Discuss and take possible action regarding the TxDOT Curbs, Ramps, Sidewalks and Traffic Signals Project.

Rhea presented updated photos of the project. Sidewalk construction continues, foundation for traffic signals being installed, TxDOT working with Friends Church to trim trees for mast arm installation within the right-of-way. Hillenburg asked if there was any way to communicate to residents about the trees and Rhea responded that the City could publish something once it gets closer. Ron Cox added that there has been some community discussions about trees again.

Paul Marx stated that the cable box at Willowick is exposed and that the utility company may be required to correct it.

5. Reports

A. Receive and discuss the Friendswood Downtown Economic Development Corporation Financial Report for December 2021.

Rhea presented the updated financial report with \$2,342,222 Beginning Fund Balance for December 2021 with added revenue of \$46,865 and no expenditures other than staff/admin. Ending fund balance is \$2,387,754.

6. Adjournment

With no further business to discuss, the meeting was adjourned at 4:34 p.m.