



Friendswood Downtown Economic Development Corporation (FDEDC)
Meeting Minutes of April 12, 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; Dr. Patrick McGinnis, Member; Paul Marx, Secretary/Treasurer; and Member Arden Trey Hill

Absent: Ron Cox, Member; Aubrey Harbin, Director of Community Development

Staff members present: Steven Rhea, Assistant City Manager; Kristina Cuellar, Secretary

Councilmembers: Sally Branson

2. Citizen comments

President Hillenburg thanked those present for attending.

No other public comments.

3. Approval of Minutes

Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on March 8, 2022. McGinnis made a motion to approve the minutes, seconded by Johnson. All in favor, motion carried unanimously (6 to 0).

4. Discussion and Possible Action

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

Rhea thanked those in attendance and reported that street signs were delivered. Public Works will begin installation once the sidewalk work is complete and the new signals are installed. He added that new larger stop signs will be installed at cross streets and that they will meet Texas Department of Transportation (TXDOT) specifications. He will also be pricing out black powder coated black poles to match the mast arms. Steven added that TXDOT will be installing larger street signs on the mast arms, and that he is very excited they came in early.

Hillenburg thanked Public Works for moving along with installation.

Rhea added that window decals are still available, and he distributed a good amount at the Friendswood Friends of Downtown Friendswood Association (FDFA) March 9th meeting.

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

Rhea explained that the Request for Proposal (RFP) is almost complete and that he did give the RFP to Paul Marx last week to begin reviewing. He added alternates to the RFP were added as requested at the last meeting, which included completion of the entire project and completion of certain areas. If everything comes together, the RFP could possibly be advertised by next week and then hopefully have FDEDC award it at the June meeting. Rhea also stated that he would be sharing the RFP with TXDOT and Texas New Mexico Power (TNMP).

Marx discussed his concern with the verbiage to certain areas of the RFP. He also stated that the RFP need to have two different costs for drill shafts one for the 18' and one for the 32' poles instead of "one size fit all". Having the two different prices would help keep the cost down. He also has concerns about the pricing being listed in linear feet and suggested it be changed to price per foundation.

Rhea stated that he appreciated the information and would like to set up a meeting with the Engineer to go over the RFP and Paul's concerns.

Todd informed the board members the TXDOT poured concrete instead of leaving holes open and causing tripping hazards. The problem about pouring the concrete is the conduit runs down the middle of the sidewalk so whoever installs the lights will have to tear out the concrete. He questioned if this aspect accounted for in the price.

Marx added that was also one of his concerns as it could be costly to repour the concrete.

McGinnis thought sidewalks were set up for lights to be installed, asked who would be paying for the redo of the sidewalks.

Rhea added that the RFP states, "return parts to original condition" and believes that sidewalks would be repaired and would get with TXDOT to see what recourse there is to repair the sidewalk after installation of lights.

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

Rhea informed the members the sidewalk construction is complete and ready for pavers. Traffic signal material should be in by the end of April, anticipate 4-6 weeks for testing and timing before lights go live. Driveway retaining walls and transitions should be completed by end of May.

5. Reports

A. Receive and discuss the Friendswood Downtown Economic Development Corporation Financial Report for February 2022.

Rhea presented the updated financial report with \$2,523,686 Beginning Fund Balance for March 2022 with added revenue of \$49,866 and \$2,085 in expenditures including staff/admin. Ending fund balance is \$2,571,467.

6. Adjournment

With no further business to discuss, the meeting was adjourned at 4:29 p.m.