



**Friendswood Downtown Economic Development Corporation (FDEDC)
Meeting Minutes of March 8, 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; Ron Cox, Member; Paul Marx, Secretary/Treasurer; and Member Arden Trey Hill

Absent: Dr. Patrick McGinnis, Member

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

Councilmembers: Sally Branson, Trish Hanks

2. Citizen comments

President Hillenburg thanked Paul Marx and Bubba Johnson for attending the Possibilities meeting hosted by Friends of Downtown Friendswood Association (FDFA).

No other public comments.

3. Approval of Minutes

Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on January 11, 2022. Cox made a motion to approve the minutes, seconded by Hill. 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.

Steven Rhea explained funding for the new street signs was approved at the February 9th City Council meeting following approval by this board. The vendor for the signs estimates 3-4 weeks for fabrication; Public Works will install street level signs and Texas Department of Transportation will install the signs on the traffic signal mast arms. He added that for the remainder of the wayfinding signage, City staff is looking into options with Buy Board contractors. Window decals are still available to businesses with the Downtown District. Rhea stated that he would be making a presentation to Friends of Downtown Friendswood Association (FDFA) the following day, March 9, 2022, at 6:30pm.

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

Steven Rhea reported that the RFP is almost complete. The engineering and lighting consultants estimated \$2,968,534. Cost estimates do not include delivery or installation costs or returning existing sites to a good condition. Staff is drafting a RFP that will be for a turn key project, in which the contractor would remove existing lights and install the new fixtures. Rhea needs direction on what to include as alternate options for installation to break down the project into phases due to cost – possibly sections of Downtown or install one type of light (tall) then others later (shorter). Marx wanted to

confirm whether the proposed cost includes engineering lighting cost includes labor and maybe not circuiting; Rhea will confirm what cost included.

Hillenburg requested a copy of the RFP before it is distributed.

Cox stated that the impact of the option of installing one type of light fixture may not be as effective as installing complete sections; sections may be better starting out at heart of Downtown District.

Rhea explained that we can consider alternate scenarios and/or phases in the RFP.

Hill stated that there is not right or wrong answer; both options have benefits. All conduits would have to be installed in Phase 1. Everything in construction right now is over budget.

Cox clarified that all conduit is currently being installed by TxDOT.

Rhea recapped the options to include in the RFP as the following: Option 1. Include all electrical wiring; install taller street light poles first and then shorter pedestrian/street light fixtures (shorter poles) later; Option 2. Install complete project in sections starting at the heart of Downtown District (Spreading Oaks/FM 518) and install as many fixtures as possible that can be afforded in both directions; and Option 3. would be the total project.

Rhea confirmed that the fixtures include banner hangers and receptacles.

Marx is concerned with wattage of the receptacles and would like to review RFP before April meeting.

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

Rhea provided an update explaining that the sidewalk construction continues and that the traffic signal mast arms have been installed. TxDOT worked with Friends Church to trim the oak tree near the traffic mast arm at Spreading Oaks and FM 518. Sidewalks in front of Friendswood Grocery were realigned at owner's request to be straight instead of zig zag. Driveways, retaining walls, and transitions continue to be installed. Hill stated that he is concerned with finishing the edges and the steep drop offs to prevent erosion; Rhea assured him that would be addressed before completion of the project. The suggestion was made by several members to pressure wash old pavers once project is complete.

5. Reports

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

Rhea presented the updated financial report with \$2,445,973 Beginning Fund Balance for February 2022 with added revenue of \$79,046 and no expenditures other than staff/admin. Ending fund balance is \$2,523,686.

6. Adjournment

With no further business to discuss, the meeting was adjourned at 4:36 p.m.