



**Friendswood Downtown Economic Development Corporation (FEDDC)
Meeting Minutes of August 09, 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; Paul Marx, Secretary/Treasurer; Dr. Patrick McGinnis, Member; Arden Trey Hill, Member and Ron Cox, Member

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

Councilmembers: Sally Branson

Absent: Elmer "Bubba" Johnson, Vice President; Alton Todd, Member

2. Citizen comments

No public comments.

3. Approval of Minutes

Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on June 14, 2022 and July 12, 2022. Marx made a motion to approve the minutes, seconded by Hill. All in favor, motion carried unanimously (5 to 0).

4. Work Session Items

A. Receive update from the Community and Economic Development Committee regarding proposed cohort meeting.

Blaze Guzzetta with the Community and Economic Development Committee (CEDC) explained that CEDC set goals and strategies, with the help of Cox. One of those goals was planning a cohort meeting/workshop. CEDC would like to invite 1-2 board members from Friendswood Downtown Economic Development Corporation (FEDDC) to attend the workshop. Currently there is not a set date, but the plan is to have the workshop before the end of the year. Guzzetta stated that the goal of the workshop is to come together as a community to attract and retain businesses in Friendswood. Branson added the core group, or the first round would consist of FEDDC and the Chamber of Commerce. Eventually CEDC would like to include Keep Friendswood Beautiful and Friends of Downtown Friendswood Association. Hillenburg stated that the first two board members to contact Rhea would get the opportunity to participate.

Cox stated that CEDC asked him to facilitate a planning retreat were CEDC set goals and strategies to accomplish which set off renewed commitments and work for CEDC.

B. Discuss the creation of a policy to receive and consider funding requests from outside organizations and groups.

McGinnis stated that FEDDC has approved funding requests for a few projects and is concerned that funding other projects will go outside of FEDDC's big plan and wants FEDDC to stick with the plan. He

added that he would like to adopt a policy that would allow a time; before approving the requested funding, to discuss and make sure the project fits into FDEDC's mission and plan. Hillenburg stated that it sounds like McGinnis is suggesting a procedural policy that sets out a time frame between voting. Hill stated that having an application process in place is wise but he is reluctant to start funding any and all projects brought to FDEDC. Cox stated that he thinks more structure would be needed and it would need to be consistent with by-laws and somewhat consistent with FDEDC's overall plan and does not want FDEDC to end up being the funding source or first resource for funding. Hillenburg suggested that McGinnis and Cox get together and come up with a procedure or plan and present it to the board at the next monthly meeting.

5. Business Items

A. Discuss and take possible action regarding the adoption of the proposed Fiscal Year 2023 budget.

Rhea explained there would not be funds at the end of fiscal year 23 if everything goes to plan. Taking the current balance for the end of fiscal year 22 along with the projected revenues and interests for next year, the projected balance would be \$3,685,000.00 million dollars. After expenditures, including transfers to the general fund for staff/administrative services and capital improvements, the balance for the end of fiscal year 23 would be \$0 dollars.

Cox made a motion to recommend budget to City Council for approval, seconded by McGinnis. All in favor, motion carried unanimously (5 to 0).

6. Reports

A. Receive and discuss the TxDOT Curbs, Ramps, Sidewalks and Traffic Signals Project Report.

Rhea stated that the majority of the sidewalks are complete and majority of the signal cabinets have been installed. The gas line in front of Captain's Corner and Clutch Automotive has been repaired allowing the completion of the driveways and sidewalks. Engineering, TXDOT and the contractor will be walking the project and will let TXDOT know if there are any issues that need to be corrected. Dr. McGinnis asked if there would be any type of press release regarding the completion. Rhea stated that once the project is completed there would be an announcement on social media with before and after pictures.

Marx stated that he would like to have a meeting on site with Texas New Mexico Power Company, city staff and members of the board to measure the distance behind the curb to make 100% sure there will not be any conflicts with the lighting.

B. Receive and discuss the FM 518 Illumination Project Report.

Rhea stated that the expenditure was approved by City Council on 8/1/22. There was an introduction meeting today with Engineering and Pfeiffer & Sons to discuss the beginning steps for the Illumination Project. The final light pole, base and fixture configuration authorization was given and the color schemes for the poles and fixtures have been approved. He also stated that if everything goes correctly, HDR, who did the surveying and electrical engineering, will be on site to mark every pole location along FM 518. A representative from Pfeiffer & Sons, city staff and now Mr. Marx and Mr. Hill will all be invited to participate on site. Rhea also explained that now that the color scheme and contract have been approved, the expected time for the poles to arrive is the end of December. The contractor plans to have locations, foundations and meter boxes set up so that when the poles do arrive they can be installed.

Hillenburg stated that she spoke with Rhea about the trees at Captain's Corner and asked Rhea to bring the board up to date. Rhea explained that there were two trees in front of Captain's Corner; one with a significant lean towards the right of way and the other obtained damage when the gas line was repaired by CenterPoint. The trees were deemed as a potential hazard and un-survivable. TXDOT had a landscaper remove both trees. Removing the trees allowed the sidewalk to be redone and placed behind the curb. Rhea also stated that TXDOT will be replacing the trees in the right of way at Captain's Corner and that TXDOT will reach out to city staff and Captain's Corner management company to discuss what type of trees will be replanted.

C. Receive and discuss the Friendswood Downtown Economic Development Corporation Financial Report for July 2022.

Rhea presented the updated financial report with a \$2,739,842 Beginning Fund Balance for July 2022 with added revenue of \$56,888 and expenditures of \$4,655, including staff services. Ending fund balance is \$2,792,076.

6. Adjournment

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