



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

**1. Call to order**

The meeting was called to order at 4:00 p.m. with a quorum present.

Present: Dr. Rebecca Hillenburg, President; Elmer "Bubba" Johnson, Vice President; Paul Marx, Secretary/Treasurer; Dr. Patrick McGinnis, Member; Arden Trey Hill, Member; Ron Cox, Member (arrived late)

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

Councilmembers: Sally Branson

Absent: Alton Todd, Member

**2. Citizen comments**

Louis Briones, with The Tree Legacy project, stated that he would like to request a spot on next month's agenda where he could come discuss possible funding from FEDDC regarding an art project that will use the removed trees from the Friends Church Parsonage.

**3. Approval of Minutes**

Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on August 9, 2022. McGinnis made a motion to approve the minutes, seconded by Johnson. All in favor, motion carried unanimously (5 to 0).

**4. Business Items**

- A. Consider the election of officers for President, Vice President, and Secretary/Treasurer, and the appointment of an Assistant Secretary.

McGinnis made the motion to appoint Hillenburg for president, Johnson for Vice President and Marx for Secretary/Treasurer. Hill seconded the motion. Vote: 5/0 – motion approved

Hillenburg questioned the purpose of the Assistant Secretary. Rhea explained that the position would be there to help board members with task that they would no be able to complete, in this instance the ideal candidate would be a City Liaison or City Staff. Rhea recommends Aubrey Harbin for the position. Marx made the motion to appoint Harbin for Assistant Secretary. Hill seconded the motion. Vote: 5/0-motion approved.

- B. Consider a resolution establishing guidelines for consideration of requests for funding from the Friendswood Downtown Economic Development District (FEDDC).

McGinnis stated that a draft of the resolution for guidelines created by Cox and himself was sent to the City Attorney for review. After the City attorney reviewed the draft and made some additions. Cox and McGinnis felt it was too legalistic and that was not the direction that they

wanted to go. A second draft was created and that final resolution for the guidelines draft was emailed to the board. Rhea stated that he would like to thank Karen Horner, Ron Cox, and Pat McGinnis for their guidance with the resolution. He explained that the resolution has guidelines which make sense for all parties involved. McGinnis stated that the resolution gives space to evaluate situations before making decisions. Hill made the motion to approve the proposal as presented of the guidelines to establish how to consider an item brought to FDEDC. Marx seconded the motion. Vote: 5/0-motion approved unanimously.

Ron Cox entered the meeting at 4:13pm.

## **5. Reports**

- A. Receive a report regarding the TxDOT Curbs, Ramps, Sidewalks and Traffic Signals Project.

Rhea stated that most of the sidewalks have been completed. The cabinets, electrical meters, and pedestrian signals are all in place; the final wiring is being installed with testing to begin soon. The new street signs have been installed on the mast arms in Downtown along with the new stop sign poles and side street signs. Hillenburg stated that City Council was informed on the status of the project at the last council meeting. Rhea stated that Texas Department of Transportation (TxDOT) is not happy with the unevenness of the installed pavers and are proposing replacing the pavers with stamped concrete. City staff has some concerns on how the concrete will be installed and future maintenance of the stamped concrete. A meeting has been set up in the next couple of weeks regarding the install and maintenance of the stamped concrete. The committee questioned who would be covering the cost of the replacement and also questioned the color of the concrete, agreeing they want consistency. Rhea confirmed TxDOT would be covering the cost and is hoping to get answers in regard to the color of the concrete at the upcoming meeting.

Johnson stated that he would like to look into the process of having the signal cabinets painted with artwork. Rhea stated that approval from TxDOT would be required and then a process would need to be put in place to select who paints the cabinets.

- B. Receive a report regarding the FM-518 Illumination Project.

Rhea stated that there are conflicts of some the proposed pedestrian and streetlights interfering with existing Texas New Mexico powerlines. There is a possibility of having to decrease pole heights, adjust illumination levels, and modify luminaires. He explained that because we are still in que for fabrication any modifications made will not prolong the process and that the last date to make changes is the end of November.

- C. Receive the Friendswood Downtown Economic Development Corporation Financial Report for September 2022.

Rhea presented the updated financial report with a \$2,856,454 Beginning Fund Balance for September 2022 with added revenue of \$61,212 and expenditures of \$1,334 including staff services. Ending fund balance is \$2,916,332.

## **6. Adjournment**

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