



**Friendswood Downtown Economic Development Corporation (FEDDC)
Meeting Minutes of February 14, 2023 – 4:00 P.M.
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; Arden Trey Hill, Member; Alton Todd, Member; Ron Cox, Member Dr.

Staff members present: Steven Rhea, Assistant City Manager; Karen Horner, City Attorney

Councilmembers: Sally Branson

Absent: Patrick McGinnis, Member; Aubrey Harbin, Director of Community Development

2. Citizen comments

None

3. Approval of Minutes

Consider the approval of the minutes of the Friendswood Downtown Economic Development Corporation Meeting held on January 10, 2023. Marx made a motion to approve the minutes, seconded by Cox. All in favor, motion carried unanimously (6 to 0).

4. Business Items

- A. Consider a resolution authorizing Change Order No. 1 with Pfeiffer & Son, Ltd, and establishing an owner's contingency for the FM 518 Illumination Project.

After meeting with Texas New Mexico Power and visiting the sites, Rhea stated that Pfeiffer and Sons have requested a change order No. 1 for \$21,500. The change order would consist of changing various lengths of conduit from 2 inches to 3 inches in 8 different locations. The second part would be establishing an owner's contingency for the FM518 Illumination Project for \$235,470, 10% of the original contracted price. These funds would then be expended for changes in the scope of work as deemed appropriate by City Manager, helping alleviate delays in change order processing due to FEDDC and City Council meeting schedules. Rhea clarified that the \$21,500 is part of the \$235,470. Hillenburg requested that FEDDC members be notified when a change order comes in to remain current on the project.

Hillenburg motioned to approve Change Order No. 1 for \$21,500 and the resolution for the contingency of \$213,970, seconded by Todd. All in favor, the motion carried unanimously (6 to 0).

5. Reports

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

Rhea stated that the Texas Department of Transportation (TxDOT) has yet to have their contractor fix discrepancies in the sidewalks. The signals are complete, minus the fiber network interconnection TxDOT requested. Once the fiber optic plans that the contractors gave to TxDOT for review are approved, work will commence, and once the interconnectors are completed, the signals will be released.

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

Rhea stated that HDR is updating electrical plans for the light pole locations; once staff receives the coordinates, the Engineering department will mark the areas where the poles will be. Once TxDOT, Texas New Mexico (TNMP), the contractor, and city staff approve the locations, foundation work will begin. Work on the 8 locations that need to be changed from 2-inch to 3-inch conduit will start within the next few weeks.

C. Receive and discuss the Friendswood Downtown Economic Development Corporation Financial Report for January 2023.

Rhea presented the updated financial report with a \$2,670,254 Beginning Fund Balance for January 2023 with added revenue of \$68,784 and expenditures of \$2,146, including staff services. The ending fund balance is \$2,736,891.

6. Adjournment

With no further business to discuss, the meeting was adjourned at 4:26 p.m.