



**Friendswood Downtown Economic Development Corporation (FDEDC)
Meeting of the Board of Directors
Meeting Minutes of January 9, 2018
Friendswood Public Library, Meeting Room
416 S. Friendswood Drive, Friendswood, Texas 77546**

1. Call to order and roll call of Board Members

The meeting was called to order at 4:02 p.m. with a quorum present.

Present: President Ron Cox, Vice President Alton Todd, Secretary/Treasurer Dr. Pat McGinnis, Arden "Trey" Hill, Dr. Rebecca Hillenburg, Elmer "Bubba" Johnson, Jr., and Paul Marx.

Staff member present: Karen Capps

Also present: Lauren Griffith and Cheryl Huffman from Lauren Griffith Associates and Friendswood resident, Philip Ratisseau.

2. Citizen comments

Philip Ratisseau commended the Board on their work and asked the Board to have a plan and get citizens involved as they move forward.

3. Consider and take action on approval of minutes

Elmer Johnson, Jr. made a motion to approve the December 11, 2017 meeting minutes, second Dr. Pat McGinnis. All in favor, motion carried.

4. Discussion and possible action with Lauren Griffith Associates regarding professional landscape architecture services for downtown

The Board discussed the proposed Downtown Improvement Project including a Downtown Improvement Plan. Lauren Griffith and Cheryl Huffman discussed their proposed scope of services which would include site analysis, data collection, public input, an Improvement Plan, and possible funding strategies. The Improvement Plan would also include landscape design professional services from Lauren Griffith Associates, traffic engineering services from TEI, branding services from Core Branding, and lighting design from Gandy2. The final plan will identify projects to enhance streetscapes, public spaces opportunities, lighting, circulation, possible regional parking, branding, wayfinding, along with cost estimates and possible phasing. A possible contract will be considered on January 23 following the public hearing. President Ron Cox will invite City Council to attend the January 23 meeting.

5. Discussion and possible action regarding amending the FDEDC's annual budget

The Board discussed amending the annual budget to include expenditures for Phase II of Project Poles and Wires Relocation and Reduction and Downtown Improvements Project in the amount of \$325,000. The amended budget will be on the January 23 agenda for consideration.

6. Financial Report

Karen Capps provided a monthly financial report for the month of December 2017. December sales tax revenue was \$37,157 with an ending fund balance of \$277,079.

7. Staff updates

Karen Capps reported that Phase I of Project Poles and Wires Relocation and Reduction should be completed in the next day or two. The Board requested that the project sign remain until mid-February, and that an additional banner be posted on the sign indicating the project's completion. The Board also requested pictures of the completed project to be taken and shared with the public.

8. Member Comments

An update was given on the status of the election lawsuit appeal.

9. Future meeting dates

On January 23 there will be a public hearing on Downtown Improvements Project, amend the FDEDC budget, and consider approval of a contract for landscape architectural services. February 13 will be FDEDC's regular monthly board meeting.

10. Adjournment

With no further business to discuss, the meeting was adjourned at 6:04 p.m.

Patrick McGinnis, FDEDC Secretary/Treasurer