



**Friendswood Downtown Economic Development Corporation (FDEDC)
Meeting of the Board of Directors
Meeting Minutes of May 14, 2019
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 4:05 p.m. with a quorum present.

Present: Vice President Dr. Pat McGinnis, Ron Cox, Dr. Rebecca Hillenburg, Elmer "Bubba" Johnson, and Paul Marx.

Absent: Arden "Trey" Hill and Aton Todd

Staff members present: Karen Capps and City Attorney - Mary Kay Fischer

Also present: Councilmember Sally Branson, and residents Sarah, Garrett, Marshall, and Joshua Beasley representing a Boy Scout Troop

2. Citizen comments

None

3. Consider and take action on approval of minutes

Dr. Rebecca Hillenburg made a motion to approve the March 18, 2019 meeting minutes, second by Elmer "Bubba" Johnson. All in favor, motion carried unanimously.

4. Consider and take action on a Resolution approving an amendment to the bylaws to allow for staggered terms of the Board of Directors

City Attorney Mary Kay Fischer explained the process of amending the bylaws to allow for staggered terms which will also need approval by City Council and filing with the State. Current bylaws were written that all seven member's terms end the same time next year. With this amendment, four members will end in 2023 and three members will end in 2022, with two year renewals thereafter. Following discussion, Ron Cox made a motion to approve a resolution that amends the bylaws to allow for staggered terms of the Board of Directors. Second by Dr. Rebecca Hillenburg, all in favor, motion carried.

5. Consider and take action authorizing the Vice President to file an application with City Council requesting approval of a Certificate of Amendment to the Certificate of Formation

City Attorney Mary Kay Fischer explained the application for the certificate of amendment will be signed by the Board Vice President and then be approved by City Council before submitting to the State. Dr. Rebecca Hillenburg made a motion to authorize the Vice President to file the application with City Council requesting approval of a Certificate of Amendment to the Certificate of Formation. Second by Ron Cox, all in favor, motion carried.

6. Consider and take action on a cost estimate to install proposed crosswalks

Karen Capps presented information regarding crosswalk installation costs. Core Design Studio provided information regarding a street graphic stencil that can be purchased for \$57 that is a three foot square in size. Ten stencils would create a six by 15 foot pattern for \$570. Public works will need to speak with TXDOT about the design, road closure timing, and permits. Cost estimates will be needed for orange and white paint, sealant, labor for installing and pavement cleaning, and any other materials needed for the paint application process. Dr. Rebecca Hillenburg would like to see a redesign of the stencil utilizing

the acorn symbol. The Board viewed satellite images of signalized intersections along Friendswood Drive which includes FM 2351, Shadowbend, Spreading Oaks, Clearview, Castlewood, and Whispering Pines. This item will be reviewed and discussed further at the next meeting once more information and cost estimates are received.

7. Discussion and possible action regarding grants

Karen Capps reported on a grant opportunity with the Texas Downtown Association that was previously presented to the Board. The grant application is not due until the end of August so the Board will discuss next month on what project to present.

8. Financial report

Karen Capps reported that March and April's monthly financial reports as follows: April's sales tax revenue was \$38,726 and interest earnings were \$1,063. Expenditures were \$1,333 for the monthly staff services agreement. The ending fund balance as of April 30, 2019 was \$775,798. March's sales tax revenue was \$40,749 and interest earnings were \$1,153. Expenditures were \$1,333 for the monthly staff services agreement. The ending fund balance as of March 31, 2019 was \$737,342.

9. Staff updates

Karen Capps reported that 407 S. Friendswood Drive will be adding on 1,773 square feet to their existing building. City Council approved expanding the downtown district map to include a parcel on Whispering Pines. The new map will not affect the neighborhood empowerment zone or FDEDC boundaries.

10. Member Comments

Paul Marx said he is looking forward to reviewing the lighting plan.

11. Future meeting dates

-June 11, 2019 at 4 p.m.

12. Adjournment

With no further business to discuss, the meeting was adjourned at 5:08 p.m.

Arden "Trey" Hill, FDEDC Secretary/Treasurer