



**Friendswood Downtown Economic Development Corporation (FDEDC)
Meeting of the Board of Directors
Meeting Minutes of July 10, 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 4:03 p.m. with a quorum present.

Present: President - Alton Todd, Vice President – Dr. Patrick McGinnis, Secretary/Treasurer - Arden “Trey” Hill, Elmer “Bubba” Johnson, Dr. Rebecca Hillenburg, and Paul Marx.

Absent: Ron Cox

Staff members present: Karen Capps and Morad Kabiri

Also present: Lauren Griffith and Cheryl Huffman – Lauren Griffith Associates; Chelsea Young and Eleni Pappas – Traffic Engineers Inc.; City Councilmembers Sally Branson and Robert Griffon; and residents – Charles Bludworth, Phyllis Bludworth, Linda Richard.

2. Citizen comments

None

3. Consider and take action on approval of minutes

Dr. Pat McGinnis made a motion to approve the June 19, 2018 meeting minutes, second by Trey Hill. All in favor, motion carried unanimously.

4. Election of 2018-19 Officers

Trey Hill made a motion to elect Alton Todd as President, second by Dr. Pat McGinnis. All in favor, motion carried unanimously.

Trey Hill made a motion to elect Dr. Pat McGinnis as Vice President, second by Alton Todd. All in favor, motion carried unanimously.

Dr. Rebecca Hillenburg made a motion to elect Arden “Trey” Hill as Secretary/Treasurer, second by Dr. Pat McGinnis. All in favor, motion carried unanimously.

5. Discussion and possible action regarding the Downtown Improvement Plan

Chelsea Young, Traffic Engineers, Inc. gave an overview of the TxDOT Transportation Improvement Plan (TIP) grant that is administered through Houston-Galveston Area Council (HGAC). Ms. Young stated that the grant is an 80/20-local match with a four-year time frame of funding from 2019-2022. The grant proposal is due on September 28, 2018 at HGAC which allows two months to prepare. HGAC would then rank and prioritize grant applications. The Board discussed the potential of maximizing FDEDC funds to expend on identified projects from the Downtown Improvement Plan that should be complete by early fall. Following discussion, Trey Hill made a motion to approve the contract with Traffic Engineers, Inc. for grant writing services in the amount of \$12,100, second by Paul Marx. All in favor, motion carried unanimously.

Lauren Griffith and Cheryl Huffman with Lauren Griffith Associates gave a progress update on the Downtown Improvement Plan and provided a draft presentation that will be presented at the second public meeting on July 26 at 7 p.m. at City Hall. A list of identified projects were discussed that included

brick-paved sidewalks, crosswalks, entryway signs, mast arm signalization, street and stop signs, banners as well as future ideas and opportunities. The Board discussed how these projects could potentially fit with the TIP grant program and how potential grant funding might reprioritize the ranking of projects. The Board asked to not include future opportunities in the July 26 presentation since they aren't yet well defined. Following discussion, Dr. Rebecca Hillenburg made a motion to approve the presentation for the July 26 public meeting, second Dr. Pat McGinnis. All in favor, motion carried unanimously.

6. Financial report

Karen Capps reported that June sales tax revenue was \$38,417 and interest earnings of \$318. Expenditures were \$1,458 for the monthly staff services agreement. The ending fund balance as of June 30, 2018 was \$333,417.

7. Staff updates

Karen Capps that the Board's Annual Report to City Council is scheduled for Monday, August 6, 2018 at 7 p.m. Former Lary's Florist building was purchased by Friendswood residents to move their business to downtown. The use will be a yarn and quilt shop. There will be a public hearing for 108 Whispering Pines to rezone to downtown district zoning. The property is located in the downtown district boundaries but is currently zoned single-family residential.

8. Member Comments

Dr. Rebecca Hillenburg thanked the newly elected officers for their willingness to volunteer and serve the Board. Trey Hill stated that he feels the Board is accomplishing a lot and looks forward to moving forward with approving the Downtown Improvement Plan and its projects.

9. Future meeting dates

Tuesday – August 14

10. Adjournment

With no further business to discuss, the meeting was adjourned at 5:53 p.m.

Arden "Trey" Hill, FEEDC Secretary/Treasurer