



**Friendswood Downtown Economic Development Corporation (FEDDC)  
Meeting of the Board of Directors  
Meeting Minutes of September 11, 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 p.m. with a quorum present.

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

Staff members present: Karen Capps and Aubrey Harbin

Also present: Chelsea Young – Traffic Engineers, Inc., City Councilmember Robert Griffon, and resident - Linda Richard.

**2. Citizen comments**

None

**3. Consider and take action on approval of minutes**

Dr. Pat McGinnis made a motion to approve the August 14 and August 23, 2018 meeting minutes, second by Arden "Trey" Hill. All in favor, motion carried unanimously.

**4. Discussion and possible action regarding the Downtown Improvement Plan**

The Board gave a report on the third public meeting that was held on August 23 with about thirty attendees. Feedback was positive at the meeting and mostly positive about the new brand and colors for downtown.

**5. Discussion and possible action regarding adopting the proposed Downtown Improvement Plan**

The Board discussed the final Downtown Improvement Plan stating the overall plan is ready and complete, and also remarking that the colors for the downtown brand can be tweaked, if desired, in the future. Public input was incorporated into the plan over the last four months with feedback received from five stakeholder meetings, over 1,132 survey responses, and three public meetings that presented the status and progress of the plan. Lauren Griffith Associates will provide a final written report by the end of the month. In order to move forward with the TIP grant application, the plan needs to be adopted by the FEDDC Board and City Council. After discussion, Ron Cox made a motion for the Board to adopt the Downtown Improvement Plan and recommend that the plan also be approved by City Council. The motion was seconded by Dr. Rebecca Hillenburg and it passed unanimously.

**6. Discussion and possible action regarding the Transportation Improvement Program grant application and other funding opportunities**

Chelsea Young with Traffic Engineers, Inc. (TEI) provided a short presentation regarding funding scenarios for the Downtown Improvement Plan providing estimated costs for mast arm signals, sidewalks, ramps, crosswalks, driveways, some landscaping and lighting, and design work. Three funding scenarios were discussed: Scenario O) Total project cost of \$3,983,969. FEDDC would pay 20% matching - \$796,794., 80% from TXDOT TIP grant with standard concrete sidewalks - \$3,187,175.; Scenario A) Total project cost of \$5,259,492 where FEDDC pays 20% matching \$879,530 plus cost of brick pavers to install on top of concrete sidewalks \$861,840., 80% from TXDOT TIP grant with standard concrete sidewalks \$3,518,121; and Scenario B) FEDDC pays 100% of \$4,409,143. TEI calculated that

Scenario O would require approximately 1.77 years of FDEDC funding based on \$450,000 annual estimated revenue, Scenario A would require 3.87 years, and Scenario B would require 9.80 years.

Following discussion, Arden “Trey” Hill made a motion to authorize the TIP application as presented in Scenario A where FDEDC pays 20% plus the cost of brick pavers to be installed on top of concrete sidewalks, committing FDEDC funds for the 20% match and cost of brick pavers of \$1,741,370.36 , and requesting City Council provide a resolution of support and fund commitment letter for the grant application. The motion was seconded by Ron Cox and it passed unanimously by the Board.

Karen Capps reported on other possible grant opportunities from Texas-New Mexico Power, Moody Foundation, and Houston Endowment. The TNMP application is due by September 28, but the other grants are on a continual rolling application basis. Following discussion of possible project application submittals, Arden “Trey” Hill made a motion authorizing City staff to apply for a \$10,000 grant from TNMP to help fund the street, wayfinding, and gateway signs for downtown. The motion was seconded by Dr. Rebecca Hillenburg and it passed unanimously.

**7. Discussion and possible action regarding developing a policy and process for future poles and wires removal projects, including but not limited to participation with private landowners or developers**

There was no motion or action taken.

**8. Financial report**

Karen Capps reported that August sales tax revenue was \$53,597 and interest earnings was \$323. Expenditures were \$1,461 for the monthly staff services agreement. The ending fund balance as of August 31, 2018 was \$420,261.

**9. Staff updates**

None

**10. Member Comments**

Rebecca Hillenburg requested a financial report of year-to-date sales tax revenue. Arden “Trey” Hill stated that the grant process and application makes financial sense when you can possibly leverage 80 percent from federal funding.

**11. Future meeting dates**

-FDEDC Regular Board Meeting at Library, 10/09/2018 at 4 p.m.

**12. Adjournment**

With no further business to discuss, the meeting was adjourned at 5:15 p.m.

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Arden “Trey” Hill, FDEDC Secretary/Treasurer