



**Friendswood Downtown Economic Development Corporation (FEDDC)
Meeting of the Board of Directors
Meeting Minutes of December 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 4:05 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, and Paul Marx.

Absent: Elmer "Bubba" Johnson

Staff members present: Karen Capps and Aubrey Harbin

Also present: Councilmember Sally Branson and Planning and Zoning Commissioner Richard Sasson

2. Citizen comments

Councilmember Branson and Commissioner Sasson stated the FEDDC Board is doing a good job.

3. Consider and take action on approval of minutes

Arden "Trey" Hill made a motion to approve the November 13, 2018 meeting minutes, second by Dr. Pat McGinnis. All in favor, motion carried unanimously.

4. Discussion and possible action regarding next steps to implement the Downtown Improvement Plan

Staff reported on a proposal to assist with a lighting design plan by Lauren Griffith and Lance Gandy with a cost estimate of \$6,000. Griffith and Gandy's proposal is to work with the Board to help identify the type of light fixture for pedestrian and street lights, Live Oak uprights, photometrics, costs, spacing, materials, maintenance, lamp type, and, conduit placement.

Paul Marx reported on attending Planning and Zoning's Downtown subcommittee in which pedestrian lighting standards were discussed. Paul recommended usage of the type of light that is installed in front of the public library or HomeTown Bank. Installation of new electrical conduit will be costly so Paul and Richard Sasson suggested the pedestrian light poles be replaced with the Downtown Plan's new design, but have the business owner maintain the electricity cost, estimated to be approximately \$20 annually. There was consensus that in moving forward with new pedestrian light pole installations, that the new light pole fixture would be required or purchased by the FEDDC and provided to the business. At this time, existing pedestrian poles would not be replaced or retrofitted.

Following discussion, Dr. Pat McGinnis made a motion to appoint Paul Marx to prepare a lighting design plan to include spacing, light type, and lumen output and recommend same to the Board for consideration and approval. The motion was seconded by Ron Cox, all in favor, motion carried unanimously.

Staff reported that matching funds needed for the TIP grant by 2024 is \$1,741,370. The Board stated there should be a twenty percent contingency added to this amount.

The Board discussed what projects could be implemented in the interim that would exclude projects that were included for funding by the TIP grant: brick-paved sidewalks along Friendswood Drive, mast

arm signalization, crosswalks, and ADA ramps. The following projects were identified for possible funding: Project A: Streetscapes \$108,000, Tree uplighting \$14,000, Crosswalks, \$20,000, Total \$132,000; Project H: Signage \$90,000; and Project I: Banners \$9,100.

Ron Cox made a motion that 1) the priority of spending should be in the heart of Downtown, and 2) to focus on projects that are not grant related. Second was made by Dr. Rebecca Hillenburg, all in favor, motion carried unanimously.

5. Financial report

Karen Capps reported that estimated November sales tax revenue was \$42,615 and interest earnings were \$453. Expenditures were \$1,333 for the monthly staff services agreement. The ending fund balance as of November 30, 2018 was \$587,820.

6. Staff updates

Karen Capps reported that the Friends Church parsonage property consisting of 1.557 acres will be up for sale as of January 1, 2019.

7. Member Comments

None

8. Future meeting dates

-FDEDC Regular Board Meeting at Library, 01/08/2019 at 4 p.m.

9. Adjournment

With no further business to discuss, the meeting was adjourned at 6:07 p.m.

Arden "Trey" Hill, FDEDC Secretary/Treasurer