



**CITY OF FRIENDSWOOD  
FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION  
TUESDAY, NOVEMBER 12, 2019 - 4:00 PM**

**DRAFT  
MINUTES**

**MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT**

**1. Call to order and roll call of Board Members**

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION THAT WAS HELD ON TUESDAY, NOVEMBER 12, 2019, AT 04:06 PM AT WITH THE FOLLOWING PRESENT CONSTITUTING A QUORUM:

PRESIDENT ALTON TODD  
BOARD MEMBER ELMER JOHNSON JR  
VICE PRESIDENT PATRICK MCGINNIS  
BOARD MEMBER PAUL MARX  
BOARD MEMBER REBECCA HILLENBURG  
BOARD MEMBER RON COX  
ECONOMIC DEVELOPMENT COORDINATOR KAREN CAPPS  
SECRETARY/TREASURER ARDEN HILL III WAS ABSENT FROM THE MEETING.

**2. Communications from the Public**

None

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

**A. October 8, 2019**

Ron Cox motioned to approve the October 8, 2019 meeting minutes, second by Elmer "Bubba" Johnson. All in favor, motion carried unanimously.

**4. Discussion and possible action regarding**

**A. Follow up on downtown lighting plan options**

The Board reviewed and discussed a report from Lance Gandy regarding progress made on the downtown lighting design plan. There were questions regarding the cost difference of the Structura light poles since last month. Lance phoned into the meeting and explained that the cost increase was due to two tariff increases on aluminum. Additionally, Lance is trying to negotiate the cost of the brackets so the final cost estimate is not ready yet. The Board asked when the project should be bid out and if the cost would change. Lance responded that the poles should be installed at the end of the TXDOT Curb Ramp sidewalk installation in 2021, so it would be best to bid out the poles about 20 weeks prior to that.

Eron Smith arrived at the meeting around 4:30 p.m. and brought a sample of a custom wood-grained looking steel pole and mount. Eron also brought samples of other wood-looking color options. The Board asked Eron if he could produce a round-tapered aluminum pole and fixture similar to those being proposed. Eron will bring back cost estimates of both aluminum and steel at next month's meeting. Eron stated that he is concerned that 30 foot poles will not work on the east side of Friendswood Drive due to existing power lines and ten foot distance requirement away from them. Eron added that, in his opinion, 30 foot poles aren't necessary and won't really help the lighting flow or balance and recommends only utilizing the 15 foot poles and also suggested changing the directional angle of some light pole fixtures to achieve a better light balance.

**5. Financial Report**

**A. October 2019 Financial Report**

Karen Capps reported that the estimated sales tax revenue for October was \$45,058 with \$1,258 of interest earnings. Expenditures were \$1,333 for the monthly staff services agreement. The ending fund balance was \$1,075,848.

**6. Staff report/updates**

**A. Meeting with TXDOT to scope 2021 Curb Ramp Program Improvements for Friendswood Drive**

Karen Capps reported that she attended a meeting at TXDOT's office with other City staff as well as TXDOT's contractor, HDR, to scope the Curb Ramp Project. She reported that TXDOT plans to replace mast arms along Friendswood Drive from FM 2351 to Whispering Pines except for the one at Shadowbend, which reportedly is fairly new and is galvanized gray metal. TXDOT will include bidding the work for laying the foundation and conduits for the installation of the light poles, but the City will be responsible for these costs. If there are any right-of-way conflicts for sidewalk installation, how to address them will be discussed at a future meeting with the City, HDR, and TXDOT.

Karen Capps gave a report on new development/redevelopment planned or underway in downtown.

**7. Members' comments**

None

**8. Future meeting dates:**

**A. December 10, 2019 at 4 p.m.**

**9. Adjournment**

This meeting was adjourned at 5:52 PM