



**CITY OF FRIENDSWOOD
FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION
TUESDAY, JANUARY 14, 2020 - 4:00 PM**

MINUTES

**MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 416 S. Friendswood Dr.,
Friendswood, TX**

1. Call to Order

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION THAT WAS HELD ON TUESDAY, JANUARY 14, 2020, AT 04:06 PM AT 416 S. FRIENDSWOOD DR., FRIENDSWOOD, TX WITH THE FOLLOWING PRESENT CONSTITUTING A QUORUM:

VICE PRESIDENT ARDEN HILL III
BOARD MEMBER ELMER JOHNSON JR
SECRETARY/TREASURER PAUL MARX
BOARD MEMBER REBECCA HILLENBURG
BOARD MEMBER RON COX

ECONOMIC DEVELOPMENT COORDINATOR KAREN CAPPS
BOARD MEMBER ALTON TODD, PRESIDENT PATRICK MCGINNIS WAS ABSENT FROM THE MEETING.
ALSO PRESENT WERE COUNCILMEMBER SALLY BRANSON AND PLANNING AND ZONING COMMISSIONER RICHARD SASSON.

2. Communications from the Public

Richard Sasson stated that AT&T was recently adding lines along Friendswood Drive, and if it weren't for the FDEDC pole and wires removal project that the Board undertook in the last two years, there would have been more overhead cable recently added. Sasson also stated that he and Planning and Zoning Commissioner Joe Matranga found approximately 129 above-ground markers that were left by Southwestern Bell, with two or three located in the downtown area. The markers indicate where underground cable was located but are now rusted, no longer needed, and are just a visual distraction in the city. Sasson added that he and Matranga walked the downtown area looking for cables that are crossing the roadway that might be removed and will meet with Texas-New Mexico Power regarding possible removal.

3. Approval of Minutes

A. December 10, 2019

Ron Cox moved to approve the December 10, 2019 meeting minutes. Seconded by Dr. Rebecca Hillenburg. The motion was approved unanimously.

4. Discussion and Possible Actions

A. Downtown Lighting Plan

The Board reviewed the detailed CAD drawing of the Lighting Plan prepared by Lance Gandy and discussed light pole height, spacing, and placement. The Board reviewed where dual (pedestrian and street) poles and single pedestrian poles would be placed and had questions whether the plan was ready to implement. Lance Gandy telephoned into the meeting and answered questions regarding the plan. Lance stated that he is waiting for TXDOT's contractor, HDR, to survey downtown which will identify where any conflicts are concerning light pole placement. The Board asked whether the light poles could be placed near the overhead power lines and Lance replied that he checked with Texas-New Mexico Power for their distance requirement. The Board was satisfied with responses and will continue with the current plan.

B. February meeting date

Due to scheduling conflicts for the month of February and spring break the second week in March, the Board decided to meet on Tuesday, March 3, 2020.

5. Reports

A. December 2019 Financial Report

Karen Capps reported that sales tax revenue for December 2019 was \$43,699 and \$1,000 of interest earnings. Expenditures included the monthly staff services agreement cost of \$1,333. The ending fund balance was \$1,175,448 as of December 31, 2019.

B. Staff Report/Updates

Karen Capps reported that Gilbreath Advertising is expanding their office located at 407 South Friendswood Drive with an additional 1,773 square feet. Trey Hill reported that he has a prospective tenant to occupy his new office building on Shadwell Lane.

C. Kick-off meeting with TXDOT regarding Downtown Curb, Ramps, Sidewalks project

Karen Capps reported that City Engineer, Jil Arias, attended TXDOT's first meeting of the year on January 13, along with TXDOT's contractor, HDR, to discuss the Downtown ADA Curb Ramp project. Jil reported by email some highlights of that meeting. All existing sidewalk will be replaced unless it is determined to be in good shape and meets ADA requirements. All traffic signals on wire spans will be replaced. The replacement will be a mast arm traffic signal, powder coated black. The single existing mast arm signal will be evaluated to see if it meets the needs of this project. Should it need to be relocated, it will be replaced with a powder coated mast arm signal. Should there be a determination that there is no need to move/replace it, the City would still have the option to replace it at its cost. The Surveyor is currently working on the survey and has been doing so since last week. Once the survey is submitted, the designer, HDR Engineering, will start on a concept and alignment. Once the alignment is determined, we will have another meeting and that alignment information passed along to the City for any potential right-of-way or easements that we may need to obtain. There will be design review milestones at 30%, 60%, 90%, and 95%. They will be submitting the plans to the City at the same time in which it is submitted to TxDOT so that we may both review them concurrently and have comments to the designer in a timely manner.

6. Comments

A. Members Comments

Board members wished everyone a Happy New Year. Trey Hill stated that he is very pleased with the progress of the TXDOT Curb Ramp project which will free up FDEDC funds for other improvements in the downtown area.

7. Adjournment

This meeting was adjourned at 05:25 PM