



**CITY OF FRIENDSWOOD  
FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION  
TUESDAY, AUGUST 11, 2020 - 4:00 PM**

## **Minutes**

**MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 910 S. FRIENDSWOOD  
DRIVE, FRIENDSWOOD, TEXAS**

STATE OF TEXAS  
CITY OF FRIENDSWOOD  
COUNTIES OF GALVESTON/HARRIS  
AUGUST 11, 2020

**1. Call to Order**

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD DOWNTOWN ECONOMIC DEVELOPMENT CORPORATION THAT WAS HELD ON TUESDAY, AUGUST 11, 2020, AT 12:00 AM AT ONLINE MEETING WITH THE FOLLOWING PRESENT CONSTITUTING A QUORUM:

BOARD MEMBER RON COX  
SECRETARY/TREASURER PAUL MARX  
PRESIDENT PATRICK MCGINNIS  
BOARD MEMBER ELMER JOHNSON JR  
VICE PRESIDENT ARDEN HILL III  
BOARD MEMBER ALTON TODD

ECONOMIC DEVELOPMENT COORDINATOR KAREN CAPPS  
BOARD MEMBER REBECCA HILLENBURG WAS ABSENT FROM THE MEETING.  
ALSO PRESENT WAS CITY COUNCILMEMBER TRISH HANKS.

- A. In accordance with the Texas Governor Abbott's suspension of various Open Meetings Act requirements pursuant to the Coronavirus Disaster Declaration (changes effective March 16, 2020 per TEX GOV'T CODE 418.016(e)), the Community and Economic Development Committee meeting will be held via teleconference. Connection information is below.

Friendswood Downtown Economic Development Corporation Board Meeting  
Tue, Aug 11, 2020 4:00 PM - 5:30 PM (CDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/726189245>

**You can also dial in using your phone.**

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

**Access Code:** 726-189-245

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/726189245>

## **2. Communications from the Public**

None

## **3. Approval of Minutes**

A. July 14, 2020

Board member Ron Cox moved to approve the July 14, 2020 meeting minutes. Seconded by Board member Elmer Johnson Jr. The motion was approved unanimously.

## **4. Discussion and Possible Actions**

**A. Status of Downtown Lighting Plan and TXDOT Curbs, Ramps, Sidewalks, Traffic Signals Grant Project**

Karen Capps gave a progress report on TXDOT's Curbs, Ramps, Sidewalks, Signals project and the Downtown Lighting Plan. TXDOT has completed ninety percent of the project's design and will let the project in February 2021. As required by TXDOT, letters were sent out to property owners that would be affected by any temporary or permanent easements. The Friends Church was provided advance notice of the letters and is reviewing sidewalk design materials and possible placement. At this point, electrical engineering design services need to be performed in order to determine conduit locations and voltage to facilitate the placement of the light poles. As discussed and agreed with TXDOT representatives, the City/FDEDC can utilize their contractor for electrical design services but must be paid for by the City/FDEDC. TXDOT's contractor, HDR, provided a cost estimate and scope of services for the electrical design work that is for \$33,215.02. Agenda item B is for discussion and approval of the contract with HDR. Lance Gandy's work has been completed and the light pole project should be bid out after TXDOT's construction is finished. It will take about twelve weeks lead time.

Board members inquired about the cost to purchase LED lights and the electricity cost for downtown lighting of poles. The Board inquired whether the City will pay for electricity. The FDEDC will maintain the light poles and fixtures. How many extra replacement light poles should be ordered? When should the light poles and fixtures be bid out? Regarding the lighting plan, the Board would like to review and approve. The Board wants Gandy2 Lighting to send updated AutoCad drawing to Paul Marx for his review. Board would like to discuss with HDR possible meter locations, power source and conduit locations. The Board wants Lance Gandy and HDR to attend next month's meeting and prefers to meet in person at City Hall. The Board wants to be fully knowledgeable and comfortable with the lighting plan's pole placement and electrical layout. The Board also wants to keep the resident liaison informed when plans are completed.

**B. Approving a contract with HDR for electrical engineering design illumination services for FM 518 in downtown**

Trey Hill made a motion to approve the contract with HDR Engineering, Inc. in an amount not to exceed \$40,000 and authorize the FDEDC President to make amendments prior to City Council's consideration and approval. Seconded by Alton Todd. All in favor, motion carried unanimously.

**5. Reports**

**A. Financial Report for July 2020**

Karen Capps reported that sales tax revenue for July 2020 was \$43,832 and \$1,052 of interest earnings. Expenditures included the monthly staff services agreement for \$1,336. The ending fund balance was \$1,502,013.

**6. Comments**

**A. Staff**

Karen Capps reported on development projects in the downtown area.

**B. FDEDC Board Members**

Trey Hill reported that he would like to see the City change the sidewalk requirements to match those planned by TXDOT.

**7. Adjournment**

