



# City of Rowlett

## Meeting Minutes

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

### Community Investment Advisory Board

*Community Investment Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.*

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Monday, November 7, 2016

6:00 P.M.

City Hall – Conference Room  
4000 Main Street

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**Present: Regular Members – Erik Ernst, Jeff Sheldon, Loki Kottkamp, Alex Coss, Robin Raju, Kim Lott, Melvin Mosley; Alternate Members – Oscar Aranda, Steven Pruitt, Chad Grant, and Dan Walker**

**1. Call to order.**

Meeting was called to order at 6:02 p.m. by Board Secretary Laura Hallmark.

**2. Introduction of Staff and Board members.**

Ms. Hallmark introduced staff and Board members went around the table and introduced themselves.

**3. Nomination and selection of Board Chair and Vice Chair.**

It was suggested that voting be postponed until the end of the discussions so the members have a better understanding of the responsibilities of the Board. Mr. Mosley and Mr. Coss both expressed an interest in serving as Vice Chair.

**4. What is a Capital Improvement Program (CIP)?**

Shawn Poe, Director of Public Works, presented this information.

**5. Presentation of Board Responsibilities.**

Jim Proce, Assistant City Manager, presented the CIAB overview and orientation, including the Board's purpose.

**6. Review list of Projects from 2015 Bond Election – both voted and proposed.**

Mr. Proce reviewed the presentation made to the City Council for the 2015 Bond election.

**7. Discuss timeline for future meetings.**

Mr. Proce discussed a timeline, including a tour of current projects, other departments will visit the meetings to discuss their needs and Master Plans, and other topics that will be discussed at future meetings.

A motion was made by Mr. Ernst, seconded by Ms. Lott, for Mr. Mosley to serve as Chair. The motion carried with a unanimous vote of those members present.

A motion was made by Mr. Ernst, seconded by Mr. Kottkamp, for Mr. Coss to serve as Vice Chair. The motion carried with a unanimous vote of those members present.

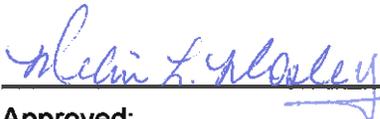
8. **Members of the Board may request topics for future agenda meetings. No member of the Board may discuss any of the requested subjects until such matter has been properly placed on the posted agenda.**

Ms. Hallmark explained the process for requesting items for subsequent meetings and additional information. Discussion regarding additional information relating to unfunded projects from the 2015 bond election, review of financial information and bond capacity and possible options for the tour date.

9. **Adjournment.**

A motion was made by Mr. Coss, seconded by Mr. Ernst, to adjourn the meeting. The motion carried with a unanimous vote of those members present.

Mr. Mosley adjourned the meeting at 8:48 p.m.



Approved:  
Melvin Mosley, Board Chair



Submitted by:  
Laura Hallmark, Board Secretary