



City of Coppell, Texas

255 Parkway Boulevard
Coppell, Texas 75019-9478

Minutes

Coppell Recreation Development Corporation

Wednesday, July 13, 2016

6:30 PM

255 Parkway Blvd.

Mark Tepper
President

Karen Hunt

Biju Mathew
Vice President

Larry Jones

Mahbuba Khan
Secretary

Marvin Franklin

The Coppell Recreation Development Corporation (CRDC) met in the 2nd Floor Conference Room at 255 E. Parkway Boulevard on Wednesday, July 13.

Regular Session (Open to the Public)

1. Call To Order

President Tepper called the meeting to order at 6:30 PM.

Present were: Board Member Hunt, Board Member Franklin, Board Member Jones, Vice President Mathew, and President Tepper.

Staff included: Mike Land, Deputy City Manager; Jennifer Miller, Finance Director; Vicki Chiavetta, Library Director; and Amy Swaim, Administrative Assistant to the City Manager.

2. Citizens' Forum

There was no one present to speak during the Citizens' Forum.

3. Approval of the Minutes: April 6, 2016

Motion by Board Member Hunt, second by Board Member Franklin to approve the April 6, 2016, minutes as presented. The motion carried unanimously.

4. Financial Report

Jennifer Miller summarized the Financial Report. She informed the Board that there may be a balance in the CRDC 1 account of approximately \$23,000. She indicated she would seek legal counsel to determine if the balance can be transferred into the CRDC 2 account.

5. Consider and approve the FY 16-17 Proposed Budget and 2015 Annual Report.

Ms. Miller summarized the FY 16-17 CRDC Proposed Budget and the 2015 CRDC Annual Report.

Motion by Board Member Jones, second by Vice President Mathew, to approve the FY 16-17 CRDC Proposed Budget as presented. The motion carried unanimously.

Motion by Board Member Hunt, second by Board Member Jones, to approve the 2015 CRDC Annual Report as presented. The motion carried unanimously.

6. Consider approval of entering into an agreement with Bibliotheca, LLC for the installation of Automated Materials Handling (AMH) and Radio Frequency Identification (RFID) for the Cozby Library and Community Commons, in the amount of \$170,362 as budgeted for in the library expansion project; and authorizing the CRDC President to sign any necessary documents.

Vicki Chiavetta summarized the agreement.

Motion by Vice President Mathew, second by Board Member Hunt, to approve the request as presented. The motion carried unanimously.

7. Consider approval for the purchase of furniture, fixtures and equipment for the Cozby Library and Community Commons, in the amount of \$622,583.89 as requested; and authorizing the CRDC President to sign any necessary documents.

Ms. Chiavetta summarized the request. She noted that the request is for all furniture except for a few pieces in the staff area.

Motion by Board Member Jones, second by Vice President Mathew to approve the request as presented. The motion passed unanimously.

8. **Project Updates**

Mike Land stated he would like to coordinate a tour of the Library for CRDC members and Council. He noted the tour would likely occur on a Thursday in August.

Life Safety Park - the foundation was poured for two buildings, and the furniture request is on the July 26 Council agenda, which would result in a CRDC meeting in August.

Parks - drones are being used to provide visual progress, and the Grand Pavilion is progressing nicely.

Streets - double turn lane was recently poured at S. Belt Line, and the project should be turned over to the Landscape Architect within the next few weeks.

Mr. Land noted project management by Gallagher Construction Services is going very well.

9. Board President and Committee Report

There were no reports from the President or the Committee.

Adjournment

President Tepper adjourned the meeting at 7:28 PM.

Mark Tepper, President

Amy Swaim, Administrative Assistant to the City Manager