THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 8TH DAY OF JULY 2026, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Brenda Latham, Chair
Chad Carlson, Vice Chair
Laura Karbash-Smith, Director
Laura Pittman, Director

Directors Absent:

Scott Daum, Director
Jan Deatherage, Director

Town Staff Present:

Kirk Riggs, Town Administrator
Shannon Montgomery, Town Secretary
Katarina Fowler, Permit Technician

A. CALL MEETING TO ORDER

Chair Latham called the meeting to order at 6:14 pm.

B. PLEDGE OF ALLEGIANCE

Chair Latham led the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

The purpose of this item is to allow citizens an opportunity to address the BCDC Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.

There was no public participation.

D. REGULAR ITEMS

1. Consider approval of the June 10, 2026, Bartonville Community Development Corporation Meeting Minutes.

Motion made by Director Karbash-Smith, seconded by Director Carlson, to **APPROVE** the June 10, 2026, Bartonville Community Development Corporation Meeting Minutes as presented. Motion carried unanimously.

2. Discuss and consider quotes received for the Entrance Beautification, Drainage, and Erosion Control Improvements and award project.

Motion made by Director Latham, seconded by Director Pittman, to approve Evergreen Lawn and Landscape’s Option C and approve a target budget not to exceed $120,000. Motion carried unanimously.

3. Discuss and consider Signage for Town entrances/exits.
Director Carlson will draft a Request for Proposal for signage at the two medians on FM 407 entering Town limits and bring it to the Board at the August 12, 2026 meeting. Discussion only; no action taken.

4. Discuss and consider hosting a small business event.
Director Carlson asked for ideas from the Board to host a small business event. Examples discussed during the meeting included a shopping bingo card and a wine walk. Discussion only; no action taken.

5. Receive Update on Christmas Lighting at the corner of FM 407 and McMakin (Old Town).
Town Secretary Montgomery updated the Board on the lease for both 2026 and 2027 Holiday Seasons for $14,000 each and addressed questions from the Board.

6. Discussion of Financial Report ending June 2026.
Town Secretary Montgomery provided a summary of the financial report ending June 2026 and addressed questions from Directors.

7. Discuss and consider the proposed budget for Fiscal Year 2026-2027.
Director Latham made a motion, seconded by Director Pittman, to approve the proposed Fiscal Year 2026–2027 budget reflecting total revenues of $293,625 and total expenditures of $293,625. The motion carried unanimously.

E. FUTURE ITEMS
The following items were requested to be added to the August 12, 2026 meeting agenda:

- Well at Old Town update and discussion (Director Latham)
- Small Business Event update and discussion (Director Carlson)
- Signage Request for Proposal (Director Carlson)
- Beautification/Drainage/Erosion Control Project Update (Director Latham)

F. ADJOURNMENT
Chair Latham adjourned the meeting at 7:17 pm.

APPROVED this the 12th day of August 2026.

APPROVED:

Brenda Latham

Brenda Latham, Chair

ATTEST:

Shannon Montgomery

Shannon Montgomery, TRMC, Town Secretary

BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION