



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

April 08, 2026 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

- A. CALL MEETING TO ORDER**
- B. 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.

D. REGULAR ITEMS

- 1. Consider approval of the February 4, 2026, Bartonville Community Development Corporation Regular Meeting Minutes.
- 2. Discuss and consider potential economic development projects, including Request for Proposals for the proposed landscaping projects.
- 3. Discuss and consider Christmas Lighting at the corner of FM 407 and McMakin (Old Town).
- 4. Discuss and evaluate potential options to fill vacancies at Bartonville Town Center and Lantana Town Center.
- 5. Discuss and consider the proposed schedule for the Fiscal Year 2026-2027 Budget.
- 6. Discussion of Financial Report ending March 2026.

E. FUTURE ITEMS

F. ADJOURNMENT

The Bartonville Community Development Corporation reserves the right to recess into a closed meeting or executive session as authorized by Chapter 551 of the Texas Government Code, (the Texas Open Meetings Act) on any item posted on its open meeting agenda to seek legal advice pursuant to Texas Government Code Section 551.071, Consultation with Attorney of the Texas Open Meetings Act. Any final action, decision, or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.

CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Wednesday, April 1, 2026, prior to 5:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: April 8, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the February 4, 2026, Bartonville Community Development Corporation Meeting Minutes.

SUMMARY:

Minutes from February 4, 2026, Bartonville Community Development Corporation Meeting.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

- February 4, 2026, Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 4TH DAY OF FEBRUARY 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
 Scott Daum, Director
 Jan Deatherage, Director
 Laura Karbash-Smith, Director
 Laura Pittman, Director

Town Staff Present:

Kirk Riggs, Town Administrator
 Shannon Montgomery, Town Secretary

A. CALL MEETING TO ORDER

Chair Latham called the meeting to order at 6:00 pm.

B. PLEDGE OF ALLEGIANCE

Director 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 December 10, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Karbash-Smith, seconded by Director Daum, to **APPROVE** the December 10, 2025, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

2. Discuss and consider potential economic development projects.

The Board reviewed the following intersections as potential beautification projects and determined whether each location was FEASIBLE or NOT FEASIBLE based on logistical considerations, including line of sight, sidewalk construction, and drainage:

- Wolf Run Road and E Jeter Road – FEASIBLE
- FM 407 and IT Neeley – FEASIBLE
- FM 407 & E Jeter Road – FEASIBLE
- McMakin and Jeter – NOT FEASIBLE; not enough space on corners

- Medians in front of Kroger – FEASIBLE
- Old Town Well House – FEASIBLE

Chair Latham volunteered to draft the Request for Proposals and have Town Secretary Montgomery distribute it before the April 8, 2026 meeting. Director Daum stated he will have a design for the Old Town Well House.

3. Discussion of Financial Report ending December 2025.

Town Secretary Montgomery provided a summary of the financial report ending December 2025 and addressed questions from Directors.

E. FUTURE ITEMS

Consensus of the Board was to have the following items placed on the April 8, 2026 agenda for discussion:

- Old Town Christmas Decorations
- Fiscal Year 2026-2027 Budget Schedule
- Beautification Project Request for Proposals, including the Well House

Discussion only, no action taken.

F. ADJOURNMENT

Chair Latham adjourned the meeting at 7:05 pm.

APPROVED this the 8th day of April 2026.

APPROVED:

Brenda Latham,
Chair

ATTEST:

Shannon Montgomery, TRMC,
Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: April 8, 2026

FROM: Board Discussion

AGENDA ITEM: Discuss and consider potential economic development projects, including Request for Proposals for the proposed landscaping projects.

SUMMARY:

At the previous meeting, the Board reviewed potential locations for beautification projects, and Chair Latham volunteered to prepare a Request for Proposals for distribution.

The Board also discussed needed repairs to the Old Town Well House, and Director Daum volunteered to develop a design.

This item is intended to continue the discussion of beautification projects, review the draft Request for Proposals and the proposed design for the Old Town Well House.

FISCAL INFORMATION: Not available at this time

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

- Draft Request for Proposals



Town of Bartonville, Texas

Business Community Development Corporation

Request for Proposal (RFP)

Entrance Beautification, Drainage, and Erosion Control Improvements

1. Introduction

The Town of Bartonville, Texas, through the Bartonville Business Community Development Corporation (BCDC), hereby solicits proposals to provide comprehensive beautification and functional improvements at designated roadway entrances within the Town.

This Request for Proposal (RFP) aims to secure competitive bids for a project focused on enhancing drainage, preventing erosion, and beautifying the Town of Bartonville in accordance with the community's standards and aesthetic values.

2. Project Overview

The selected contractor will be responsible for delivering an integrated solution that combines aesthetic enhancements with effective infrastructure improvements. The project emphasizes the Town's Hill Country aesthetic, prioritizing drought-tolerant and erosion-control landscaping techniques.

3. Project Locations

The scope of work includes improvements at the following key intersections:

1. IT Neely Drive & FM 407 (fig.1)
 2. Jeter Road East & FM 407 (fig. 2)
-

3. Jeter Road East & McMakin Road (fig. 3)
4. Median in front of Lantana Town Center (fig.f 4)

These locations have been identified as priority entrances requiring drainage, erosion control, and beautification enhancements.

4. Scope of Work

The contractor shall furnish all labor, materials, equipment, and services necessary to complete the project, including but not limited to:

4.1 Site Assessment

- Evaluation of existing drainage patterns
- Identification of erosion risks
- Assessment of soil conditions and irrigation requirements

4.2 Design Services

- Development of conceptual and final design plans
- Incorporation of Hill Country-inspired themes
- Utilization of drought-tolerant, native plant species
- Implementation of erosion-control strategies tailored to each site

4.3 Construction & Installation

- Site preparation and grading
- Drainage improvements
- Installation of erosion-control measures
- Planting, hardscape, and landscape features
- Cleanup and restoration of disturbed areas

4.4 Project Management

- Preparation of a detailed project schedule
- Coordination with BCDC and Town staff
- Compliance with all applicable codes and regulations

5. Proposal Submission Requirements

Proposals must include the following components:

5.1 Firm Qualifications

- Company overview
- Relevant experience with similar projects
- Key personnel and credentials

5.2 Project Approach

- Narrative describing design philosophy and methodology
- Preliminary concepts or visual direction (optional but encouraged)

5.3 Cost Proposal

- Itemized cost estimate including labor, materials, equipment, and contingencies
- Optional alternates or value-engineering options

5.4 Schedule

- Estimated project start and completion dates
- Major milestones

5.5 References

- Minimum of three recent clients for similar work

5.6 Insurance & Compliance

- Proof of insurance
- Required licenses or certifications

6. Evaluation Criteria

Proposals will be evaluated based on:

- Responsiveness to RFP requirements
- Demonstrated experience and qualifications

- Quality and feasibility of proposed design approach
 - Cost competitiveness
 - Ability to meet schedule requirements
 - References and past performance
-

7. RFP Timeline

Milestone	Date
RFP Issued	
Deadline for Questions	
Proposal Submission Deadline	
Evaluation Period	
Anticipated Award	
Project Start	

8. Submission Instructions

Proposals may be submitted electronically or in sealed hard copy to the following addresses:

Mailing Address: Bartonville Business Community Development Corporation 1941 E. Jeter Rd, Bartonville, TX 76226

Email Submissions: KRiggs@TownofBartonville.com,
SMontgomery@TownofBartonville.com

All proposals must be received by the stated deadline.
Late submissions may be disqualified.

9. Point of Contact

All inquiries regarding this RFP shall be directed to:

Name: Brenda Latham

Title: BCDC Board Chair

Email: Brenda@RepeatRE.com

Phone: (214) 797-2596

10. Terms & Conditions

- The Town of Bartonville and BCDC reserve the right to reject any or all proposals.
 - Additional information or clarifications may be requested from proposers.
 - Submission of a proposal constitutes acceptance of all terms and conditions outlined herein.
-

Project Locations

Figure 1



Intersection of FM407 and IT Nealy

Figure 2



Intersection of FM407 and Jeter East

Figure 3



Intersection of McMakin and Jeter East

Project Locations (continued)

Figure 4



FM407 Median in front of Lantana Town Center



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: April 8, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider Christmas Lighting at the corner of FM 407 and McMakin (Old Town).

SUMMARY:

Justin Lubbers, owner of Premier Christmas, has offered to provide the same decorations at last year's cost of \$14,000.

FISCAL INFORMATION:

Fiscal Year 2026-2027 Budget: Marketing - \$14,000.

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: April 8, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and evaluate potential strategies to fill vacancies at Bartonville Town Center and Lantana Town Center.

SUMMARY:

We need to assess current conditions along FM 407 to better understand vacancies and guide targeted recruitment of future businesses. Lantana Town Center, anchored by a Kroger Marketplace, is well-positioned as a retail and dining destination, particularly by utilizing second-generation restaurant spaces, previously occupied by a restaurant that already includes much of the necessary infrastructure, allowing for quicker and more cost-effective occupancy. If the Board is interested in addressing these vacancies, a good starting point would be to meet with NewQuest and other property management companies to discuss current leasing strategies and explore how the Board can support efforts to attract new tenants. These efforts are especially important given that Argyle's new Tom Thumb has recently opened, and H-E-B is expected to break ground this year.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS: N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: April 8, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider the proposed schedule for the Fiscal Year 2026-2027 Budget.

SUMMARY:

DATE	ACTION
July 8, 2026	Board review, discussion, and adoption
August 18, 2026	Council review and adoption

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Approve schedule as presented.

ATTACHMENTS: N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: April 8, 2026
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Discussion of Financial Report ending March 2025.

SUMMARY:

March 2025 Monthly Financial Report.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

- March 2025 Revenue and Expense Report

Town of Bartonville
 Revenue and Expense Report
 As of March 31, 2026

4/6/2026 1

Item D6.

800 - Bartonville Community Devel Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
-							
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	10,100.55	67,023.50	120,000.00	52,976.50	44.15%	61,524.51	122,823.71
Total Sales & Mixed Beverage Tax	<u>10,100.55</u>	<u>67,023.50</u>	<u>120,000.00</u>	<u>52,976.50</u>	<u>44.15%</u>	<u>61,524.51</u>	<u>122,823.71</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,072.06	13,982.48	25,000.00	11,017.52	44.07%	14,546.42	27,469.22
-4999 Transfer In	0.00	0.00	16,125.00	16,125.00	100.00%	0.00	0.00
Total Other/Transfer	<u>2,072.06</u>	<u>13,982.48</u>	<u>41,125.00</u>	<u>27,142.52</u>	<u>66.00%</u>	<u>14,546.42</u>	<u>27,469.22</u>
Total	<u>12,172.61</u>	<u>81,005.98</u>	<u>161,125.00</u>	<u>80,119.02</u>	<u>49.72%</u>	<u>76,070.93</u>	<u>150,292.93</u>
Total Revenue	<u>12,172.61</u>	<u>81,005.98</u>	<u>161,125.00</u>	<u>80,119.02</u>	<u>49.72%</u>	<u>76,070.93</u>	<u>150,292.93</u>

Town of Bartonville
 Revenue and Expense Report
 As of March 31, 2026

4/6/2026 1

Item D6.

800 - Bartonville Community Development Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
10-Administration							
<u>Supplies</u>							
10-5147 Computer Software & Maintenance	0.00	3,000.00	3,000.00	0.00	0.00%	3,000.00	3,000.00
10-5158 Copier/Printing Expense and Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Supplies	0.00	3,000.00	3,500.00	500.00	14.29%	3,000.00	3,000.00
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	0.00
10-5381 Legal	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	1,227.37
10-5488 Traffic Study	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00
Total Contracted Service	0.00	0.00	13,000.00	13,000.00	100.00%	0.00	1,227.37
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	0.00	8,700.00
10-5289 Marketing	0.00	14,000.00	14,000.00	0.00	0.00%	13,787.50	19,585.00
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	730.00
Total Other	0.00	14,000.00	114,625.00	100,625.00	87.79%	13,787.50	29,015.00
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	964.72	4,349.79	10,000.00	5,650.21	56.50%	3,876.43	13,642.45
Total Maintenance	964.72	4,349.79	10,000.00	5,650.21	56.50%	3,876.43	13,642.45
<u>Salary & Benefits</u>							
10-5627 Salary Transfer to Town	0.00	0.00	20,000.00	20,000.00	100.00%	10,000.00	10,000.00
Total Salary & Benefits	0.00	0.00	20,000.00	20,000.00	100.00%	10,000.00	10,000.00
Total Administration	964.72	21,349.79	161,125.00	139,775.21	86.75%	30,663.93	56,884.82

Town of Bartonville
 Revenue and Expense Report
 As of March 31, 2026

4/6/2026 1

Item D6.

800 - Bartonville Community Devel Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Expense	<u>964.72</u>	<u>21,349.79</u>	<u>161,125.00</u>	<u>139,775.21</u>	<u>86.75%</u>	<u>30,663.93</u>	<u>56,884.82</u>