



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

June 10, 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 April 8, 2026, Bartonville Community Development Corporation Meeting Minutes.
2. Discuss and complete the Request for Proposals for the proposed Town entrance beautification, drainage, and erosion control improvements.
3. Discuss and consider options for the Old Town Area watering options.
4. Discussion of Financial Report ending May 2026.
5. Discuss and consider Board meeting schedule.

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: Thursday, June 4, 2026, prior to 4:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 10, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the April 8, 2026, Bartonville Community Development Corporation Meeting Minutes.

SUMMARY:

Minutes from April 8, 2026, Bartonville Community Development Corporation Meeting.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

- April 8, 2026, Bartonville Community Development Corporation Meeting Minutes.

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

Chad Carlson, Vice Chair (*arrived at 6:23 pm*)
Scott Daum, Director
Jan Deatherage, Director
Laura Karbash-Smith, Director
Laura Pittman, Director

Directors Absent:

Brenda Latham, Chair

Town Staff Present:

Kirk Riggs, Town Administrator
Shannon Montgomery, Town Secretary

A. CALL MEETING TO ORDER

Director Karbash-Smith called the meeting to order at 6:22 pm.

B. PLEDGE OF ALLEGIANCE

Vice Chair Carlson 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 February 4, 2026, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Daum, seconded by Director Deatherage, to **APPROVE** the February 4, 2026, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

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

The Board reviewed the draft Request for Proposals (RFP) and discussed the scope of the project. Board consensus was for Directors Carlson and Karbash-Smith to review and revise the draft RFP to include warranty/guarantee provisions and distribute the finalized RFP to Evergreen, Gold Landscaping, and Argyle Landscapes.

3. Discuss and consider Christmas Lighting at the corner of FM 407 and McMakin (Old Town).
Motion made by Director Carlson, seconded by Director Pittman, to approve having the same tree and decorations utilized for the 2025 Christmas season for both the 2026 and 2027 Christmas seasons, in the amount of \$14,000 for each. Motion carried unanimously.

4. Discuss and evaluate potential options to fill vacancies at Bartonville Town Center and Lantana Town Center.
Director Daum will contact the Lantana Town Center.

5. Discuss and consider the proposed schedule for the Fiscal Year 2026-2027 Budget.
Town Secretary Montgomery informed the Board that, at its next regularly scheduled meeting on July 8, 2026, the draft Fiscal Year 2026–2027 budget would be presented for discussion and consideration.

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

E. FUTURE ITEMS
Board discussion, no action taken.

F. ADJOURNMENT
Vice Chair Carlson adjourned the meeting at 7:32 pm.

APPROVED this the 8th day of July 2026.

APPROVED:

Brenda Latham,
Vice Chair

ATTEST:

Shannon Montgomery, TRMC,
Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 10, 2026

FROM: Board Discussion

AGENDA ITEM: Discuss and complete the Request for Proposals for the proposed Town entrance beautification, drainage, and erosion control improvements.

SUMMARY:

The proposed Request for Proposals (RFP), completed by Directors Karbash-Smith and Carlson, has been distributed to the Board for review. The next step is to finalize the project timeline:

7. RFP Timeline

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

Upon completion of the timeline, Director Carlson will distribute the RFP to prospective landscaping firms for consideration.

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
- Landscape warranty: plants, workmanship ,hardscape materials, or specific installations.

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. 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

9. Terms & Conditions

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

Proposals may be submitted electronically to:

SMontgomery@TownofBartonville.com

All proposals must be received by the stated deadline.

Late submissions may be disqualified.

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: June 10, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider options for the Old Town Area irrigation system.

SUMMARY:

The Old Town irrigation well is currently inoperable. Due to the immediate need to restore water service for landscape and lawn irrigation, staff reconnected the irrigation system to Cross Timbers Water Supply rather than proceeding with immediate well replacement.

Staff will monitor monthly water costs associated with the Cross Timbers connection and will evaluate the long-term financial impact compared to replacing the well. This analysis will help determine the most cost-effective watering option for the Old Town area moving forward.

FISCAL INFORMATION:

Estimated well replacement cost: \$22,347. Ongoing water service costs from Cross Timbers Water Supply are currently unknown and will be evaluated after billing information becomes available.

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 10, 2026
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Discussion of Financial Report ending May 2026.

SUMMARY:

May 2026 Monthly Financial Report.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

- May 2026 Revenue and Expense Report

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

6/4/2026

Item D4.

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	16,061.04	88,898.91	120,000.00	31,101.09	25.92%	81,787.85	122,823.71
Total Sales & Mixed Beverage Tax	<u>16,061.04</u>	<u>88,898.91</u>	<u>120,000.00</u>	<u>31,101.09</u>	<u>25.92%</u>	<u>81,787.85</u>	<u>122,823.71</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,308.55	18,640.56	25,000.00	6,359.44	25.44%	19,066.47	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>2,308.55</u>	<u>18,640.56</u>	<u>41,125.00</u>	<u>22,484.44</u>	<u>54.67%</u>	<u>19,066.47</u>	<u>27,469.22</u>
Total	<u>18,369.59</u>	<u>107,539.47</u>	<u>161,125.00</u>	<u>53,585.53</u>	<u>33.26%</u>	<u>100,854.32</u>	<u>150,292.93</u>
Total Revenue	<u>18,369.59</u>	<u>107,539.47</u>	<u>161,125.00</u>	<u>53,585.53</u>	<u>33.26%</u>	<u>100,854.32</u>	<u>150,292.93</u>

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

6/4/2026

Item D4.

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%	35.00	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%	35.00	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%	14,687.50	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%	14,687.50	29,015.00
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	1,926.43	7,185.48	10,000.00	2,814.52	28.15%	5,786.36	13,642.45
Total Maintenance	1,926.43	7,185.48	10,000.00	2,814.52	28.15%	5,786.36	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	1,926.43	24,185.48	161,125.00	136,939.52	84.99%	33,508.86	56,884.82

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

6/4/2026

Item D4.

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>1,926.43</u>	<u>24,185.48</u>	<u>161,125.00</u>	<u>136,939.52</u>	<u>84.99%</u>	<u>33,508.86</u>	<u>56,884.82</u>



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 10, 2026
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Discuss and consider Board meeting schedule.

SUMMARY:

The Board has historically met on a quarterly basis; however, Town staff believes it is important to return to a monthly meeting schedule to help ensure the timely completion of the landscaping and beautification project.

Additionally, the Board will need to convene on Wednesday, July 10, 2026, to discuss and consider approval of its Fiscal Year 2026–2027 budget.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION: N/A

ATTACHMENTS: N/A