

Burkburnett Development Corporation Meeting Minutes

The Board of Directors of the Burkburnett Development Corporation (BDC) met in Regular Session on Wednesday, September 2026, at 8:00 a.m. at the **City-Hall Council Chambers**, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public, with notice given in compliance with the Open Meetings Act.

ITEM 1. DECLARATION OF A QUORUM AND CALL MEETING TO ORDER

Joe Lemond, elected Vice-President, acting President, called the meeting to order at 8:01 a.m. A quorum was declared.

Directors: Joe Lemond, Joe Viavattene , Stacy Hopkins, Nathaniel Dickerson, Stephen Stubblefield, and Danny Taylor

BDC Executive Director:

Ex-Officio Members: Lindsey McNabb-Fox, Brad Owen, Kristina Pindell, and Katie Ford

Absent: Mickey Cornelius and Mickey Fincannon

ITEM 2. INVOCATION

Danny Taylor gave the invocation.

ITEM 3. PLEDGE OF ALLEGIANCE

Joe Lemond led the Pledge of Allegiance.

ITEM 4. PERSONAL/AUDIENCE COMMENTS

Carol Henderson addressed the Board regarding plans for the property at 107 East 3rd Street, should the purchase be approved.

ITEM 5. CONSENT AGENDA

Approval of the Minutes from the August 5, 2026, Special-Called Meeting
Approval of the Minutes from the August 26, 2026, Special-Called Meeting
Approval of the Burkburnett Development Corporation (BDC) Financials

Danny Taylor made a motion, seconded by Stacy Hopkins, to approve the Consent Agenda. Motion carried unanimously.

ITEM 6. Update from the Sheppard Military Affairs Committee (SMAC) President, Mike Battaglino.

Mike Battaglino updated the Board regarding the mission of SMAC, recent interactions and meetings, upcoming events, and the importance of the continued support of surrounding communities.

ITEM 7. Discuss and take any action necessary to appoint a Secretary/Treasurer of the Burkburnett Development Corporation Board of Directors for the Fiscal Year 2026-2027.

After Stephen Stubblefield volunteered for the position, Joe Lemond made a motion, seconded by Stacy Hopkins, to nominate Stephen Stubblefield as the Secretary/Treasurer. Motion carried unanimously.

ITEM 8. Discuss and take any action necessary to update authorized signers on all Burkburnett Development Corporation bank accounts.

Joe Lemond made a motion, seconded by Stephen Stubblefield, to designate the authorized signers for the BDC Bank Accounts as Joe Lemond, Joe Viavattene, Stephen Stubblefield, and Lindsey McNabb-Fox. Motion carried unanimously.

ITEM 9. Discuss and take any action necessary regarding amendments to the Burkburnett Development Corporation Bylaws.

Danny Taylor made a motion, seconded by Stacy Hopkins, to approve the recommended language change to the bylaws. Motion carried unanimously.

ITEM 10. Discuss and take any action necessary to select two applicants to present before the Board of Commissioners for appointment to the Burkburnett Development Corporation's Board.

Danny Taylor made a motion, seconded by Stacy Hopkins, to recommend Marty Mullins for appointment to the BDC Board.

Ayes (5): Joe Lemond, Stacy Hopkins, Stephen Stubblefield, Nathaniel Dickerson, and Danny Taylor

Nays (1): Joe Viavattene

Abstained (0):

Motion carried.

Stacy Hopkins made a motion, seconded by Stephen Stubblefield, to recommend Devonie Hutchinson for appointment to the BDC Board. Motion carried unanimously.

ITEM 11. Discuss and take any action necessary regarding the transfer of funds previously raised for the Wheels of Wonder project to the Texas Die-Cast Car Museum.

Danny Taylor made a motion, seconded by Stephen Stubblefield, to use \$4,700.00 to repay the BDC for purchased merchandise and to provide the merchandise to the Texas Die-Cast Car Museum. Motion carried unanimously.

ITEM 12. Discuss and take any action necessary regarding an offer from the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) related to the die-cast car collection damaged during the hailstorm.

Joe Lemond made a motion, seconded by Stephen Stubblefield, to accept the offer from TML. Motion carried unanimously.

ITEM 13. Discuss and take any action necessary regarding an Operating Agreement between the Burkburnett Development Corporation and the Texas Die-Cast Car Museum for the use, care, management, and display of the BDC-owned die-cast car collection.

Stephen Stubblefield made a motion, seconded by Joe Viavattene, to approve Lindsey McNabb-Fox, to work with the Texas Die-Cast Car Museum and legal counsel to prepare a Draft Operating Agreement. Motion carried unanimously.

ITEM 14. Discuss and take any action necessary regarding training and onboarding for new members of the Burkburnett Development Corporation Board of Directors.

Lindsey McNabb-Fox led the Board in discussion regarding options for educational training. Discussion ensued amongst the Board.

ITEM 15. Discuss and take any action necessary to appoint Lindsey McNabb-Fox, City Manager, as Interim Burkburnett Development Corporation Executive Director.

Joe Viavattene made a motion, seconded by Stephen Stubblefield, to appoint Lindsey McNabb-Fox as Interim Burkburnett Development Corporation Executive Director. Motion carried unanimously.

ITEM 16. EXECUTIVE SESSION

In accordance with Texas Government Code, Section 551.001, et seq., the Burkburnett Development Corporation Board will recess into Executive Session (closed meeting) in accordance with the authority contained therein to discuss the following:

§ 551.072 - Discuss the purchase, exchange, lease, sale, or value of real property and public discussion of such would not be in the best interests of the City's bargaining position.

A. 107 East 3rd Street

Joe Lemond, President, closed the Regular Meeting and opened Executive Session at 8:44 a.m.

ITEM 17. RECONVENE

Reconvene to regular session and take action, if any, on matters discussed in Executive Session.

Joe Lemond, President, closed Executive Session and reopened the Regular Meeting at 8:56 a.m.

Joe Lemond made a motion, seconded by Joe Viavattene, to accept the offer on 107 E 3rd Street with a Performance Agreement in the contract. Motion carried unanimously.

ITEM 18. DIRECTOR'S/CITY MANAGER'S REPORT

Lindsey McNabb Fox, City Manager, provided an update to the Board regarding the following:

- 210 E 3rd Street
- 201 and 203 E 3rd Street interest
- City Comprehensive Plan
- Meeting with Forward Wichita Falls

ITEM 19. BOARD MEMBERS' COMMENTS

Brad Owen provided the following information: the culinary arts facility will be listed on the 16th and will be listed for a month, during which time sealed bids can be submitted.

ITEM 20. ADJOURNMENT

With no further business, the meeting adjourned at 9:11 a.m.

Joe Lemond, President

ATTEST:

Nikki Tepfer, City Clerk