

**THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 11TH DAY OF DECEMBER 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:**

Randy Van Alstine, Chair  
Jennifer Buck, Director  
Lacy Burrhus, Director  
Scott Daum, Director

*Directors Absent:*

Jim Langford, Director  
Brenda Latham, Vice Chair  
Tyler Ochoa, Director

*Town Staff Present:*

Kirk Riggs, Acting Town Administrator  
Shannon Montgomery, Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 6:02 pm.

**B. PLEDGE OF ALLEGIANCE**

Chair Van Alstine 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 November 13, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Burrhus, seconded by Director Daum, to approve the November 13, 2024, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

**2. Discuss and consider items needed by Chansen Printing for the marketing magazine project, including editorial content.**

The Board discussed the remaining items and advised that they would like to accept help offered from Lisa Austin from Chansen Printing to help obtain the Bartonville brick and mortar businesses contact information. The Board will review the past magazine to determine editorial content and come back to the next meeting with their ideas. Consensus of the Board was to have all the requested information for Chansen Printing by the end of January to shoot for a March magazine. No action taken, discussion only.

**3. Discuss and consider scheduling the annual traffic study.**

The Board discussed the history of the traffic study and what benefit the Town receives from the study. Consensus of the Board is to hold off and bring back during budget preparation and discuss if the study is needed.

**4. Discuss and consider scheduling a new mobile data survey.**

Consensus of the Board is to hold off scheduling a new survey.

**5. Old Town Landscaping and Maintenance Update.**

Chair Van Alstine provided an update and discussed the possibility of going out for quotes for next year’s holiday decorations. Consensus of the Board was to get quotes for the 2025 Holiday decorations. Chair Van Alstine volunteered to help Town Secretary Montgomery obtain quotes.

**6. Discussion of Financial Report Ending November 2024.**

Town Secretary Montgomery provided a summary of the financial report ending October 2024 and addressed questions from Directors.

**7. Discussion of development activity (new businesses, prospective businesses, expansion of businesses).**

Discussion only, no action taken.

**E. FUTURE ITEMS**

- 2025 Holiday Decorations Quotes
- Traffic Study Discussion during budget preparation

**F. ADJOURNMENT**

Chair Van Alstine adjourned the meeting at 7:03 pm.

**APPROVED this the 12th day of February 2025.**

**APPROVED:**

  
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 Van Alstine, Chair

**ATTEST:**

  
 Shannon Montgomery, TRMC, Town Secretary

