



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

June 12, 2024 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 May 8, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Receive update from marketing subcommittee.
3. Discuss and consider proposal for the Old Town landscaping project.
4. Discussion regarding clearing the area behind town hall.
5. Discuss and consider the Proposed Fiscal Year 2024-2025 Budget.
6. Discussion of Financial Report Ending May 2024.
7. Discussion of development activity (new businesses, prospective businesses, expansion of businesses).

E. FUTURE ITEMS

F. ADJOURNMENT

The Bartonville Community Development Corporation reserves the right to adjourn into a closed meeting or executive session as authorized by Texas Government Code, Sections 551.001, et seq. (the Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.088 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: Friday, June 7, 2024, prior to 11:00 AM

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 12, 2024

FROM: Andrea Carpenter, Deputy Town Secretary

AGENDA ITEM: Consider approval of the May 8, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

SUMMARY:

Minutes from May 8, 2024, Regular Bartonville Community Development Corporation Meeting.

STAFF RECOMMENDATION:

Approve.

EXHIBITS:

- May 8, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 8TH DAY OF MAY 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Randy Van Alstine, Chair
Terry Rock, Vice Chair
Jennifer Buck, Director
Lacy Burrhus, Director
Jim Foringer, Director
Jim Langford, Director

Directors Absent:

Brenda Latham, Director

Town Staff Present:

Thad Chambers, Town Administrator
Shannon Montgomery, Town Secretary

A. CALL MEETING TO ORDER

Chair Van Alstine called the meeting to order at 6:32 pm.

B. 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.

C. REGULAR ITEMS

Chair Van Alstine moved agenda item #3 forward:

3. Discuss and consider proposal for the Old Town landscaping project.

Chair Van Alstine called a recess at 6:34 pm to allow the Board Members to view the Old Town Site.

Chair Van Alstine reconvened the meeting at 7:00 pm.

Town Administrator Chambers presented the quote of \$55,978.28 for the Old Town landscaping Project and stated that the budget is \$50,000 and asked the Board for Direction.

Director Buck stated that the described Area C is a large area and recommended leaving the mulch, rock and grass and just remove the dead plants to reduce the price.

Motion made by Director Burrhus, seconded by Director Buck, to reduce the budget to \$35,000 for landscaping, focusing on the FM 407 side. Motion carried unanimously.

Discussion ensued, clarifying the scope of the project to include dead tree removal, have more native plants and use the remaining \$15,000 for cleaning the horse statues, sign, and electrical maintenance.

1. Consider approval of the April 10, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Langford , seconded by Director Buck, to approve the April 10, 2024, Bartonville Community Development Corporation Regular Meeting as presented. Motion carried unanimously.

2. Receive update from marketing subcommittee.

No discussion; no action taken. Item will be moved to the next meeting agenda.

Director Buck left the meeting at 7:18 pm.

4. Discussion of Financial Report Ending April 2024.

Town Administrator Chambers provided a summary of the financial report ending April 2024 and addressed questions from Directors.

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

Discussion only, no action taken.

D. FUTURE ITEMS

Discussion only, no action taken.

E. ADJOURNMENT

Chair Van Alstine adjourned the meeting at 7:41 pm.

APPROVED this the 12th day of June 2024.

APPROVED:

Randy Van Alstine, Chair

ATTEST:

Andrea Carpenter, Deputy Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 12, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider proposal for the Old Town landscaping project.

Summary:

At the May meeting, the Board clarified the scope of the Old Town landscaping project and reduced the landscaping project to \$35,000. This would leave \$15,000 in line item 800-10-5480 to polish the horse statues, revitalize the Old Town sign, and make improvements to the electrical components for the lighting, sprinkler system, and water well pump.

Staff Recommendation:

None.

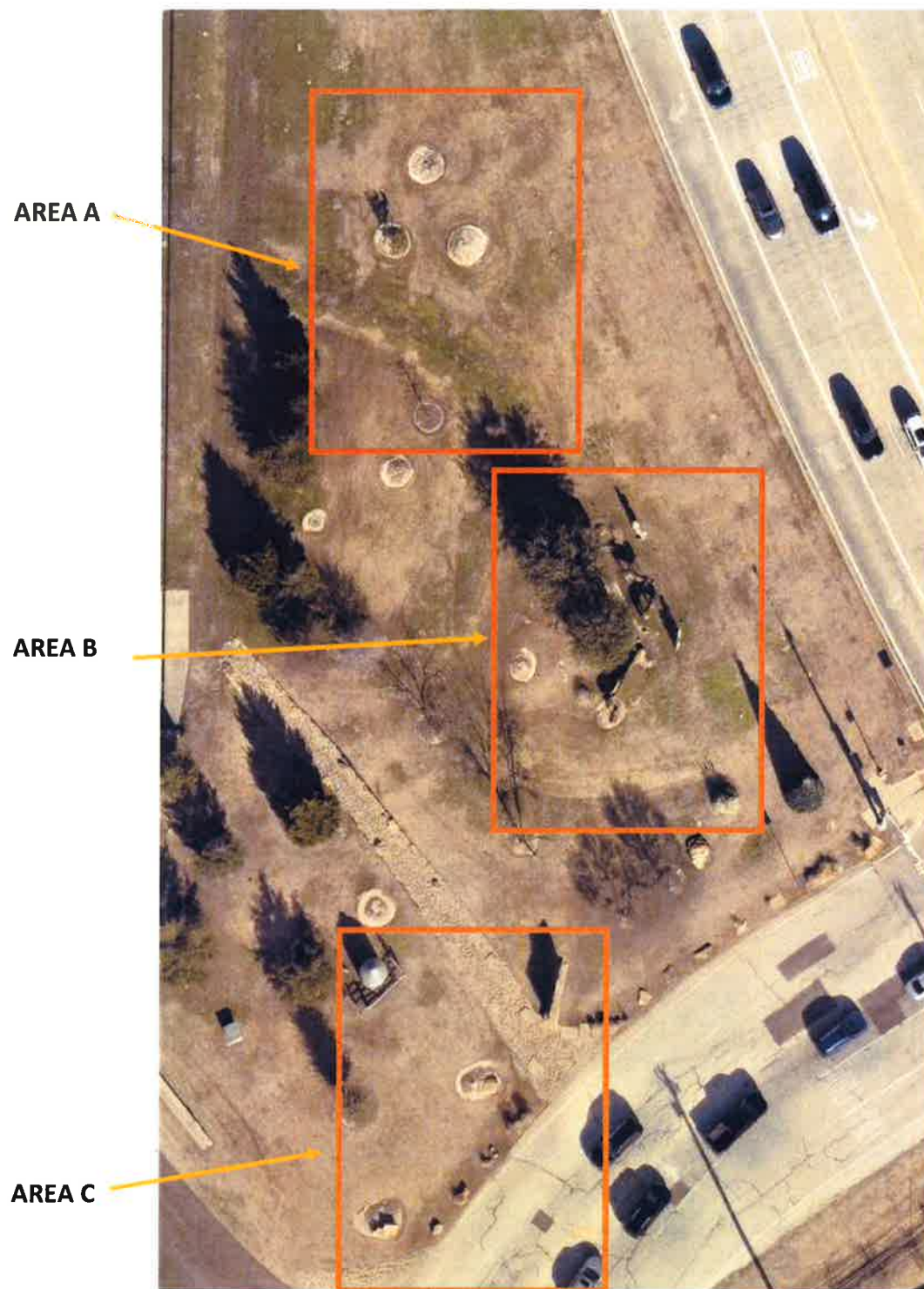
Exhibits:

- Revised Landscape area
- Revised Quote

Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd

REVISED 5/22/24



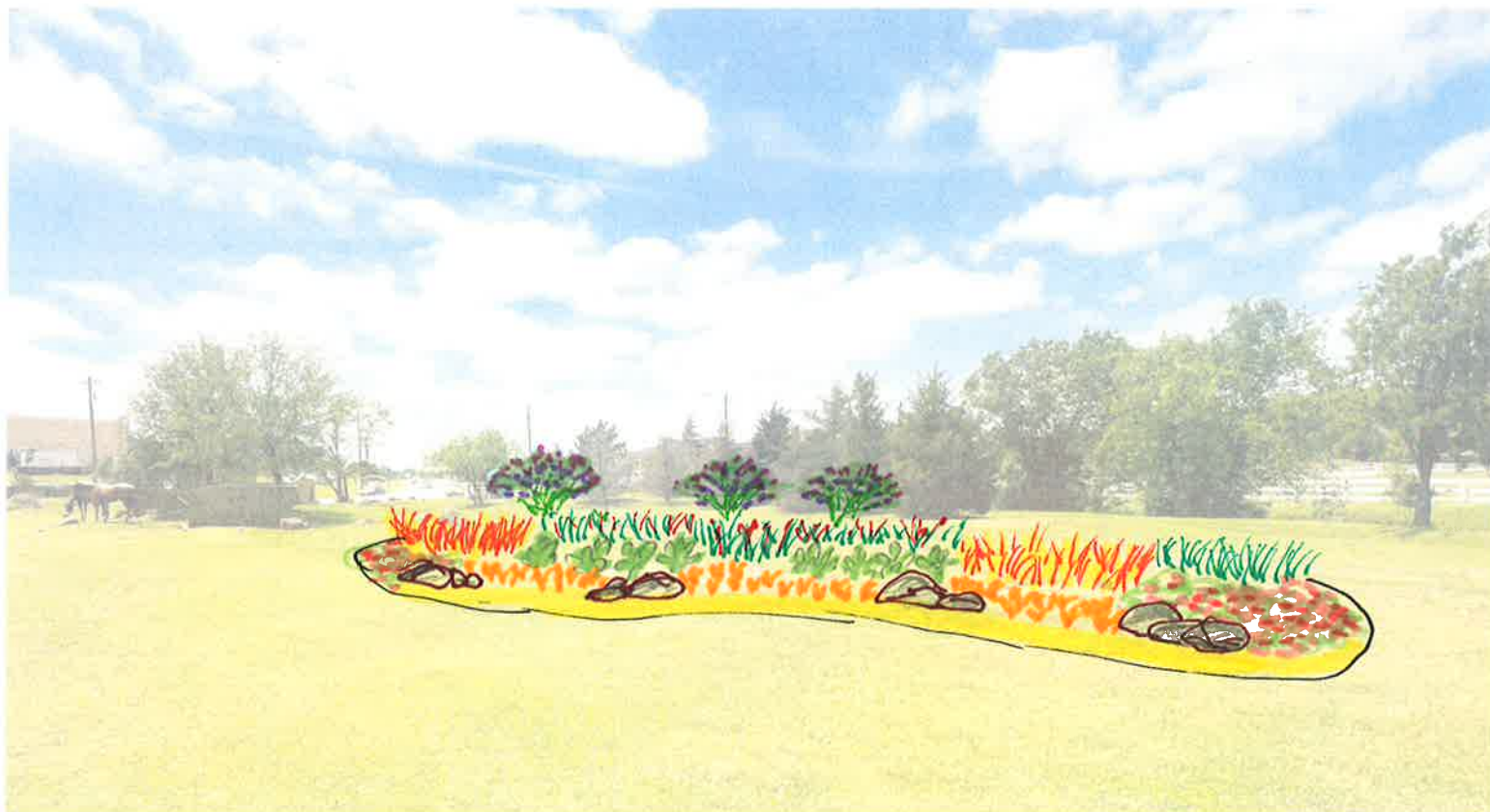
Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd



Item D3.

AREA A—FRONT VIEW



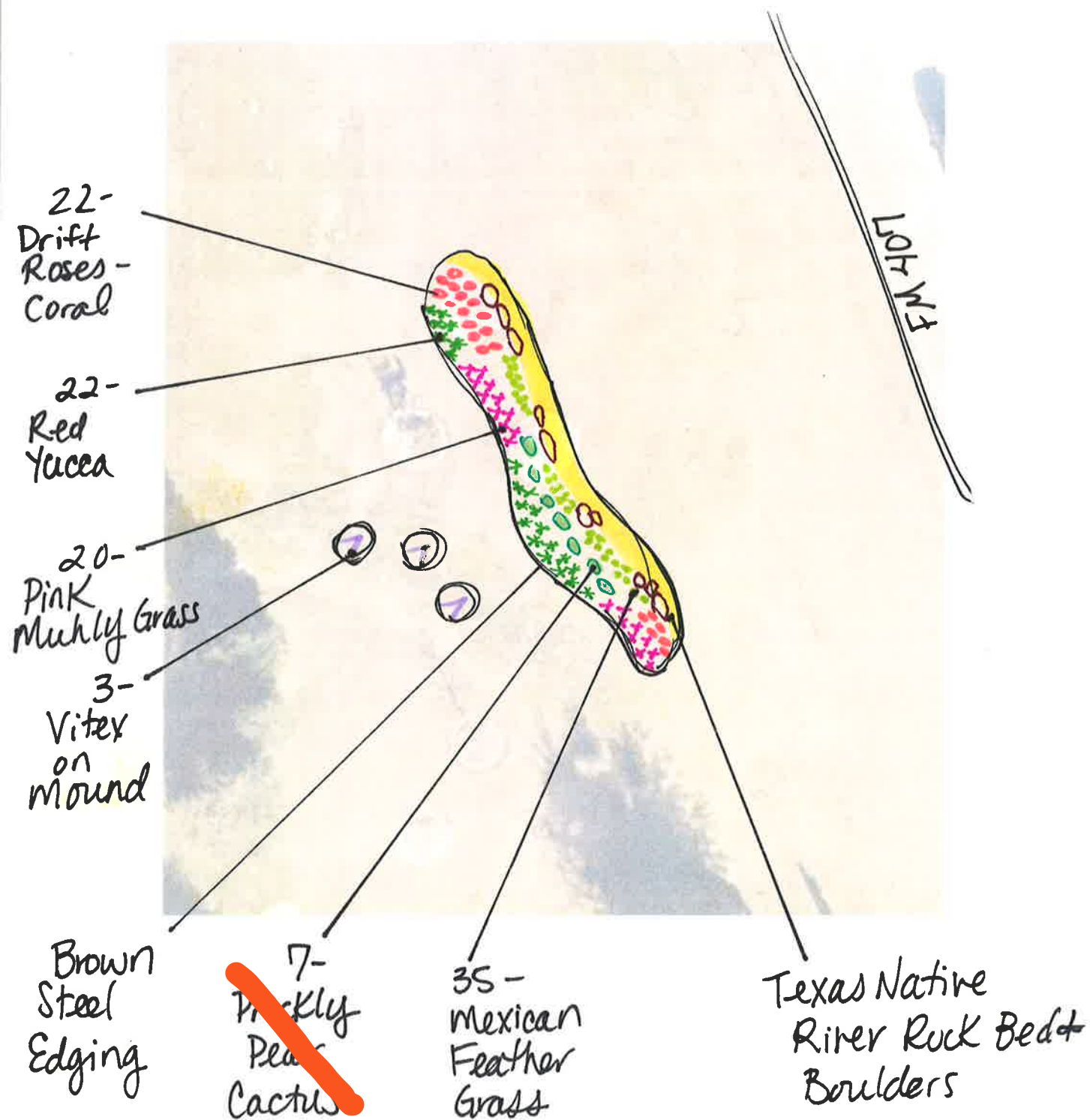
Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd



Item D3.

AREA A



SUBSTITUTE WITH
TEXAS SAGE

AREA B—FRONT VIEW



Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd

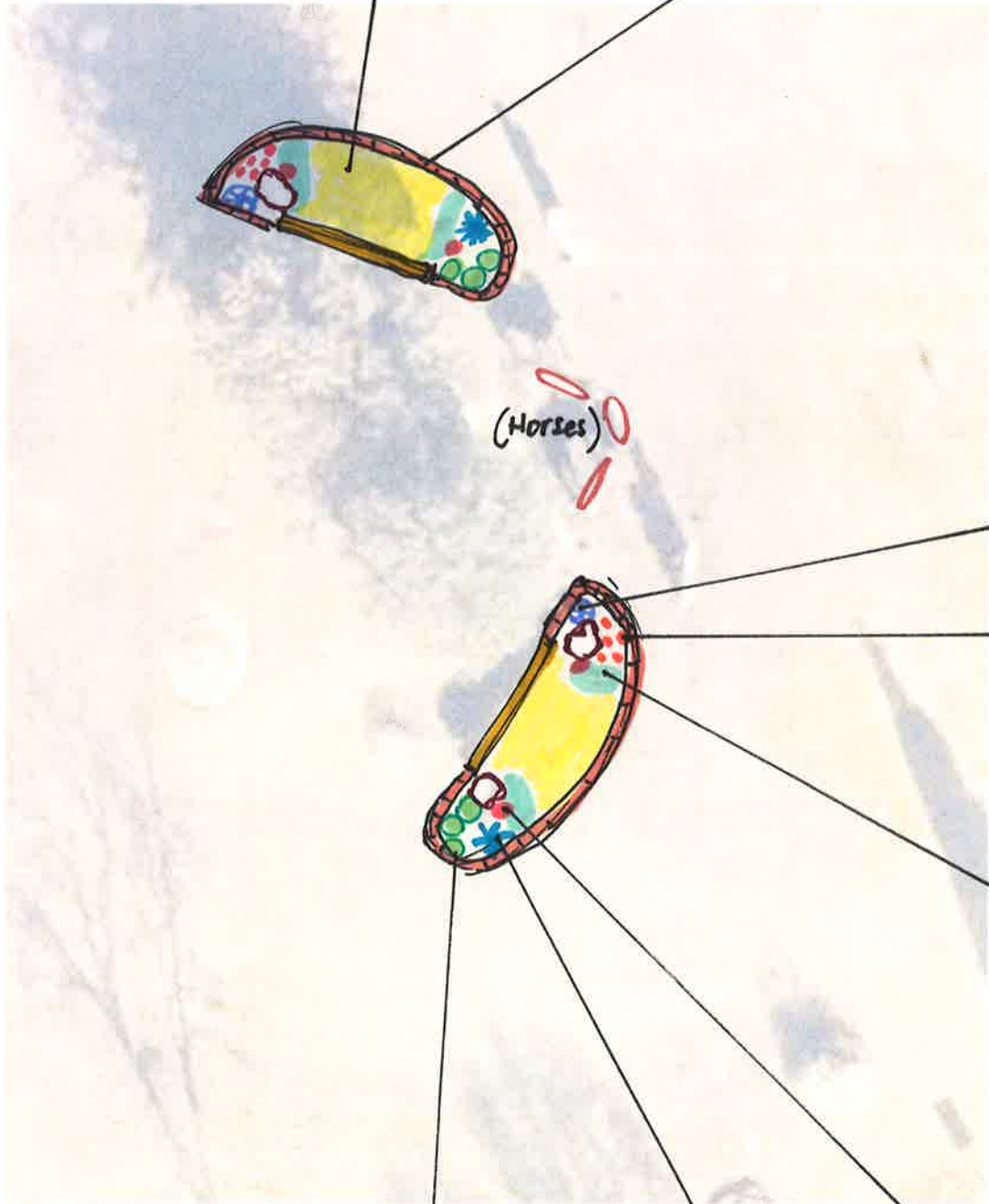


Item D3.

AREA B

Rock in front of Sign

Chopped Stone edging



SUBSTITUTE
WITH TEXAS
SAGE

~~6- Prickly
Pear
Cactus~~

2- Whales
Tongue
Agave

4- Drift
Rose

Landscape Design

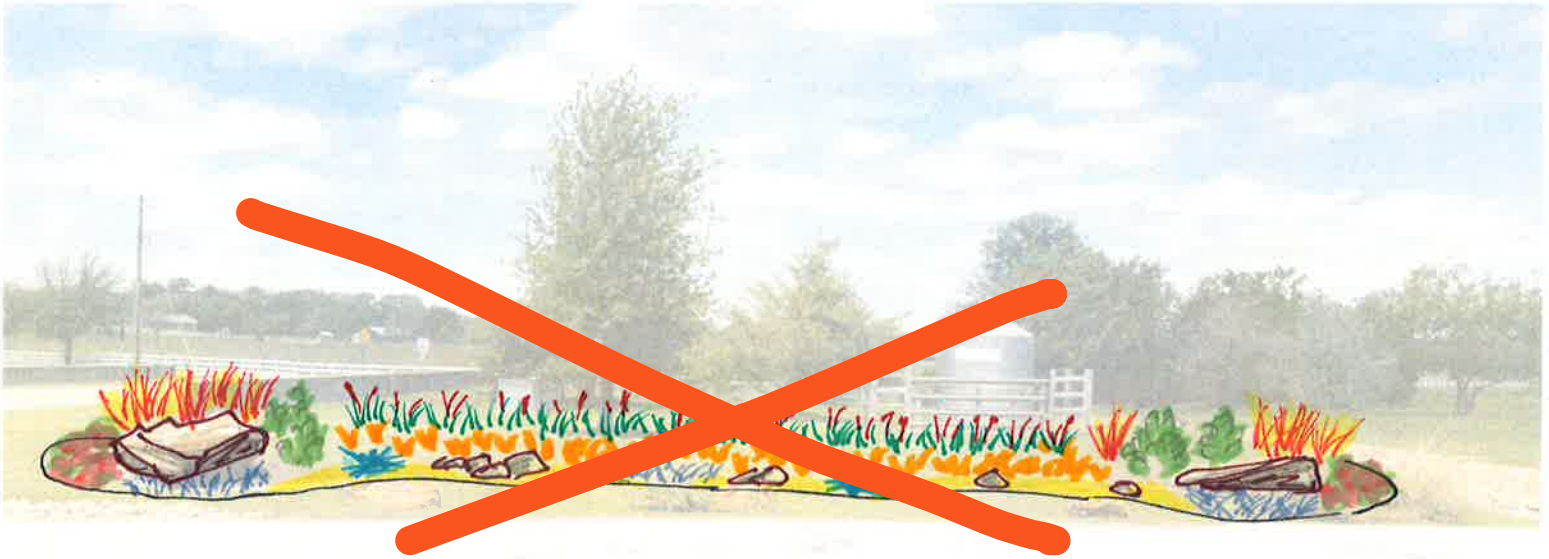
Town of Bartonville – Corner of 407 & McMakin Rd



Item D3.

AREA C—FRONT VIEW

REMOVE PLANTER BED ALONG MCMAKIN RD FROM AREA C PROJECT



KEEP THIS
PLANTER BED



Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd

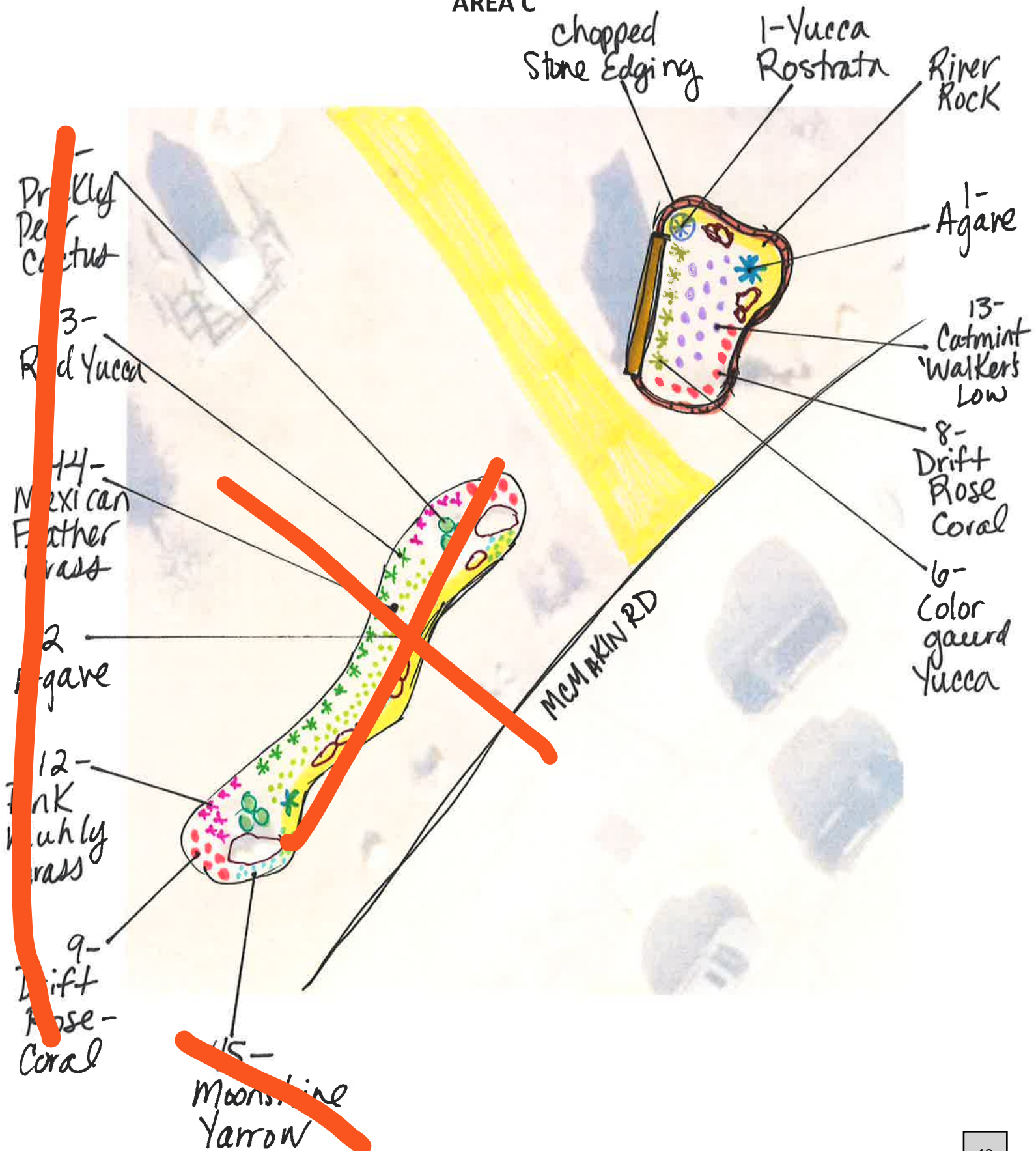


EVERGREEN

Lawn & Landscape

Item D3.

AREA C





**Providing exceptional landscape service
in Denton county since 1985!**

Why choose Evergreen?

**Family
Owned**

**60 + years
Experience**

**Premium
Materials**

**Full Customer
Service Staff**

**Fully
Insured**

**Bartonville Town Hall Town
1941 Jeter Rd E
Bartonville TX 76226**



EVERGREEN
Lawn & Landscape

Date: 5/22/2024
Estimate #: 13482
Valid Until: 6/21/2024

Estimate Description	Quantity	Rate	Amount
SPRING 2024 ~ LANDSCAPE UPGRADES Location: Corner of FM 407 & McMakin Rd This estimate is according to the landscape design provided by Evergreen Lawn & Landscape.	1	0.00	0.00
DEMO, PREPERATION AND SOD REPAIRS: Remove dead trees, Remove tree stumps (as much as possible), Fill holes from soil tests, Remove dead pampas grass and any other dead plant material. Remove sod to create larger planter beds around signs and remove 2,000sq feet of sod for new large planter bed. Use sod cutter and rototill.	18	75.00	1350.00
Debris Disposal - includes dump fees (yd)	22	37.00	814.00
Common Bermuda Sod (yd)	50	11.49	574.50
Mixed Soil W Compost - Sod (yd)	1	124.95	124.95
PROJECT AREA A: Labor for preparation: Remove existing sod, rototill area and grade to prepare for new installation.	4	75.00	300.00
Debris Disposal - includes dump fees (yd)	3	37.00	111.00
Weed Fabric (sq ft)	400	0.99	396.00
Texas Native 2in (ton)	6.5	299.95	1949.68
Moss Boulders (Large 200lb - 300lb) (each)	8	249.95	1999.60

				Item D3.
Estimate Description	Quantity	Rate	A	
Hardwood Mulch (bag)	60	8.50	510.00	
Soil - Landscaper's Mix (yd)	10	124.95	1249.50	
Rose- Dwarf Drift(3g)	22	68.95	1516.90	
Yucca - Red (3g)	22	49.95	1098.90	
Pink Muhly Grass (3g)	20	49.95	999.00	
Vitex - Shoal Creek (30g)	3	489.00	1467.00	
Mex Feather Grass (3g)	35	62.95	2203.25	
Brown Steel Edging (In ft)	180	7.95	1431.00	
Texas Sage Silverado Blue (3g)	7	59.95	419.65	
PROJECT AREA B: Labor for preparation: Remove existing sod, rototill area and grade to prepare for new installation.	3	75.00	225.00	
Debris Disposal - includes dump fees (yd)	1	37.00	37.00	
Hardwood Mulch (bag)	40	8.50	340.00	
Soil - Landscaper's Mix (yd)	2	124.95	249.90	
Yucca - Rostrata (3ft)	2	850.00	1700.00	
Lantana - Texas (1g)	10	21.95	219.50	
Artemisia - Silver Mound (1g)	40	29.49	1179.60	
Rose- Dwarf Drift(3g)	4	68.95	275.80	
Weed Fabric (sq ft)	150	0.99	148.50	
Texas Native 2in (ton)	2	299.95	599.90	
Oklahoma 4x4 Stone 1 level (Cement/Mortar)	120	29.95	3594.00	
Texas Sage Silverado Blue (3g)	6	59.95	359.70	
Agave - Whale's Tongue (5g)	2	245.95	491.90	
PROJECT AREA C: Labor for preparation: Remove existing sod, rototill area and grade to prepare for new installation.	2	75.00	150.00	
Debris Disposal - includes dump fees (yd)	1	37.00	37.00	
Hardwood Mulch (bag)	15	8.50	127.50	
Texas Native 2in (ton)	2	299.95	599.90	
Moss Boulders (Large 200lb - 300lb) (each)	3	249.95	749.85	
Soil - Landscaper's Mix (yd)	3	124.95	374.85	
Yucca - Rostrata (3ft)	1	850.00	850.00	
Catmint - Walker's Low (1g)	13	24.95	324.35	
Rose- Dwarf Drift(3g)	8	68.95	551.60	
Yucca - Color Guard (3g)	6	64.95	389.70	
Oklahoma 4x4 Stone 1 level (Cement/Mortar)	60	29.95	1797.00	
Agave - Whale's Tongue (5g)	1	245.95	245.95	
IRRIGATION ADJUSTMENTS - Adjust existing irrigation system within area of project. This includes re-working existing sprinklers/drip in the area. \$130/hour + parts. \$1,300.00 Estimated 10 hours and \$1,000.00 of parts/drip lines. Total \$2,300 This does not include new valves and lateral lines from main line.	1	2300.00	2300.00	

Estimate Description	Quantity	Rate	Amount
If a new valve and/or lateral lines are required, then a separate estimate will be provided.			
Volume Discount	1	-1500.00	-1500.00
Subtotal			\$34,933.43
Sales Tax			\$0.00
Total			\$34,933.43

Terms & Conditions

- We are not responsible for damage to underground pipes, wires, cables, utilities, or other unidentified material.
- The customer is responsible for making sure they have an adequate, functional irrigation system before the installation of any plant material (including sod).
- Warranty does not cover improper watering, act of God (drought, snow, ice, wind, etc.), insects, pets/animals, or disease.
- Warranty covers one replacement of the original plant at 50% of cost (See additional details below):
 - Trees (15gal or larger) - 1 year warranty at 50% of original cost
 - Shrubs (typically 7gal or smaller) - 90 day warranty at 50% of original cost
 - Perennials - 90 day warranty at 50% of original cost
 - Annuals - 7 day warranty at 50% of original cost
 - Turf/Sod - No warranty applies
- See our website for full warranty information: <https://www.evergreenlls.com/policies>
- A 50% down payment is required for scheduling. The remaining balance is due upon completion of the job. We require a credit card on file for all accounts.
- The actual selection of plants & trees will depend on the availability at the nursery. Supplies may fluctuate throughout the year. If the exact plant/tree bid on the estimate is not available, Evergreen staff will use their best judgement to provide a comparable substitute.

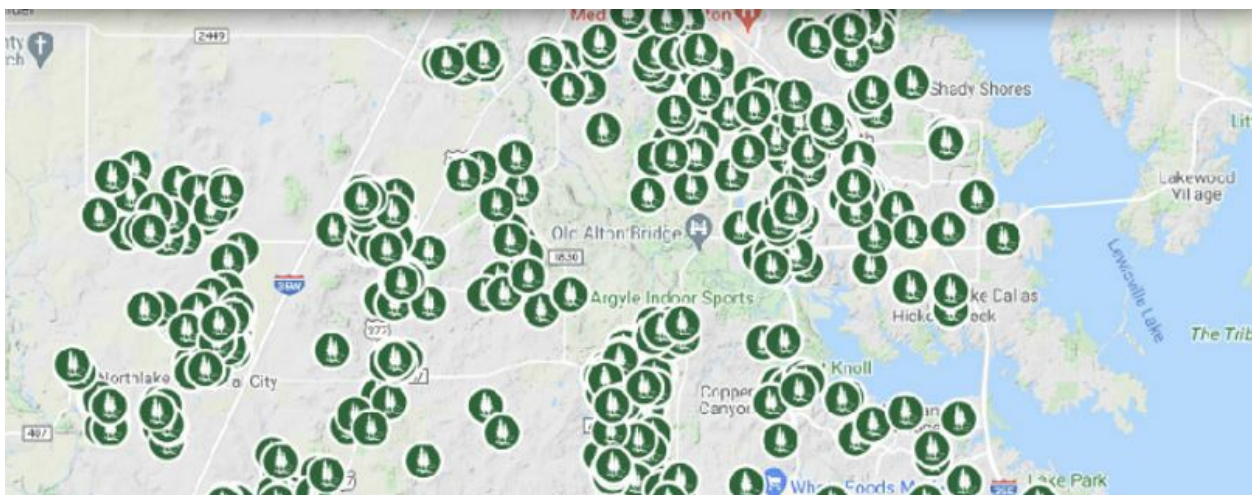
Questions about your estimate?

EMAIL

CALL

Ready to schedule your project?

Join 1,000+ Happy Evergreen Customers





Item D3.

By signing this estimate you are agreeing to all the terms & conditions as set forth in this document.

Sign your estimate below

Note: A signature and printed name are required to accept your estimate.
A Red "Accept proposal" button will appear when each step has been completed.



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 12, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider the Proposed Fiscal Year 2024-2025 Budget.

Summary:

Staff is projecting flat revenue as we continue to monitor the overall economy and account for the sales tax reallocation to the Street Maintenance tax.

This is the initial budget discussion for the BCDC directors to determine spending levels for the coming fiscal year.

Exhibits:

- Draft Budget Spreadsheet

Account #	Account Description	Account Type	2022-2023 Adopted	2023-2024 Adopted	2023-2024 AMENDED	2023-2024 as of 05.2024	2024-2025 PROPOSED
Revenue							
800-4025	Sales Tax Revenue	Revenue	\$ 197,950.00	\$ 120,000.00	\$ 120,000.00	\$ 80,442.07	\$ 120,000.00
800-4999	Transfer In from Fund Balance	Revenue	\$ 37,795.00	\$ 109,225.00	\$ 252,725.00		
800-4250	Interest Earned	Revenue	\$ 12,000.00	\$ 25,000.00	\$ 25,000.00	\$ 27,672.11	\$ 25,000.00
800-4400	Grants and Donations	Revenue	\$ -	\$ -	\$ -	\$ -	
Total Revenue			\$ 247,745.00	\$ 254,225.00	\$ 397,725.00	\$ 108,114.18	\$ 145,000.00

Other							
800-10-5081	Audit Entries	Expense	\$ -	\$ -	\$ -	\$ -	
800-10-5212	Dues and Subscriptions	Expense	\$ -	\$ -	\$ -	\$ -	
800-10-5280	Grant Expenses	Expense	\$ 100,000.00	\$ 100,000.00	\$ 243,500.00	\$ 243,500.00	
800-10-5289	Marketing	Expense	\$ 19,750.00	\$ 14,500.00	\$ 14,500.00	\$ 8,699.50	
800-10-5514	Postage	Expense	\$ 625.00	\$ 625.00	\$ 625.00	\$ -	
800-10-5520	Professional Development	Expense	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	
Total Other			\$ 120,875.00	\$ 115,625.00	\$ 259,125.00	\$ 252,199.50	

Supplies							
800-10-5147	Computer Software	Expense	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	
800-10-5158	Copier/Printing Expense and Supplies	Expense	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	
800-10-5479	Operations and Supplies	Expense	\$ -	\$ -	\$ -	\$ -	
Total Supplies			\$ 4,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	

Contracted Services							
800-10-5149	Consulting Fees	Expense	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00	\$ 3,000.00	
800-10-5381	Legal	Expense	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 682.50	
800-10-5488	Traffic Study	Expense	\$ 6,100.00	\$ 6,100.00	\$ 6,100.00	\$ 7,548.14	
Total Contracted Services			\$ 62,100.00	\$ 37,100.00	\$ 37,100.00	\$ 11,230.64	

Maintenance							
800-10-5480	Old Town Improvements	Expense	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	
800-10-5481	Old Town Maintenance & Repairs	Expense	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 4,230.43	
Total Maintenance			\$ 40,000.00	\$ 90,000.00	\$ 90,000.00	\$ 4,230.43	

Salary & Benefits							
800-10-5627	Salary to Town	Expense	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Total Salary & Benefits			\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	

Total Expenses **\$ 247,475.00** **\$ 254,225.00** **\$ 397,725.00** **\$ 267,660.57** **\$ -**



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 12, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discussion of Financial Report Ending May 2024.

Summary:

Monthly Report May 2024.

Exhibits:

- Monthly Financial Report.

Town of Bartonville
Revenue And Expense Report
As of May 31, 2024

6/5/2024

Item D6.

800 - Bartonville Community Development	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.
Revenue Summary							
-	17,483.64	108,114.18	145,000.00	36,885.82	25.44%	190,873.49	239,974.79
Revenue Totals	17,483.64	108,114.18	145,000.00	36,885.82	25.44%	190,873.49	239,974.79
Expense Summary							
10-Administration	1,218.73	267,660.57	397,725.00	130,064.43	32.70%	47,466.68	146,812.08
Expense Totals	1,218.73	267,660.57	397,725.00	130,064.43	32.70%	47,466.68	146,812.08
Revenues Over(Under) Expenditures	16,264.91	(159,546.39)	(252,725.00)	0.00	0.00%	143,406.81	93,162.71

Town of Bartonville
Revenue and Expense Report
As of May 31, 2024

6/5/2024

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	14,526.31	80,442.07	120,000.00	39,557.93	32.96%	156,218.60	190,476.98
Total Sales & Mixed Beverage Tax	14,526.31	80,442.07	120,000.00	39,557.93	32.96%	156,218.60	190,476.98
<u>Other/Transfer</u>							
-4250 Interest Earned	2,957.33	27,672.11	25,000.00	(2,672.11)	(10.69%)	34,654.89	49,497.81
Total Other/Transfer	2,957.33	27,672.11	25,000.00	(2,672.11)	(10.69%)	34,654.89	49,497.81
Total	17,483.64	108,114.18	145,000.00	36,885.82	25.44%	190,873.49	239,974.79
Total Revenue	17,483.64	108,114.18	145,000.00	36,885.82	25.44%	190,873.49	239,974.79

Town of Bartonville
Revenue and Expense Report
As of May 31, 2024

6/5/2024

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.
10-Administration							
<u>Supplies</u>							
10-5147 Computer Software	0.00	0.00	1,000.00	1,000.00	100.00%	4,000.00	4,000.00
10-5158 Copier/Printing Expense and Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	382.26
Total Supplies	0.00	0.00	1,500.00	1,500.00	100.00%	4,000.00	4,382.26
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	3,000.00	25,000.00	22,000.00	88.00%	2,500.00	2,500.00
10-5381 Legal	0.00	682.50	6,000.00	5,317.50	88.63%	805.00	2,031.00
10-5488 Traffic Study	0.00	7,548.14	6,100.00	(1,448.14)	(23.74%)	5,400.00	5,400.00
Total Contracted Service	0.00	11,230.64	37,100.00	25,869.36	69.73%	8,705.00	9,931.00
<u>Other</u>							
10-5280 Grant Expenses	0.00	243,500.00	243,500.00	0.00	0.00%	9,900.00	82,400.00
10-5289 Marketing	0.00	8,699.50	14,500.00	5,800.50	40.00%	11,894.66	22,740.41
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	0.00
10-5520 Professional Development	0.00	0.00	500.00	500.00	100.00%	150.00	150.00
Total Other	0.00	252,199.50	259,125.00	6,925.50	2.67%	21,944.66	105,290.41
<u>Maintenance</u>							
10-5480 Old Town Improvements	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	0.00
10-5481 Old Town Maintenance & Repairs	1,218.73	4,230.43	40,000.00	35,769.57	89.42%	12,817.02	27,208.41
Total Maintenance	1,218.73	4,230.43	90,000.00	85,769.57	95.30%	12,817.02	27,208.41
<u>Salary & Benefits</u>							
10-5627 Salary to Town	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00
Total Salary & Benefits	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00

Town of Bartonville
Revenue and Expense Report
As of May 31, 2024

6/5/2024

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 Administration	1,218.73	267,660.57	397,725.00	130,064.43	32.70%	47,466.68	146,812.08
Total Expense	1,218.73	267,660.57	397,725.00	130,064.43	32.70%	47,466.68	146,812.08