



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

December 11, 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 November 13, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Discuss and consider items needed by Chansen Printing for the marketing magazine project, including editorial content.
3. Discuss and consider scheduling the annual traffic study.
4. Discuss and consider scheduling a new mobile data survey.
5. Old Town Landscaping and Maintenance Update.
6. Discussion of Financial Report Ending November 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, December 6, 2024, prior to 4:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: December 11, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the November 13, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

SUMMARY:

Minutes from November 13, 2024, Regular Bartonville Community Development Corporation Meeting.

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

- November 13, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 13TH DAY OF NOVEMBER 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Randy Van Alstine, Chair
Brenda Latham, Vice Chair
Jennifer Buck, Director
Lacy Burrhus, Director
Scott Daum, Director
Jim Langford, Director
Tyler Ochoa, Director

Directors Absent:

Jennifer Buck, Director
Jim Langford, Director
Tyler Ochoa, Director

Town Staff Present:

Shannon Montgomery, Town Secretary

A. CALL MEETING TO ORDER

Chair Van Alstine called the meeting to order at 6:00 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 October 9, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Latham, seconded by Director Burrhus, to approve the October 9, 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.

The Board reviewed and discussed the presented list of needed items and questions from Chansen Printing:

1. *Process and contact info and names to coordinate receiving business names/logos/website info for ads - we have a dedicated customer service person on this end.*

Director Burrhus volunteered to help Director Buck to serve as the contact person for BCDC.

2. *Indications of which businesses would receive which ad size (full , half or quarter page).*

Board consensus was to only allow a quarter page ad.

3. *Would you want a table of contents including editorial and ads? If yes, please provide any editorial and or hi-res photographs you would like included.*

Board consensus is to include a Table of Contents for the editorial content that will be provided by the BCDC, and the Board would like the ads listed in alphabetical order.

4. *Would you need an annual events calendar or map or anything like that included? If yes - then please provide content etc...*

Director Latham will provide the map.

5. *Anything specific for the front and back covers? The 32 pages will be saddle stitch - 28 pages plus 4 – the front cover & inside front cover and the back cover & inside back cover on a heavier stock so they will stand out. Did y'all want anything specific on the inside front and back covers or allow our design team to create best aesthetics on cover pages?*

Chair Van Alstine will contact local photographers to see if anyone wants to donate pictures of the Town.

6. *Did you have a specific date you wanted the magazines mailed? Please keep in mind the Holidays and US postal delays.*

No date has been specified at this time.

7. *The Home Addresses for mailing to Bartonville only - I tried to call Jeremy at 903-315-0606 to no avail as it says there is no mailbox set up. If the Bartonville rural routes are part #03 and part #05 – I may need to ask y'all if you already have the full list?*

Town Secretary Montgomery will provide the Town's master list of addresses.

8. *Which address would you like the balance of the Welcome Magazines delivered to and to whose attention?*

Balance of magazines to be delivered to Town Hall and directors will dispense to local retail owners.

No action taken, discussion only.

3. Old Town Landscaping and Maintenance Update.

Chair Van Alstine provided an update and addressed questions from the Directors.

4. Discussion of Financial Report Ending October 2024.

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

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

Discussion only, no action taken.

E. FUTURE ITEMS

Discussion only, no action taken.

F. ADJOURNMENT

Chair Van Alstine adjourned the meeting at 6:57 pm.

APPROVED this the 11th day of December 2024.

APPROVED:

Randy Van Alstine, Chair

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: December 11, 2024

FROM: Jennifer Buck, Director

AGENDA ITEM: Discuss and consider items needed by Chansen Printing for the marketing magazine project, including editorial content.

SUMMARY:

At the November 13, 2024 BCDC Meeting, the Board decided to include editorial content in the marketing magazine. The Board needs to decide on what they want to include.

The vendor did ask if the Board wanted to copy the same format of the previous magazine, so format also needs to be discussed at this meeting, along with printing dates.

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: December 11, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider scheduling the annual traffic study.

SUMMARY:

The last traffic study was conducted on November 15, 2023; this was pushed back due to road construction.

The past eight traffic studies were conducted on the following dates:

- November 15, 2023
- October 26, 2022
- October 19, 2021
- October 13, 2020
- October 15, 2019
- October 23, 2018
- March 20, 2018
- October 26, 2016

FISCAL INFORMATION:

The cost was \$6,988.14 and budget for this year's study was increased to \$10,000.

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: December 11, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider scheduling a new mobile data survey.

SUMMARY:

The last mobile data survey was conducted in February 2021. The Retail Coach, the company hired to perform the study, stated the study should be conducted every two years.

Staff reached out for a quote and received the following information:

“Our cost would be \$2,500 and would include new Cell Phone Reports, 2025 Retail Trade Area Demand Analysis, 2025 Retail Trade Area and Community Demographics and a 2025 Retail Market Profile flyer.”

FISCAL INFORMATION:

Marketing Cost of \$2,500.

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: December 11, 2024
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Old Town Landscaping and Maintenance Update.

SUMMARY:

- Polishing of the Horses
- Obtaining quotes for next year's Christmas Decorating

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: December 11, 2024
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Discussion of Financial Report Ending November 2024.

SUMMARY:

November 2024 Monthly Financial Report.

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

- November 2024 Revenue and Expense Report

Town of Bartonville
 Revenue And Expense Report
 As of November 30, 2024

12/5/2024

Item D6.

800 - Bartonville Community Development Corporation (BCDC)	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							
-	9,958.50	27,388.96	147,125.00	119,736.04	81.38%	29,789.09	155,721.67
Revenue Totals	<u>9,958.50</u>	<u>27,388.96</u>	<u>147,125.00</u>	<u>119,736.04</u>	<u>81.38%</u>	<u>29,789.09</u>	<u>155,721.67</u>
Expense Summary							
10-Administration	1,964.19	10,206.44	147,125.00	136,918.56	93.06%	46,106.72	288,583.04
Expense Totals	<u>1,964.19</u>	<u>10,206.44</u>	<u>147,125.00</u>	<u>136,918.56</u>	<u>93.06%</u>	<u>46,106.72</u>	<u>288,583.04</u>
Revenues Over(Under) Expenditures	<u>7,994.31</u>	<u>17,182.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(16,317.63)</u>	<u>(132,861.37)</u>

Town of Bartonville
 Revenue and Expense Report
 As of November 30, 2024

12/5/2024

Item D6.

800 - Bartonville Community Development 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	7,514.06	22,331.86	120,000.00	97,668.14	81.39%	22,460.18	116,527.77
Total Sales & Mixed Beverage Tax	<u>7,514.06</u>	<u>22,331.86</u>	<u>120,000.00</u>	<u>97,668.14</u>	<u>81.39%</u>	<u>22,460.18</u>	<u>116,527.77</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,444.44	5,057.10	25,000.00	19,942.90	79.77%	7,328.91	39,193.90
-4999 Transfer In	0.00	0.00	2,125.00	2,125.00	100.00%	0.00	0.00
Total Other/Transfer	<u>2,444.44</u>	<u>5,057.10</u>	<u>27,125.00</u>	<u>22,067.90</u>	<u>81.36%</u>	<u>7,328.91</u>	<u>39,193.90</u>
Total	<u>9,958.50</u>	<u>27,388.96</u>	<u>147,125.00</u>	<u>119,736.04</u>	<u>81.38%</u>	<u>29,789.09</u>	<u>155,721.67</u>
Total Revenue	<u>9,958.50</u>	<u>27,388.96</u>	<u>147,125.00</u>	<u>119,736.04</u>	<u>81.38%</u>	<u>29,789.09</u>	<u>155,721.67</u>

Town of Bartonville
 Revenue and Expense Report
 As of November 30, 2024

12/5/2024

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	1,000.00	(2,000.00)	(200.00%)	3,000.00	0.00
10-5158 Copier/Printing Expense and Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Supplies	<u>0.00</u>	<u>3,000.00</u>	<u>1,500.00</u>	<u>(1,500.00)</u>	<u>(100.00%)</u>	<u>3,000.00</u>	<u>0.00</u>
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	3,000.00
10-5381 Legal	0.00	0.00	1,500.00	1,500.00	100.00%	87.50	752.50
10-5488 Traffic Study	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	7,548.14
Total Contracted Service	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>100.00%</u>	<u>87.50</u>	<u>11,300.64</u>
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	35,000.00	243,500.00
10-5289 Marketing	1,195.00	6,092.50	12,000.00	5,907.50	49.23%	7,599.75	8,699.50
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	0.00
Total Other	<u>1,195.00</u>	<u>6,092.50</u>	<u>112,625.00</u>	<u>106,532.50</u>	<u>94.59%</u>	<u>42,599.75</u>	<u>252,199.50</u>
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	769.19	1,113.94	10,000.00	8,886.06	88.86%	419.47	15,082.90
Total Maintenance	<u>769.19</u>	<u>1,113.94</u>	<u>10,000.00</u>	<u>8,886.06</u>	<u>88.86%</u>	<u>419.47</u>	<u>15,082.90</u>
<u>Salary & Benefits</u>							
10-5627 Salary Transfer to Town	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	10,000.00
Total Salary & Benefits	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>10,000.00</u>
Total Administration	<u><u>1,964.19</u></u>	<u><u>10,206.44</u></u>	<u><u>147,125.00</u></u>	<u><u>136,918.56</u></u>	<u><u>93.06%</u></u>	<u><u>46,106.72</u></u>	<u><u>288,583.04</u></u>

Town of Bartonville
 Revenue and Expense Report
 As of November 30, 2024

12/5/2024

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.
Total Expense	<u>1,964.19</u>	<u>10,206.44</u>	<u>147,125.00</u>	<u>136,918.56</u>	<u>93.06%</u>	<u>46,106.72</u>	<u>288,583.04</u>