



# COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

February 12, 2025 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 December 11, 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. Discussion of Financial Report ending January 2025.
4. 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: Thursday, February 6, 2024 prior to 4:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: \_\_\_\_\_

By: \_\_\_\_\_, Title: \_\_\_\_\_



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE:** February 12, 2025

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Consider approval of the December 11, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

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**SUMMARY:**

Minutes from December 11, 2024, Regular Bartonville Community Development Corporation Meeting.

**FISCAL INFORMATION:**

**RECOMMENDED MOTION OR ACTION:**

Approve as presented.

**ATTACHMENTS:**

- December 11, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

**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:**

\_\_\_\_\_  
Randy Van Alstine, Chair

**ATTEST:**

\_\_\_\_\_  
Shannon Montgomery, TRMC, Town Secretary



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE:** February 12, 2025

**FROM:** Lacy Burrhus, Director and Jennifer Buck, Director

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

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**SUMMARY:**

At the December 11, 2024 BCDC Meeting, the Board decided to accept help offered from Lisa Austin from Chansen Printing to help obtain the Bartonville brick and mortar businesses contact information.

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.

The Board was to review the past magazine for format and editorial content and bring their ideas to the January 2025 meeting for discussion.

Past Magazine Link: [https://issuu.com/murraymediapublishing/docs/bartonville\\_directory\\_2017\\_issuu](https://issuu.com/murraymediapublishing/docs/bartonville_directory_2017_issuu)

**FISCAL INFORMATION:**

**RECOMMENDED MOTION OR ACTION:**

**ATTACHMENTS:**

N/A



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE:** February 12, 2025  
**FROM:** Shannon Montgomery, Town Secretary  
**AGENDA ITEM:** Discussion of Financial Report ending January 2025.

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**SUMMARY:**

January 2025 Monthly Financial Report.

**FISCAL INFORMATION:**

**RECOMMENDED MOTION OR ACTION: N/A**

**ATTACHMENTS:**

- January 2025 Revenue and Expense Report

Town of Bartonville  
 Revenue And Expense Report  
 As of January 31, 2025

2/5/2025

Item D3.

| <b>800 - Bartonville Community Development Corporation (BCDC)</b> | 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. |
|---|---------------------------|--------------------------|---------------------|--------------------------|---------------------|------------------------|------------------------|
| <b>Revenue Summary</b>  |                           |                          |                     |                          |                     |                        |                        |
| -   | 9,458.75                  | 46,674.47                | 147,125.00          | 100,450.53               | 68.28%              | 51,782.30              | 155,721.67             |
| Revenue Totals  | <u>9,458.75</u>           | <u>46,674.47</u>         | <u>147,125.00</u>   | <u>100,450.53</u>        | <u>68.28%</u>       | <u>51,782.30</u>       | <u>155,721.67</u>      |
| <b>Expense Summary</b>  |                           |                          |                     |                          |                     |                        |                        |
| 10-Administration   | 648.92                    | 23,383.61                | 147,125.00          | 123,741.39               | 84.11%              | 87,739.17              | 323,618.47             |
| Expense Totals  | <u>648.92</u>             | <u>23,383.61</u>         | <u>147,125.00</u>   | <u>123,741.39</u>        | <u>84.11%</u>       | <u>87,739.17</u>       | <u>323,618.47</u>      |
| Revenues Over(Under) Expenditures                                 | <u>8,809.83</u>           | <u>23,290.86</u>         | <u>0.00</u>         | <u>0.00</u>              | <u>0.00%</u>        | <u>(35,956.87)</u>     | <u>(167,896.80)</u>    |

Town of Bartonville  
 Revenue and Expense Report  
 As of January 31, 2025

2/5/2025

Item D3.

| <b>800 - Bartonville Community Devel<br/>Department Revenue</b> | Current Month<br>Expense/Rev | Year To Date<br>Expense/Rev | Current Year<br>Budget | Budget<br>Balance<br>Remaining | % Balance<br>Remaining | Prior Year YTD<br>Balance | Prior Year FY<br>End Bal. |
|---|------------------------------|-----------------------------|------------------------|--------------------------------|------------------------|---------------------------|---------------------------|
| -----   |                              |                             |                        |                                |                        |                           |                           |
| <u>Sales &amp; Mixed Beverage Tax</u>                           |                              |                             |                        |                                |                        |                           |                           |
| -4025 Sales Tax Revenue   | 7,070.29                     | 36,775.59                   | 120,000.00             | 83,224.41                      | 69.35%                 | 37,237.89                 | 116,527.77                |
| Total Sales & Mixed Beverage Tax                                | <u>7,070.29</u>              | <u>36,775.59</u>            | <u>120,000.00</u>      | <u>83,224.41</u>               | <u>69.35%</u>          | <u>37,237.89</u>          | <u>116,527.77</u>         |
| <u>Other/Transfer</u>   |                              |                             |                        |                                |                        |                           |                           |
| -4250 Interest Earned   | 2,388.46                     | 9,898.88                    | 25,000.00              | 15,101.12                      | 60.40%                 | 14,544.41                 | 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>2,388.46</u>              | <u>9,898.88</u>             | <u>27,125.00</u>       | <u>17,226.12</u>               | <u>63.51%</u>          | <u>14,544.41</u>          | <u>39,193.90</u>          |
| Total   | <u>9,458.75</u>              | <u>46,674.47</u>            | <u>147,125.00</u>      | <u>100,450.53</u>              | <u>68.28%</u>          | <u>51,782.30</u>          | <u>155,721.67</u>         |
| Total Revenue   | <u>9,458.75</u>              | <u>46,674.47</u>            | <u>147,125.00</u>      | <u>100,450.53</u>              | <u>68.28%</u>          | <u>51,782.30</u>          | <u>155,721.67</u>         |



Town of Bartonville  
 Revenue and Expense Report  
 As of January 31, 2025

2/5/2025

Item D3.

| <b>800 - Bartonville Community Development Department Expense</b> | 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. |
|---|---------------------------|--------------------------|---------------------|--------------------------|---------------------|------------------------|------------------------|
| <b>10-Administration</b>  |                           |                          |                     |                          |                     |                        |                        |
| <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  | 0.00                      | 3,000.00                 | 1,500.00            | (1,500.00)               | (100.00%)           | 3,000.00               | 0.00                   |
| <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%             | 525.00                 | 752.50                 |
| 10-5488 Traffic Study   | 0.00                      | 0.00                     | 10,000.00           | 10,000.00                | 100.00%             | 550.00                 | 7,548.14               |
| Total Contracted Service  | 0.00                      | 0.00                     | 13,000.00           | 13,000.00                | 100.00%             | 1,075.00               | 11,300.64              |
| <u>Other</u>  |                           |                          |                     |                          |                     |                        |                        |
| 10-5280 Grant Expenses  | 0.00                      | 0.00                     | 100,000.00          | 100,000.00               | 100.00%             | 73,500.00              | 243,500.00             |
| 10-5289 Marketing   | 0.00                      | 13,787.50                | 12,000.00           | (1,787.50)               | (14.90%)            | 8,699.50               | 8,699.50               |
| 10-5514 Postage   | 0.00                      | 0.00                     | 625.00              | 625.00                   | 100.00%             | 0.00                   | 0.00                   |
| Total Other   | 0.00                      | 13,787.50                | 112,625.00          | 98,837.50                | 87.76%              | 82,199.50              | 252,199.50             |
| <u>Maintenance</u>  |                           |                          |                     |                          |                     |                        |                        |
| 10-5480 Old Town Improvements                                     | 0.00                      | 4,000.00                 | 0.00                | (4,000.00)               | 0.00%               | 0.00                   | 35,035.43              |
| 10-5481 Old Town Maintenance & Repairs                            | 648.92                    | 2,596.11                 | 10,000.00           | 7,403.89                 | 74.04%              | 1,464.67               | 15,082.90              |
| Total Maintenance   | 648.92                    | 6,596.11                 | 10,000.00           | 3,403.89                 | 34.04%              | 1,464.67               | 50,118.33              |
| <u>Salary &amp; 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   | 0.00                      | 0.00                     | 10,000.00           | 10,000.00                | 100.00%             | 0.00                   | 10,000.00              |

Town of Bartonville  
 Revenue and Expense Report  
 As of January 31, 2025

2/5/2025

Item D3.

| <b>800 - Bartonville Community Devel<br/>Department Expense</b> | Current Month<br>Expense/Rev | Year To Date<br>Expense/Rev | Current Year<br>Budget | Budget<br>Balance<br>Remaining | % Balance<br>Remaining | Prior Year YTD<br>Balance | Prior Year FY<br>End Bal. |
|---|------------------------------|-----------------------------|------------------------|--------------------------------|------------------------|---------------------------|---------------------------|
| Total Administration  | 648.92                       | 23,383.61                   | 147,125.00             | 123,741.39                     | 84.11%                 | 87,739.17                 | 323,618.47                |
| Total Expense   | 648.92                       | 23,383.61                   | 147,125.00             | 123,741.39                     | 84.11%                 | 87,739.17                 | 323,618.47                |