



# COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

April 09, 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 March 12, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Discuss and consider items needed by Chansen Printing for the marketing magazine project, including editorial content, and final review.
3. Update on holiday decorations.
4. Discussion of Financial Report ending March 2025.
5. 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, April 4, 2025, 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:** April 9, 2025

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Consider approval of the March 12, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

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**SUMMARY:**

Minutes from March 12, 2025, Regular Bartonville Community Development Corporation Meeting.

**FISCAL INFORMATION:**

N/A

**RECOMMENDED MOTION OR ACTION:**

Approve as presented.

**ATTACHMENTS:**

- March 12, 2025, Regular Bartonville Community Development Corporation Meeting Minutes.

**THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 12TH DAY OF MARCH 2025, 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  
Jim Langford, Director  
Brenda Latham, Vice Chair

*Directors Absent:*

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 6:01 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 February 12, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Latham, seconded by Director Burrhus, to **APPROVE** the February 12, 2025, 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 which Director would reach out to which business, what information is needed from each business, and deadlines.

**3. Update on holiday decorations.**

Chair Van Alstine stated that he has been working on getting information to bring back to the Board at the May meeting.

**4. Update on purchase of barricades for Town events.**

The Special Events Committee will need to continue budgeting for the rental of barricades if they determine a need to block off East Jeter. Riggs also noted that if the Committee requests East Jeter to be closed during events, police personnel will be required to staff the barricades, which could eliminate the need.

**5. Discussion of Financial Report ending February 2025.**

Town Secretary Montgomery provided a summary of the financial report ending February 2025 and addressed questions from Directors.

**6. 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 7:07 pm.

**APPROVED this the 9th day of April 2025.**

**APPROVED:**

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

**ATTEST:**

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



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE:** April 9, 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, and final review.

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## **SUMMARY:**

Discussion items:

- Review and confirm current business list
- Review proposed editorial content
- Review proposed photos

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:** April 9, 2025  
**FROM:** Shannon Montgomery, Town Secretary  
**AGENDA ITEM:** Discussion of Financial Report ending March 2025.

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**SUMMARY:**

March 2025 Monthly Financial Report.

**FISCAL INFORMATION:**

N/A

**RECOMMENDED MOTION OR ACTION:**

N/A

**ATTACHMENTS:**

- March 2025 Revenue and Expense Report

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

4/3/2025

Item D4.

<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>							
-	8,895.41	76,070.93	147,125.00	71,054.07	48.30%	80,959.46	155,593.35
Revenue Totals	<u>8,895.41</u>	<u>76,070.93</u>	<u>147,125.00</u>	<u>71,054.07</u>	<u>48.30%</u>	<u>80,959.46</u>	<u>155,593.35</u>
<b>Expense Summary</b>							
10-Administration	639.55	34,663.93	147,125.00	112,461.07	76.44%	115,797.47	323,618.47
Expense Totals	<u>639.55</u>	<u>34,663.93</u>	<u>147,125.00</u>	<u>112,461.07</u>	<u>76.44%</u>	<u>115,797.47</u>	<u>323,618.47</u>
Revenues Over(Under) Expenditures	<u>8,255.86</u>	<u>41,407.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(34,838.01)</u>	<u>(168,025.12)</u>



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

4/3/2025

Item D4.

<b>800 - Bartonville Community Devel Department Revenue</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.
-							
<u>Sales &amp; Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	6,435.81	61,524.51	120,000.00	58,475.49	48.73%	59,450.93	116,399.45
Total Sales & Mixed Beverage Tax	<u>6,435.81</u>	<u>61,524.51</u>	<u>120,000.00</u>	<u>58,475.49</u>	<u>48.73%</u>	<u>59,450.93</u>	<u>116,399.45</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,459.60	14,546.42	25,000.00	10,453.58	41.81%	21,508.53	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>2,459.60</u>	<u>14,546.42</u>	<u>27,125.00</u>	<u>12,578.58</u>	<u>46.37%</u>	<u>21,508.53</u>	<u>39,193.90</u>
Total	<u>8,895.41</u>	<u>76,070.93</u>	<u>147,125.00</u>	<u>71,054.07</u>	<u>48.30%</u>	<u>80,959.46</u>	<u>155,593.35</u>
Total Revenue	<u>8,895.41</u>	<u>76,070.93</u>	<u>147,125.00</u>	<u>71,054.07</u>	<u>48.30%</u>	<u>80,959.46</u>	<u>155,593.35</u>

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

4/3/2025

Item D4.

<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%)	0.00	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%)	0.00	0.00
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	0.00	1,500.00	1,500.00	100.00%	3,000.00	3,000.00
10-5381 Legal	0.00	0.00	1,500.00	1,500.00	100.00%	682.50	752.50
10-5488 Traffic Study	0.00	0.00	10,000.00	10,000.00	100.00%	7,548.14	7,548.14
Total Contracted Service	0.00	0.00	13,000.00	13,000.00	100.00%	11,230.64	11,300.64
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	93,500.00	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%	102,199.50	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	639.55	3,876.43	10,000.00	6,123.57	61.24%	2,367.33	15,082.90
Total Maintenance	639.55	7,876.43	10,000.00	2,123.57	21.24%	2,367.33	50,118.33
<u>Salary &amp; Benefits</u>							
10-5627 Salary Transfer to Town	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	10,000.00
Total Salary & Benefits	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	10,000.00

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

4/3/2025

Item D4.

<b>800 - Bartonville Community Devel 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.
Total Administration	639.55	34,663.93	147,125.00	112,461.07	76.44%	115,797.47	323,618.47
Total Expense	639.55	34,663.93	147,125.00	112,461.07	76.44%	115,797.47	323,618.47