



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

March 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 February 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.
- 3. Update on holiday decorations.
- 4. Update on purchase of barricades for Town events.
- 5. Discussion of Financial Report ending February 2025.
- 6. 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, March 7, 2025, prior to 4:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: March 12, 2025

FROM: Shannon Montgomery, Town Secretary

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

SUMMARY:

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

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

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

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 12TH DAY OF FEBRUARY 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
 Scott Daum, Director
 Jim Langford, Director
 Brenda Latham, Vice Chair
 Tyler Ochoa, Director

Directors Absent:

Lacy Burrhus, 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 6:00 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 December 11, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Langford, seconded by Director Latham, to **APPROVE** the December 11, 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.

Consensus of the Directors was to move forward with two pages of maps, including the Town history, and use a picture of Old Town on the cover. The Directors also set a deadline of 30 days for the businesses to turn in their information to be included in the magazine, hoping to have the magazine to be produced and mailed beginning of May.

3. Discussion of Financial Report ending January 2025.

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

4. 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 6:32 pm.

APPROVED this the 12th day of March 2025.

APPROVED:

Randy Van Alstine, Chair

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: March 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.

SUMMARY:

Discussion items:

- Who will update editorial content for the maps and Town History, deadline for review.
- Review of business list?
- Who will be reviewing the editorial content prior to providing it with Chansen?
- Who will contact businesses for needed items and obtain approval to include in magazine?
- Who will receive business information and be responsible for providing to Chansen?
- Deadline to complete business list to contact businesses?
- Process of final review prior to printing?
- Pictures

Past Magazine Link: https://issuu.com/murraymediapublishing/docs/bartonville_directory_2017_issuu

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: March 12, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion of Financial Report ending February 2025.

SUMMARY:

February 2025 Monthly Financial Report.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

- February 2025 Revenue and Expense Report

Town of Bartonville
 Revenue And Expense Report
 As of February 28, 2025

3/6/2025

Item D5.

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							
-	20,501.05	67,175.52	147,125.00	79,949.48	54.34%	71,325.26	155,721.67
Revenue Totals	<u>20,501.05</u>	<u>67,175.52</u>	<u>147,125.00</u>	<u>79,949.48</u>	<u>54.34%</u>	<u>71,325.26</u>	<u>155,721.67</u>
Expense Summary							
10-Administration	10,640.77	34,024.38	147,125.00	113,100.62	76.87%	95,066.17	313,618.47
Expense Totals	<u>10,640.77</u>	<u>34,024.38</u>	<u>147,125.00</u>	<u>113,100.62</u>	<u>76.87%</u>	<u>95,066.17</u>	<u>313,618.47</u>
Revenues Over(Under) Expenditures	<u>9,860.28</u>	<u>33,151.14</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(23,740.91)</u>	<u>(157,896.80)</u>

Town of Bartonville
 Revenue and Expense Report
 As of February 28, 2025

3/6/2025

Item D5.

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.
<hr/>							
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	18,313.11	55,088.70	120,000.00	64,911.30	54.09%	53,454.08	116,527.77
Total Sales & Mixed Beverage Tax	<u>18,313.11</u>	<u>55,088.70</u>	<u>120,000.00</u>	<u>64,911.30</u>	<u>54.09%</u>	<u>53,454.08</u>	<u>116,527.77</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,187.94	12,086.82	25,000.00	12,913.18	51.65%	17,871.18	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>2,187.94</u>	<u>12,086.82</u>	<u>27,125.00</u>	<u>15,038.18</u>	<u>55.44%</u>	<u>17,871.18</u>	<u>39,193.90</u>
Total	<u>20,501.05</u>	<u>67,175.52</u>	<u>147,125.00</u>	<u>79,949.48</u>	<u>54.34%</u>	<u>71,325.26</u>	<u>155,721.67</u>
Total Revenue	<u>20,501.05</u>	<u>67,175.52</u>	<u>147,125.00</u>	<u>79,949.48</u>	<u>54.34%</u>	<u>71,325.26</u>	<u>155,721.67</u>

Town of Bartonville
 Revenue and Expense Report
 As of February 28, 2025

3/6/2025

Item D5.

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	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%	595.00	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%	8,143.14	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	640.77	3,236.88	10,000.00	6,763.12	67.63%	1,723.53	15,082.90
Total Maintenance	640.77	7,236.88	10,000.00	2,763.12	27.63%	1,723.53	50,118.33
<u>Salary & Benefits</u>							
10-5627 Salary Transfer to Town	10,000.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00
Total Salary & Benefits	10,000.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00

Town of Bartonville
 Revenue and Expense Report
 As of February 28, 2025

3/6/2025

Item D5.

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	10,640.77	34,024.38	147,125.00	113,100.62	76.87%	95,066.17	313,618.47
Total Expense	10,640.77	34,024.38	147,125.00	113,100.62	76.87%	95,066.17	313,618.47