



# COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

October 11, 2023 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

## A. CALL MEETING TO ORDER

## 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.*

## C. APPOINTMENT OF OFFICERS

1. Appointment of Chair
2. Appointment of Vice Chair

## D. REGULAR ITEMS

3. Consider approval of the September 13, 2023 Bartonville Community Development Corporation Regular Meeting Minutes.
4. Discuss and consider a landscaping plan for Old Town.
5. Discuss and consider a new proposal for Christmas Lighting at the corner of FM407 and McMakin (Old Town) in an amount not to exceed \$6500.
6. Discuss and consider the Annual Traffic Study.
7. Update on BCDC Business Survey contact requests.
8. Discussion on development activity (new businesses, prospective businesses, expansion of businesses).

## E. FUTURE ITEMS

## F. ADJOURNMENT

### 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, October 6, 2023 prior to 5:00pm.

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

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



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE**                    October 11, 2023

**FROM:**                    Shannon Montgomery, Town Secretary

**AGENDA ITEM:**        Appointment of Chair and Appointment of Vice Chair

**SUMMARY:**

At the first meeting of the new Fiscal Year, the Board shall appoint chair and vice chair to serve for a one-year term.



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE**                    October 11, 2023

**FROM:**                    Shannon Montgonery, Town Secretary

**AGENDA ITEM:**        Consider approval of the September 13, 2023 Bartonville Community Development Corporation Regular Meeting Minutes.

**SUMMARY:**

The BCDC held a regular meeting on September 13, 2023.

**RECOMMENDATION:**

Staff recommends approval of the September 13, 2023 meeting minutes as presented.

**ATTACHMENT:**

- September 13, 2023 Regular Meeting Minutes DRAFT

**THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 10TH DAY OF AUGUST 2023, AT BARONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:**

Brenda Latham, Chair  
 Terry Rock, Director  
 Dwain Skrobarcek, Director  
 Randy Van Alstine, Director

*Directors Absent:*

Jim Foringer, Director  
 James Kennemer, Director  
 Jim Langford, Director

*Town Staff Present:*

Thad Chambers, Town Administrator  
 Shannon Montgomery, Town Secretary

**A. CALL MEETING TO ORDER**

Chair Latham called the meeting to order at 6:00pm.

**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**

**1. Consider approval of the August 10, 2023 Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Van Alstine, seconded by Director Rock, to approve the August 10, 2023 Meeting Minutes as presented. Motion carried unanimously.

**2. Consider and take action regarding a proposal for Christmas Lighting at the corner of FM407 and McMakin (Old Town) in an amount not to exceed \$11,300.**

Motion made by Director Rock, seconded by Director Van Alstine, to approve the expenditure for Christmas Lighting at the corner of FM407 and McMakin in an amount not to exceed \$6500 and to exchange the tree to a sleigh. Motion carried unanimously.

**3. Update on BCDC Business Survey contact requests.**

The Board discussed possible ways of supporting businesses. No action was taken.

**4. Discussion on development activity (new businesses, prospective businesses, expansion of businesses).**

The Board discussed new businesses. No action was taken.

**D. FUTURE ITEMS**

The Board discussed potential future agenda items including the annual traffic study, Marty B's Fire Suppression, and ways of educating residents about sales tax revenue.

**E. ADJOURNMENT**

Chair Latham adjourned the meeting at 6:42pm.

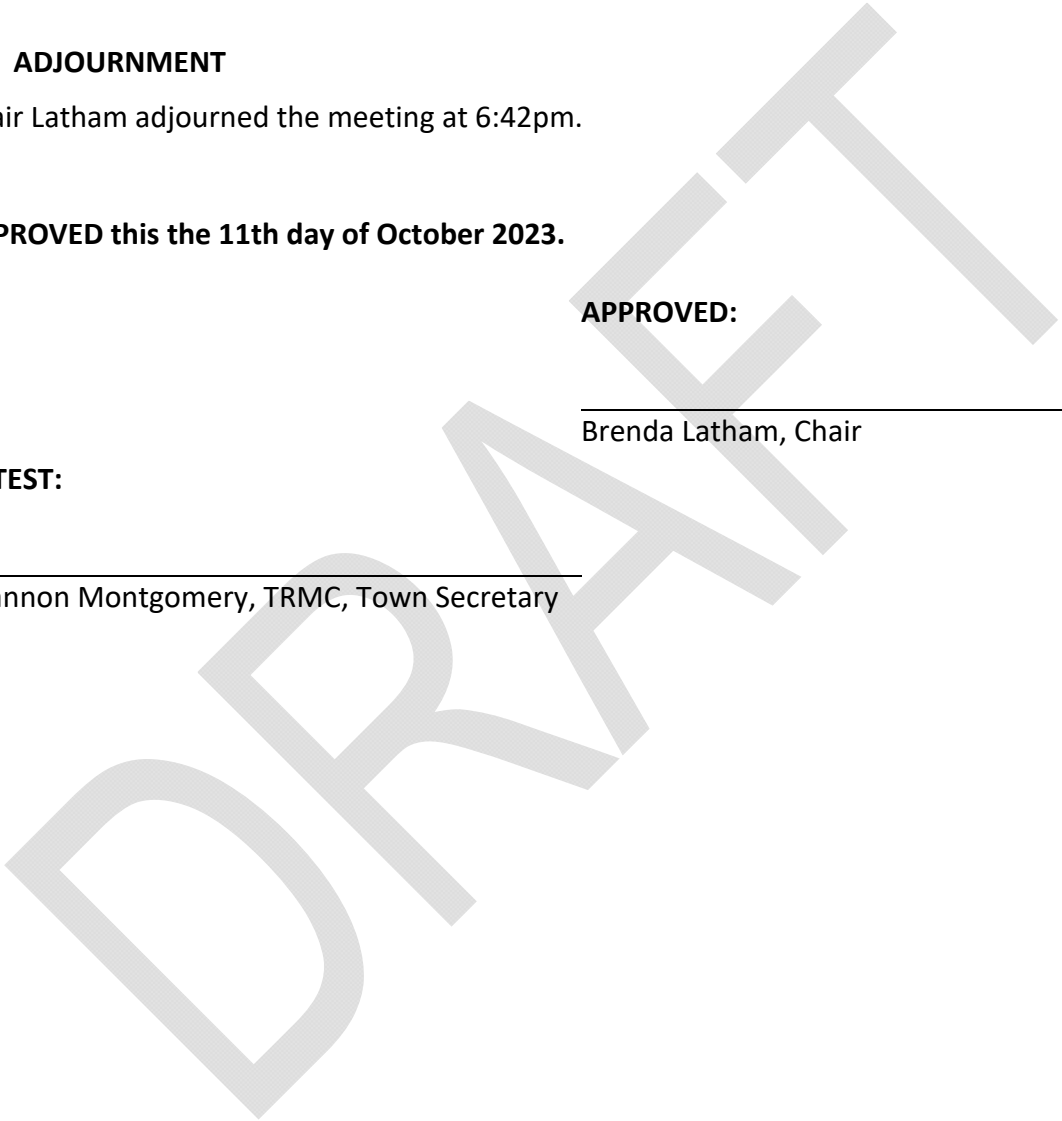
**APPROVED this the 11th day of October 2023.**

**APPROVED:**

\_\_\_\_\_  
Brenda Latham, Chair

**ATTEST:**

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





# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE** October 11, 2023

**FROM:** Thad Chambers, Town Administrator

**AGENDA ITEM:** Discuss and consider a landscaping plan for Old Town.

**SUMMARY:**

The BCDC Board discussed the need for landscaping improvements at the Old Town corner during the budget process.

With the budget now adopted, staff needs direction regarding how the board would like to proceed with this project.

There would be an expense if the BCDC would like to seek bids to draw up a full landscape plan for the area. This could be done and then put out to bid.

An alternative to this would be to engage the company that completed the work at town hall to provide suggestions regarding plantings. There was no charge for this service, but there was also a vision in place regarding the overall desired look.



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE** October 11, 2023

**FROM:** Shannon Montgonery, Town Secretary

**AGENDA ITEM:** Discuss and consider a new proposal for Christmas Lighting at the corner of FM407 and McMakin (Old Town) in an amount not to exceed \$6500.

## **SUMMARY:**

At the September 13, 2023 BCDC meeting, the Board requested an alternative to the Christmas tree decoration at Old Town and decreased the budget to \$6500.

Staff requested a revised proposal from its current vendor. The vendor was able to reduce the cost by removing the lights off of the live trees and provided pictures of a life-sized four-seater sleigh to replace the Christmas tree and reduced their proposal to \$6500.

Staff reached out to another vendor, who seemed excited to offer a proposal, but ultimately did not submit one.

Vendor cautioned not to wait too long to order the sleigh, as it is getting closer to the season and supplies are becoming limited.

## **RECOMMENDATION:**

Staff recommends approving the new proposal and moving forward with the sleigh option and give Staff authority to select a new sleigh if the current option is not available.

## **ATTACHMENTS:**

- New proposal
- Pictures of proposed sleigh



Item D5.

Premier Lighting & Christmas: Justin Lubbers  
Premier Crating & Assembly: Danny Watson

C: 903.714.0106 | E: justin@premier-christmas.com  
C: 903.267.0005 | E: danny@premierlightingenterprises.com

# ESTIMATE

**BILL TO** Town of Bartonville  
1941 E. Jeter Road  
Bartonville, TX 76226

ESTIMATE	DATE	PO #	CUSTOMER NAME	EXPIRATION DATE
106927	09/29/2023		Town of Bartonville	10/15/2023

SERVICE DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Illuminated Gift Box	Two 6.5' illuminated gift boxes, sitting inbetween horses and stone monument signs. Lighting to be warm white on the gift boxes and pure white on the white ribbon, each with twinkle bulbs mixed in.	2	1,320.00	2,640.00
	Decorated Garlands	Lit and ornament decorated garlands across top and down sides of both monument signs. Ornamentation to be red, green, and gold to match tree décor.	2	220.00	440.00
	Sleigh	One life-sized four seater sleigh.	1	3,680.00	3,680.00

Price includes lease of all necessary material, installation, removal, and annual storage of product. Functioning 120v power sources are the responsibility of others.

<b>SUBTOTAL</b>	6,760.00
<b>DISCOUNT</b>	-260.00
<b>SALES TAX</b>	
<b>ESTIMATE TOTAL</b>	\$6,500.00

\_\_\_\_\_  
**CUSTOMER SIGNATURE** **DATE:** \_\_\_\_\_









# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE**                    October 11, 2023

**FROM:**                    Shannon Montgomery, Town Secretary

**AGENDA ITEM:**    Discuss and consider the Annual Traffic Study.

**SUMMARY:**

Due to the construction on E. Jeter Road, the traffic counts will not begin until the work is completed.

**RECOMMENDATION:**

Staff recommends allowing at least one week after completion before the traffic counts are taken to allow traffic to return to normal and receive a more accurate traffic measure.