



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

May 08, 2024 at 6:30 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. REGULAR ITEMS

1. Consider approval of the April 10, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Receive update from marketing subcommittee.
3. Discuss and consider proposal for the Old Town landscaping project.
4. Discussion of Financial Report Ending April 2024.
5. Discussion of development activity (new businesses, prospective businesses, expansion of businesses).

D. FUTURE ITEMS

E. 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/ Andrea Carpenter, Deputy Town Secretary

Posted: May 3, 2024 prior to 4:00 PM

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE May 8, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the April 10, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

Summary: Minutes from April 10, 2024, Regular Bartonville Community Development Corporation Meeting.

Staff Recommendation: Approve.

Exhibits:

- April 10, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 10TH DAY OF APRIL 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Randy Van Alstine, Chair
Terry Rock, Vice Chair
Jennifer Buck, Director (*arrived at 6:06 pm*)
Lacy Burrhus, Director
Jim Langford, Director
Brenda Latham, Director

Directors Absent:

Jim Foringer, Director

Town Staff Present:

Thad Chambers, 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. PUBLIC HEARINGS AND REGULAR ITEMS

1. Discuss and consider approval of the January 17, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Latham, seconded by Director Rock, to approve the January 17, 2024, Bartonville Community Development Corporation Regular Meetings as presented. Motion carried unanimously.

2. Discuss and consider funding request by Bartonville restaurant group for promotional video.

Motion made by Director Latham, seconded by Director Burrhus, to appoint Directors Burrhus, Buck, and Latham to a subcommittee to further explore the scope and cost of an overall marketing video promoting Bartonville and make recommendation to the Board. The Bartonville Community Development Corporation will have final authority of funding and direction of video. Motion carried unanimously.

3. Discuss and consider approval of a Budget Amendment for Fiscal Year 2023-2024 for Marketing Expenses in an amount not to exceed \$34,200.

No action taken, discussion only.

4. Discuss and consider approval of a Budget Amendment for Fiscal Year 2023-2024 for Grant Expenses in an amount not to exceed \$143,500.

Motion made by Director Burrhus, seconded by Director Latham, to approve a Budget Amendment for Fiscal Year 2023-2024 for Grant Expenses in an amount not to exceed \$143,500. Motion carried unanimously.

5. Discuss and consider changing the schedule and frequency of the Bartonville Community Development Meetings.

No action taken, discussion only.

6. Discuss and consider next steps for the Old Town Landscaping project.

Town Administrator Chambers and Chair Van Alstine will meet with the Town's landscaper to discuss the potential plant list that the Board agreed upon at the last meeting; the information will be brought back to the Board at the next meeting.

7. Discussion of Financial Report Ending March 2024.

Town Administrator Chambers provided a summary of the financial report ending March 2024 and addressed questions from Directors.

8. 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 6:48 pm.

APPROVED this the 8th day of May 2024.

APPROVED:

Randy Van Alstine, Chair

ATTEST:

Shannon Montgomery, TRMC, Town Secretary

DRAFT



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE May 8, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider a landscaping proposal from Evergreen Lawn and Landscape to improve the landscaping of the area around the bronze horse statues located at FM 407 and McMakin Road.

Summary:

The BCDC has been discussing ways to improve the overall appearance of the area maintained by the BCDC at FM 407 and McMakin Road. At the April meeting it was determined that town staff and the Chairman would meet with the company that redid the landscaping at Town Hall and maintains the landscaping for the BCDC and Town.

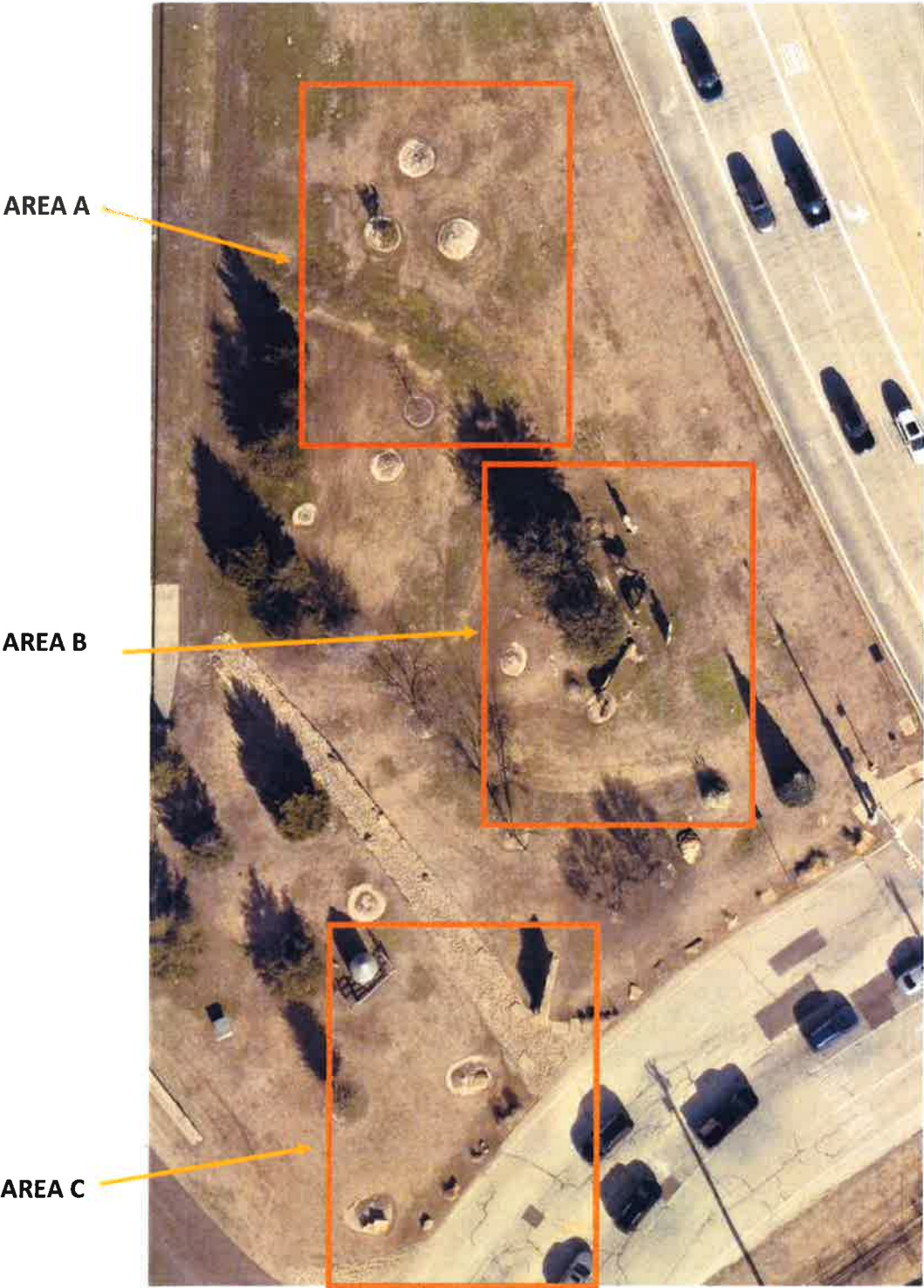
The onsite meeting with a representative from Evergreen occurred on April 22, and the attached proposal was provided after that meeting.

Staff Recommendation:

None.

Exhibits:

1. Landscape area
2. Photos of materials
3. Quote



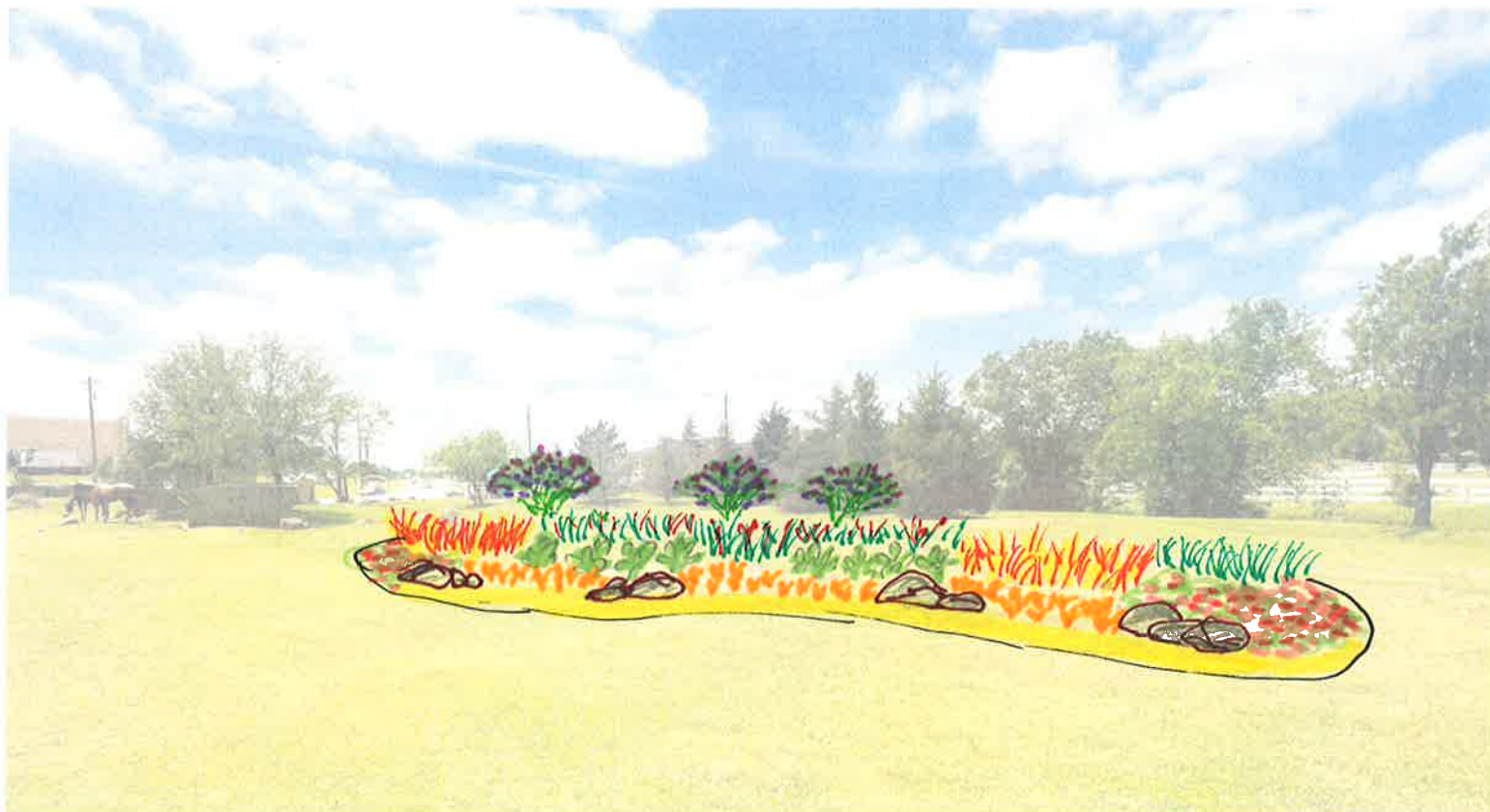
Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

AREA A—FRONT VIEW



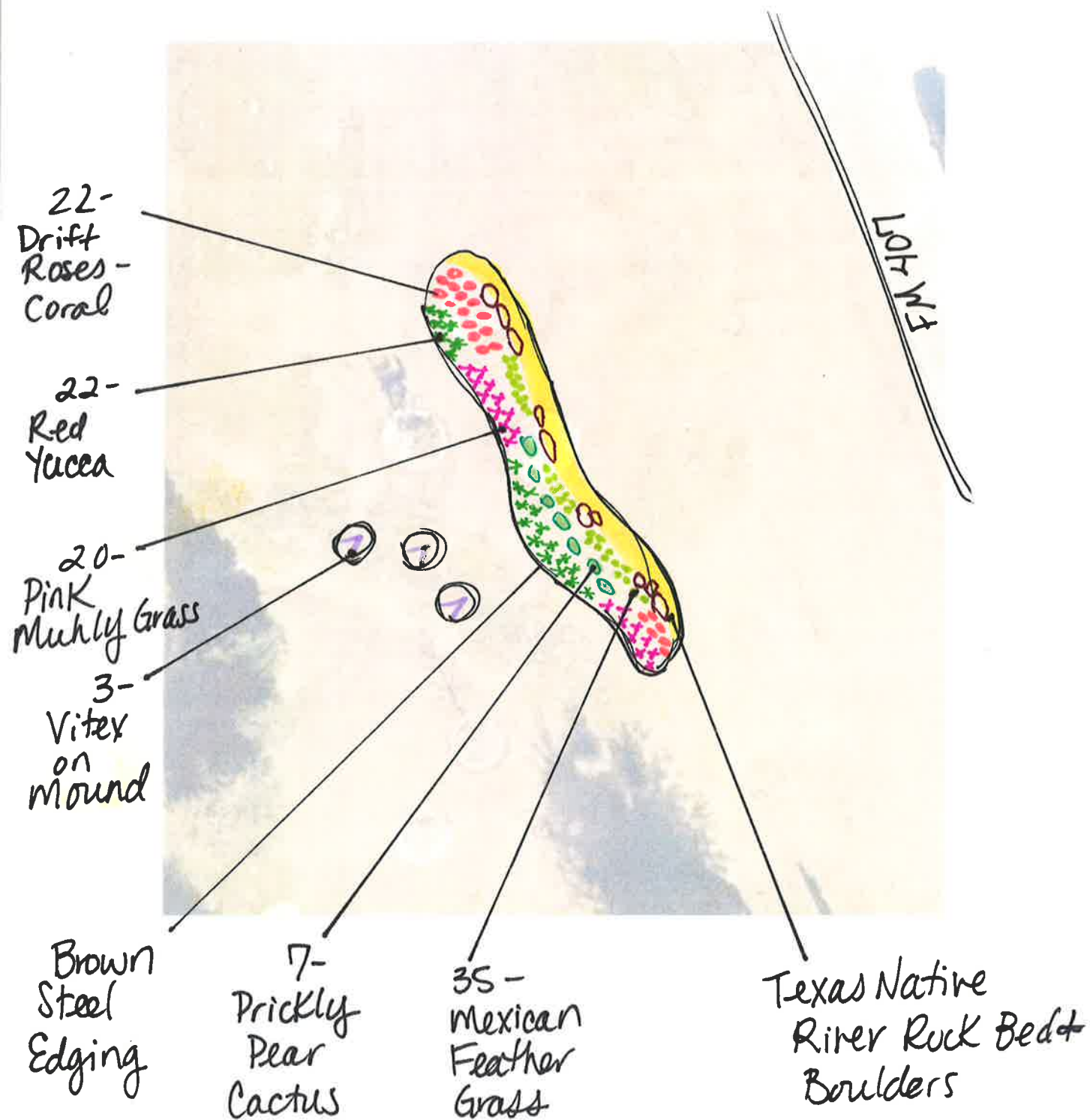
Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

AREA A



AREA B—FRONT VIEW



Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd

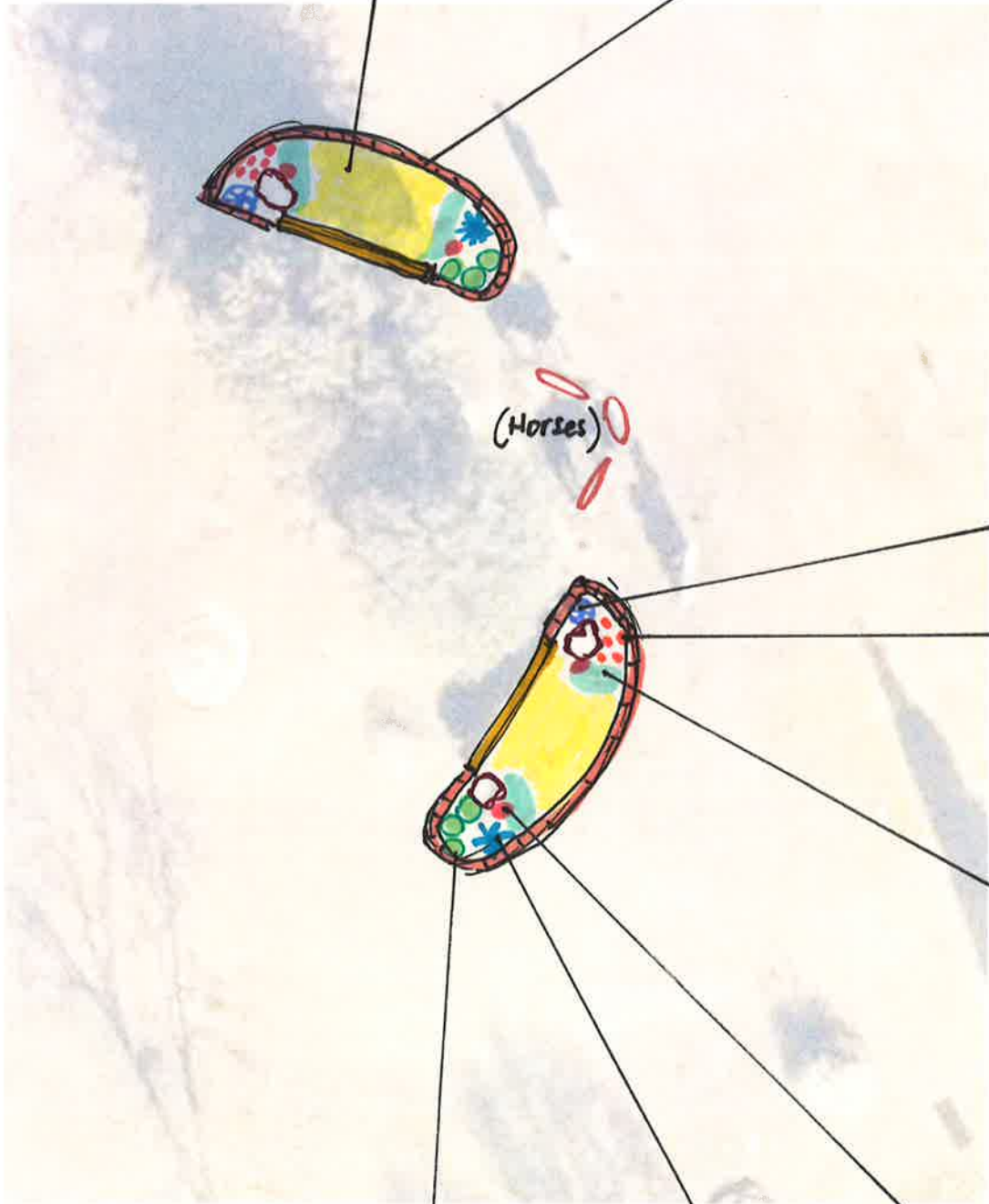


Item C3.

AREA B

Rock in front of Sign

Chopped Stone edging



2-Yucca
Rostrata

10-
'Texas'
Lantana

40-
Artemisia
'Silver
Mound'

6-
Prickly
Pear
Cactus

2-
Whale's
Tongue
Agave

4-
Drift
Rose

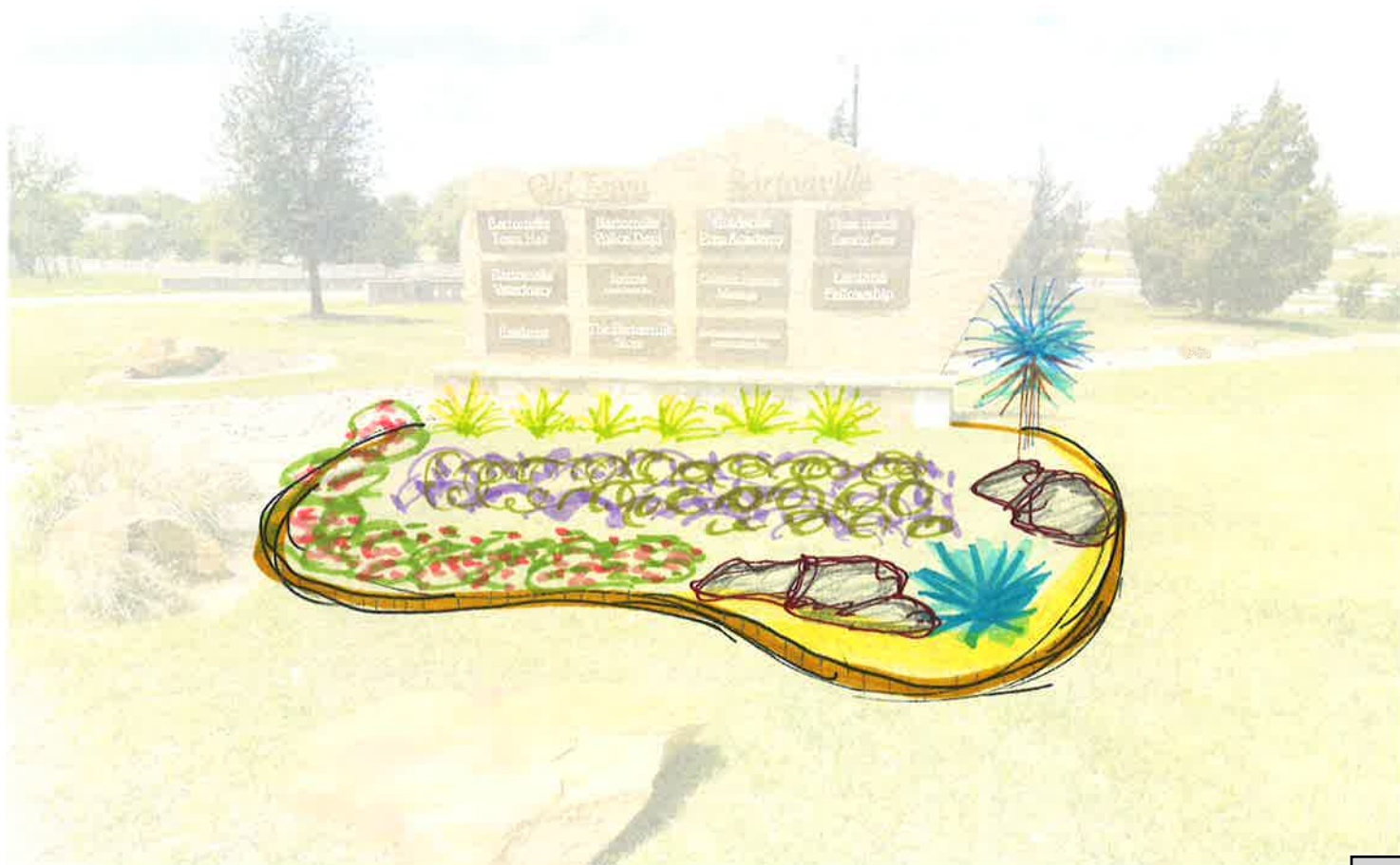
Landscape Design

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

AREA C—FRONT VIEW



Landscape Design

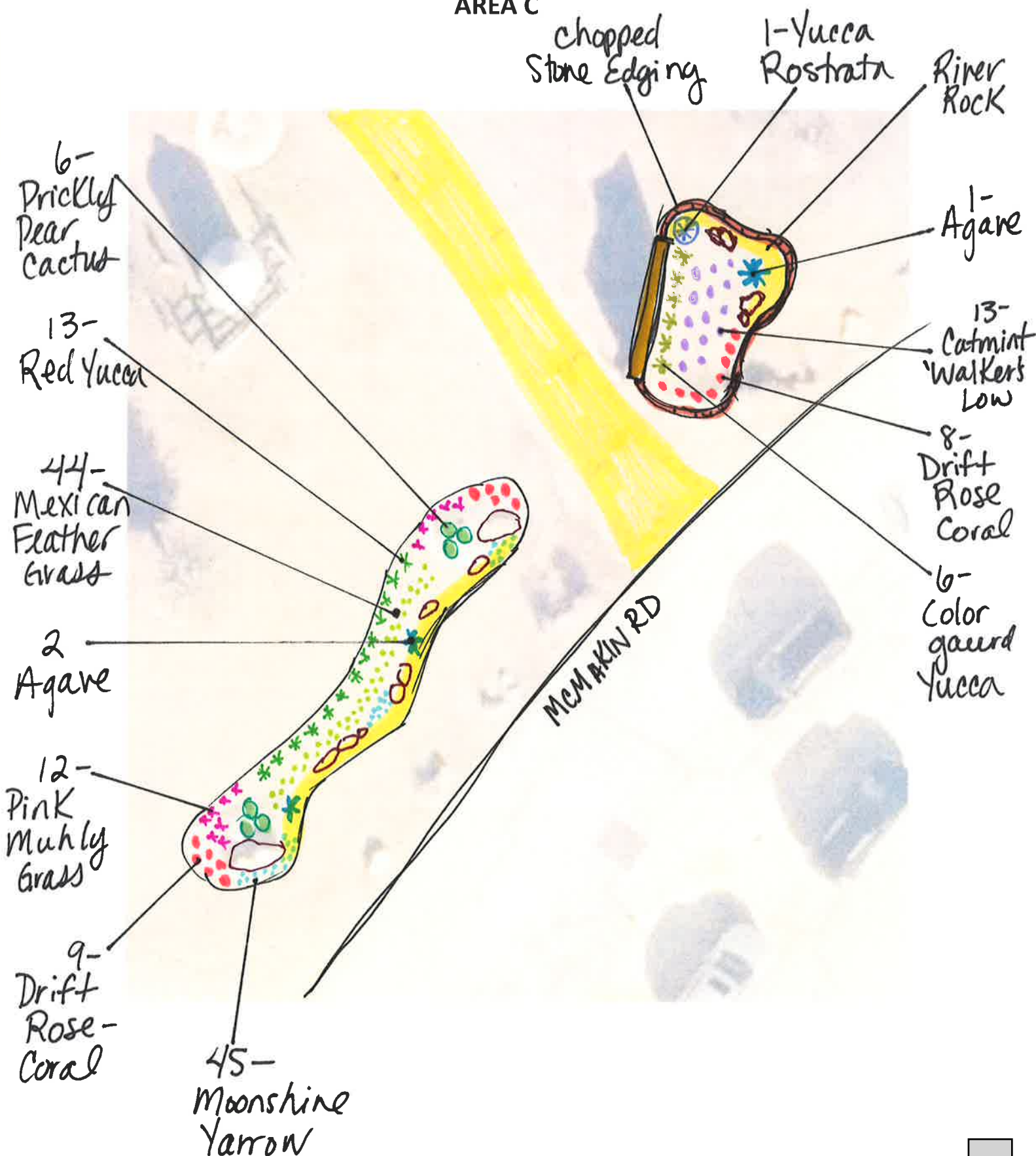
Town of Bartonville – Corner of 407 & McMakin Rd



EVERGREEN
Lawn & Landscape

Item C3.

AREA C



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd

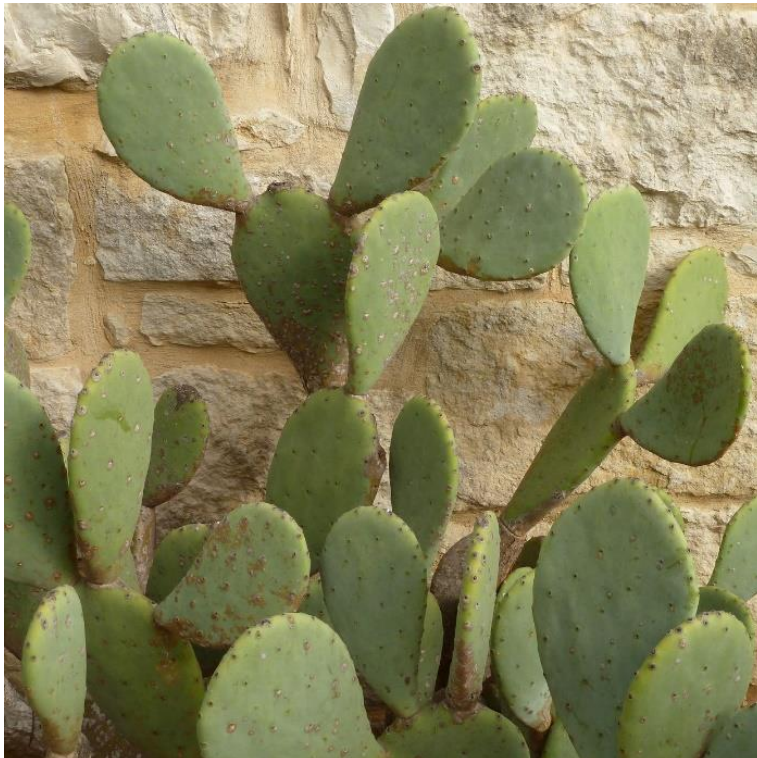


Item C3.

Vitex Tree



Prickly Pear



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

Texas Lantana



Drift Roses – Coral



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

Red Yucca



Colorgaurd Yucca



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

Pink Muhly Grass



Mexican Feather Grass



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

Agave – Whale's Tongue



Yucca Rostrata



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

Catmint' Walker's Low



Moonshine Yarrow



Artemisia Silver Mound



Plant Material & Stone Products

Town of Bartonville – Corner of 407 & McMakin Rd



Item C3.

Texas Native Rock (to match existing):



Oklahoma Chopped Stone Edging:





Providing exceptional landscape service in Denton county since 1985!

Why choose Evergreen?

**Family
Owned**

**60 + years
Experience**

**Premium
Materials**

**Full Customer
Service Staff**

**Fully
Insured**

Bartonville Town Hall Town
1941 Jeter Rd E
Bartonville TX 76226



Date: 4/22/2024
Estimate #: 13076
Valid Until: 5/22/2024

Estimate Description	Quantity	Rate	Amount
SPRING 2024 ~ LANDSCAPE UPGRADES Location: Corner of FM 407 & McMakin Rd This estimate is according to the landscape design provided by Evergreen Lawn & Landscape.	1	0.00	0.00
DEMO, PREPERATION AND SOD REPAIRS: Remove dead trees, Remove tree stumps (as much as possible), Fill holes from soil tests, Remove dead pampas grass and any other dead plant material. Remove sod to create larger planter beds around signs and remove 2,000sq feet of sod for new large planter bed. Use sod cutter and rototill.	18	75.00	1350.00
Debris Disposal - includes dump fees (yd)	22	37.00	814.00
Common Bermuda Sod (yd)	50	11.49	574.50
Mixed Soil W Compost - Sod (yd)	1	124.95	124.95
PROJECT AREA A: Labor for preparation: Remove existing sod, rototill area and grade to prepare for new installation.	4	75.00	300.00
Debris Disposal - includes dump fees (yd)	3	37.00	111.00
Weed Fabric (sq ft)	400	0.99	396.00
Texas Native 2in (ton)	6.5	299.95	1949.68
Moss Boulders (Large 200lb - 300lb) (each)	8	249.95	1999.60

Estimate Description	Quantity	Rate	A
Moss Boulders (Medium 100lb - 200lb) (each)	2	199.95	399.90
Hardwood Mulch (bag)	60	8.50	510.00
Soil - Landscaper's Mix (yd)	10	124.95	1249.50
Rose- Dwarf Drift(3g)	22	68.95	1516.90
Yucca - Red (3g)	22	49.95	1098.90
Pink Muhly Grass (3g)	20	49.95	999.00
Vitex - Shoal Creek (30g)	3	489.00	1467.00
Prickly Pear Cactus (15g)	7	275.00	1925.00
Mex Feather Grass (3g)	35	62.95	2203.25
Brown Steel Edging (ln ft)	180	7.95	1431.00
PROJECT AREA B: Labor for preparation: Remove existing sod, rototill area and grade to prepare for new installation.	3	75.00	225.00
Debris Disposal - includes dump fees (yd)	1	37.00	37.00
Hardwood Mulch (bag)	40	8.50	340.00
Soil - Landscaper's Mix (yd)	2	124.95	249.90
Yucca - Rostrata (3ft)	2	850.00	1700.00
Lantana - Texas (1g)	10	21.95	219.50
Artemisia - Silver Mound (1g)	40	29.49	1179.60
Rose- Dwarf Drift(3g)	4	68.95	275.80
Agave - Whale's Tongue (30g)	2	1142.95	2285.90
Prickly Pear Cactus (5g)	6	275.00	1650.00
Weed Fabric (sq ft)	150	0.99	148.50
Texas Native 2in (ton)	2	299.95	599.90
Oklahoma 4x4 Stone 1 level (Cement/Mortar)	120	29.95	3594.00
PROJECT AREA C: Labor for preparation: Remove existing sod, rototill area and grade to prepare for new installation.	4	75.00	300.00
Debris Disposal - includes dump fees (yd)	1	37.00	37.00
Hardwood Mulch (bag)	40	8.50	340.00
Weed Fabric (sq ft)	450	0.99	445.50
Texas Native 2in (ton)	6	299.95	1799.70
Moss Boulders (Large 200lb - 300lb) (each)	5	249.95	1249.75
Soil - Landscaper's Mix (yd)	6	124.95	749.70
Yucca - Rostrata (3ft)	1	850.00	850.00
Agave - Whale's Tongue (15g)	3	1142.95	3428.85
Catmint - Walker's Low (1g)	13	24.95	324.35
Rose- Dwarf Drift(3g)	17	68.95	1172.15
Yucca - Color Guard (3g)	6	64.95	389.70
Prickly Pear Cactus (5g)	6	275.00	1650.00
Yucca - Red (3g)	13	49.95	649.35
Mex Feather Grass (3g)	44	62.95	2769.80
Pink Muhly Grass (3g)	12	49.95	599.40
Yarrow - Moonshine (1g)	45	21.95	987.75
Brown Steel Edging (ln ft)	140	7.95	1113.00
Oklahoma 4x4 Stone 1 level (Cement/Mortar)	60	29.95	1797.00

Estimate Description		Quantity	Rate	Amount
IRRIGATION ADJUSTMENTS- Adjust existing irrigation system within area of project. This includes re-working existing sprinklers/drip in the area. \$130/hour + parts. \$1,300.00 Estimated 10 hours and \$1,000.00 of parts/drip lines. Total \$2,300 This does not include new valves and lateral lines from main line. If a new valve and/or lateral lines are required, then a separate estimate will be provided.		1	2400.00	2400.00
			Subtotal	\$55,978.28
			Sales Tax	\$0.00
			Total	\$55,978.28

Terms & Conditions

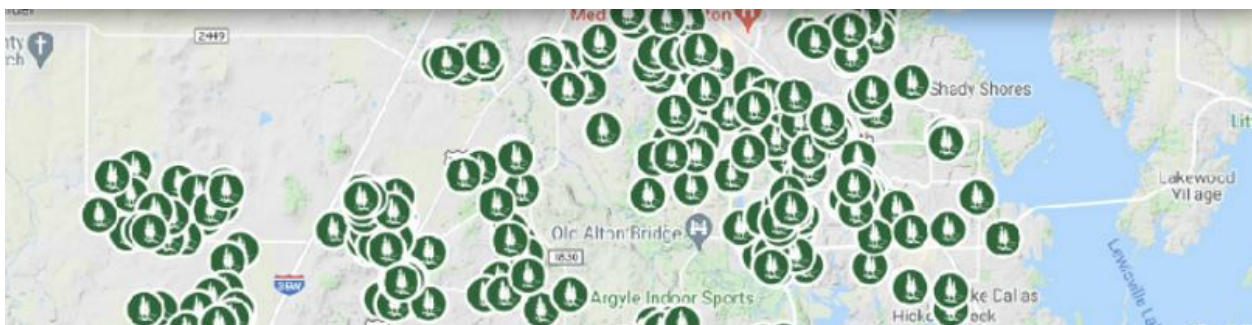
- We are not responsible for damage to underground pipes, wires, cables, utilities, or other unidentified material.
- The customer is responsible for making sure they have an adequate, functional irrigation system before the installation of any plant material (including sod).
- Warranty does not cover improper watering, act of God (drought, snow, ice, wind, etc.), insects, pets/animals, or disease.
- Warranty covers one replacement of the original plant at 50% of cost (See additional details below):
 - Trees (15gal or larger) - 1 year warranty at 50% of original cost
 - Shrubs (typically 7gal or smaller) - 90 day warranty at 50% of original cost
 - Perennials - 90 day warranty at 50% of original cost
 - Annuals - 7 day warranty at 50% of original cost
 - Turf/Sod - No warranty applies
- See our website for full warranty information: <https://www.evergreenlls.com/policies>
- A 50% down payment is required for scheduling. The remaining balance is due upon completion of the job. We require a credit card on file for all accounts.
- The actual selection of plants & trees will depend on the availability at the nursery. Supplies may fluctuate throughout the year. If the exact plant/tree bid on the estimate is not available, Evergreen staff will use their best judgement to provide a comparable substitute.

Questions about your estimate?

EMAIL

CALL

Ready to schedule your project? Join 1,000+ Happy Evergreen Customers





By signing this estimate you are agreeing to all the terms & conditions as set forth in this document.

Sign your estimate below

Note: A signature and printed name are required to accept your estimate.
A Red "Accept proposal" button will appear when each step has been completed.



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE May 8, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discussion of Financial Report Ending April 2024.

Summary:

Monthly Reports April 2024.

Exhibits:

- Monthly Financial Report.

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

5/3/2024

Item C4.

800 - Bartonville Community Development	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							
-	9,671.08	90,630.54	145,000.00	54,369.46	37.50%	160,976.41	239,974.79
Revenue Totals	9,671.08	90,630.54	145,000.00	54,369.46	37.50%	160,976.41	239,974.79
Expense Summary							
10-Administration	150,644.37	266,441.84	397,725.00	131,283.16	33.01%	45,313.33	146,812.08
Expense Totals	150,644.37	266,441.84	397,725.00	131,283.16	33.01%	45,313.33	146,812.08
Revenues Over(Under) Expenditures	(140,973.29)	(175,811.30)	(252,725.00)	0.00	0.00%	115,663.08	93,162.71

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

5/3/2024

Item C4.

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.
-							
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	6,464.83	65,915.76	120,000.00	54,084.24	45.07%	129,997.29	190,476.98
Total Sales & Mixed Beverage Tax	6,464.83	65,915.76	120,000.00	54,084.24	45.07%	129,997.29	190,476.98
<u>Other/Transfer</u>							
-4250 Interest Earned	3,206.25	24,714.78	25,000.00	285.22	1.14%	30,979.12	49,497.81
Total Other/Transfer	3,206.25	24,714.78	25,000.00	285.22	1.14%	30,979.12	49,497.81
Total	9,671.08	90,630.54	145,000.00	54,369.46	37.50%	160,976.41	239,974.79
Total Revenue	9,671.08	90,630.54	145,000.00	54,369.46	37.50%	160,976.41	239,974.79

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

5/3/2024

Item C4.

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.
10-Administration							
<u>Supplies</u>							
10-5147 Computer Software	0.00	0.00	1,000.00	1,000.00	100.00%	4,000.00	4,000.00
10-5158 Copier/Printing Expense and Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	382.26
Total Supplies	0.00	0.00	1,500.00	1,500.00	100.00%	4,000.00	4,382.26
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	3,000.00	25,000.00	22,000.00	88.00%	2,500.00	2,500.00
10-5381 Legal	0.00	682.50	6,000.00	5,317.50	88.63%	367.50	2,031.00
10-5488 Traffic Study	0.00	7,548.14	6,100.00	(1,448.14)	(23.74%)	5,400.00	5,400.00
Total Contracted Service	0.00	11,230.64	37,100.00	25,869.36	69.73%	8,267.50	9,931.00
<u>Other</u>							
10-5280 Grant Expenses	150,000.00	243,500.00	243,500.00	0.00	0.00%	9,900.00	82,400.00
10-5289 Marketing	0.00	8,699.50	14,500.00	5,800.50	40.00%	11,894.66	22,740.41
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	0.00
10-5520 Professional Development	0.00	0.00	500.00	500.00	100.00%	0.00	150.00
Total Other	150,000.00	252,199.50	259,125.00	6,925.50	2.67%	21,794.66	105,290.41
<u>Maintenance</u>							
10-5480 Old Town Improvements	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	0.00
10-5481 Old Town Maintenance & Repairs	644.37	3,011.70	40,000.00	36,988.30	92.47%	11,251.17	27,208.41
Total Maintenance	644.37	3,011.70	90,000.00	86,988.30	96.65%	11,251.17	27,208.41
<u>Salary & Benefits</u>							
10-5627 Salary to Town	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00
Total Salary & Benefits	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00

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

5/3/2024

Item C4.

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	150,644.37	266,441.84	397,725.00	131,283.16	33.01%	45,313.33	146,812.08
Total Expense	150,644.37	266,441.84	397,725.00	131,283.16	33.01%	45,313.33	146,812.08