



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

October 8, 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. PRESENTATIONS

1. Statement of Appointed Official and Oath of Office to newly appointed and/or reappointed Commissioners.

E. APPOINTMENT OF OFFICERS

1. Appointment of Chair.
2. Appointment of Vice Chair.

F. REGULAR ITEMS

1. Consider approval of the July 16, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Discuss and consider proposals for Christmas Lighting at the corner of FM 407 and McMakin (Old Town).
3. Discuss and consider potential economic development projects.
4. Update regarding Marketing Magazine.
5. Discussion of Financial Report ending September 2025.

G. FUTURE ITEMS

H. 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: Wednesday, October 1, 2025, prior to 5:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 8, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the July 16, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

SUMMARY:

Minutes from July 16, 2025, Regular Bartonville Community Development Corporation Meeting.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

- July 16, 2025, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 16TH DAY OF JULY 2025, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Randy Van Alstine, Chair
 Scott Daum, Director (*arrived at 6:18 pm*)
 Laura Karbash-Smith, Director
 Jim Langford, Director
 Brenda Latham, Vice Chair

Town Staff Present:

Kirk Riggs, 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 June 11, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Latham, seconded by Director Langford, to **APPROVE** the June 11, 2025, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

2. Discuss and consider approval of a Fiscal Year 2024-2025 Budget Amendment.

Motion made by Director Latham, seconded by Director Langford, to **APPROVE** a Fiscal Year 2024-2025 Budget Amendment as presented. Motion carried unanimously.

3. Discuss and consider changing the BCDC Board Meeting Schedule from Monthly to Quarterly.

Motion made by Director Latham, seconded by Director Langford, to **APPROVE** changing the meetings from monthly to quarterly with a stipulation that this schedule can be changed as needed. Motion carried unanimously.

4. Discuss and consider revising the Funding Guidelines Policy and Procedures.

No action taken, discussion only.

5. Discuss and consider funding for the replacement of the rustic fence and backfilling under the well house in Old Town.

No action taken, Board consensus was to add this to the October 2025 meeting for discussion.

6. Update regarding Marketing Magazine.

Staff provided an update and shared that the magazine will be sent to print once a final review is performed.

7. Update regarding holiday decorations.

No action taken, discussion only.

8. Discussion of Financial Report ending June 2025.

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

9. 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 6:30 pm.

APPROVED this the 8th day of October 2025.

APPROVED:

Chair

ATTEST:

Shannon Montgomery, TRMC
Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 8, 2025

FROM: Kirk Riggs, Town Administrator/Chief of Police

AGENDA ITEM: Discuss and consider potential economic development projects.

SUMMARY:

a. Rustic Fence and Backfilling under the well house in Old Town

Ex-Chair Randy Van Alsine at our last meeting remarked that the rustic wooden fence and other structures behind the horse statue at FM 407 and McMackin are beginning to show their age. The weathering has become noticeable and gives the entrance into Old Town a worn appearance. In addition, the well house area needs attention, particularly backfilling around the foundation to improve both aesthetics and structural stability. This would help present a more polished and well-maintained look for visitors and residents.

b. Beautification of Bartonville Entrance at Jeter and FM 407

The committee last month had discussed the importance of making the Bartonville entrance at Jeter Road and FM 407 more visually appealing. This area is one of the first impressions people have when entering Bartonville, and enhancements such as landscaping, improved signage, or decorative elements could significantly improve curb appeal. The goal is to create a welcoming gateway that reflects the character and pride of the community.

c. 407 medians

Staff suggested the possibility of enhancing the FM 407 grassy median in front of Kroger with landscaping improvements. The idea is to consider installing features such as decorative plantings, low-maintenance shrubs, or seasonal flowers to create a more attractive and welcoming appearance. The concept could mirror the type of landscaping Lantana has completed at the intersection of FM 407 and Lantana Trail, where landscaping has provided both curb appeal and a sense of community pride. Exploring this option would help Bartonville present a more polished and visually consistent look along one of its busiest corridors.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 8, 2025
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Discussion of Financial Report ending September 2025.

SUMMARY:

September 2025 Monthly Financial Report.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

- September 2025 Revenue and Expense Report

Town of Bartonville
 Revenue and Expense Report
 As of September 30, 2025

10/3/2025

Item F8.

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	7,770.61	120,809.70	120,000.00	(809.70)	(0.67%)	116,399.45	116,399.45
Total Sales & Mixed Beverage Tax	<u>7,770.61</u>	<u>120,809.70</u>	<u>120,000.00</u>	<u>(809.70)</u>	<u>(0.67%)</u>	<u>116,399.45</u>	<u>116,399.45</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,648.95	27,469.22	25,000.00	(2,469.22)	(9.88%)	39,193.90	39,193.90
-4999 Transfer In	0.00	0.00	28,465.00	28,465.00	100.00%	0.00	0.00
Total Other/Transfer	<u>2,648.95</u>	<u>27,469.22</u>	<u>53,465.00</u>	<u>25,995.78</u>	<u>48.62%</u>	<u>39,193.90</u>	<u>39,193.90</u>
Total	<u>10,419.56</u>	<u>148,278.92</u>	<u>173,465.00</u>	<u>25,186.08</u>	<u>14.52%</u>	<u>155,593.35</u>	<u>155,593.35</u>
Total Revenue	<u>10,419.56</u>	<u>148,278.92</u>	<u>173,465.00</u>	<u>25,186.08</u>	<u>14.52%</u>	<u>155,593.35</u>	<u>155,593.35</u>

Town of Bartonville
 Revenue and Expense Report
 As of September 30, 2025

10/3/2025

Item F8.

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	3,000.00	0.00	0.00%	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	3,500.00	500.00	14.29%	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	96.00	918.87	1,500.00	581.13	38.74%	752.50	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	96.00	918.87	13,000.00	12,081.13	92.93%	11,300.64	11,300.64
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	243,500.00	243,500.00
10-5289 Marketing	13,597.50	28,285.00	28,585.00	300.00	1.05%	8,699.50	8,699.50
10-5514 Postage	730.00	730.00	825.00	95.00	11.52%	0.00	0.00
Total Other	14,327.50	29,015.00	129,410.00	100,395.00	77.58%	252,199.50	252,199.50
<u>Maintenance</u>							
10-5480 Old Town Improvements	0.00	4,000.00	4,000.00	0.00	0.00%	35,035.43	35,035.43
10-5481 Old Town Maintenance & Repairs	4,187.53	13,512.63	13,555.00	42.37	0.31%	15,082.90	15,082.90
Total Maintenance	4,187.53	17,512.63	17,555.00	42.37	0.24%	50,118.33	50,118.33
<u>Salary & Benefits</u>							
10-5627 Salary Transfer to Town	0.00	10,000.00	10,000.00	0.00	0.00%	10,000.00	10,000.00
Total Salary & Benefits	0.00	10,000.00	10,000.00	0.00	0.00%	10,000.00	10,000.00

Town of Bartonville
 Revenue and Expense Report
 As of September 30, 2025

10/3/2025

Item F8.

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	18,611.03	60,446.50	173,465.00	113,018.50	65.15%	323,618.47	323,618.47
Total Expense	18,611.03	60,446.50	173,465.00	113,018.50	65.15%	323,618.47	323,618.47