



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

October 09, 2024 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 reappointed Commissioners.

E. APPOINTMENT OF OFFICERS

2. Appointment of Chair.
3. Appointment of Vice Chair.

F. REGULAR ITEMS

4. Consider approval of the September 11, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.
5. Discuss and consider a proposal for Christmas Lighting at the corner of FM 407 and McMakin (Old Town) in an amount not to exceed \$6500.
6. Discuss and consider potential marketing options, including an agreement with Chansen Printing for a marketing magazine in an amount not to exceed \$11,000; and authorize the Town Administrator to execute same on behalf of the Town.
7. Old Town Landscaping and Maintenance Update.
8. Town Hall Property Improvements Subcommittee Update.
9. Discussion of Financial Report Ending September 2024.
10. Discussion of development activity (new businesses, prospective businesses, expansion of businesses).

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: Thursday, October 3, 2024, prior to 4:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 9, 2024

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the September 11, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

SUMMARY:

Minutes from September 11, 2024, Regular Bartonville Community Development Corporation Meeting.

STAFF RECOMMENDATION:

Approve as presented.

EXHIBITS:

- September 11, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 11TH DAY OF SEPTEMBER 2024, 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, Director

Directors Absent:

Terry Rock, Vice Chair
Lacy Burrhus, 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 6:01 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 August 14, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Latham, seconded by Director Langford, to approve the August 14, 2024, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

2. Discuss and consider potential marketing options.

Motion made by Director Latham, seconded by Director Buck, to accept the proposal of Chansen Printing for an 8½ by 11 sized magazine with 32 pages, including postage and mail service not to exceed \$17,000. Motion carried unanimously.

3. Old Town Landscaping and Maintenance Update.

Chair Van Alstine updated the Board regarding the horses being polished in late November, once the weather cools down, and landscaping should be starting late September.

Town Administrator Chambers stated that he will have the dead tree removed.

No action taken; discussion only.

4. Town Hall Property Improvements Subcommittee Update.

Chair Van Alstine updated the Board by stating that the Subcommittee is recommending the area be cleaned up and that the General Fund pay for the cleanup.

No action taken; discussion only.

5. Discussion of Financial Report Ending August 2024.

Town Administrator Chambers provided a summary of the financial report ending August 2024 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 6:45 pm.

APPROVED this the 9th day of October 2024.

APPROVED:

_____, Chair

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 9, 2024

FROM: Shannon Montgonery, Town Secretary

AGENDA ITEM: Discuss and consider a proposal for Christmas Lighting at the corner of FM 407 and McMakin (Old Town) in an amount not to exceed \$6500.

SUMMARY:

Staff requested a proposal for the lighting and life-sized four-person seated sleigh from its current vendor. The vendor was able to keep the cost at the same price as the previous year at \$6500.

RECOMMENDATION:

Staff recommends approving the proposal and moving forward with scheduling install.

ATTACHMENTS:

- Proposal



Item F5.

ESTIMATE

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

ESTIMATE	DATE	PO #	CUSTOMER NAME	EXPIRATION DATE
108305	09/12/2024		Town of Bartonville	10/12/2024

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.	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, unless agreed to in a separate scope of work.

SUBTOTAL	6,760.00
DISCOUNT	-260.00
SALES TAX	0.00
ESTIMATE TOTAL	\$6,500.00

APPROVED BY

TITLE

DATE



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 9, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider potential marketing options, including an agreement with Chansen Printing for a marketing magazine in an amount not to exceed \$11,000; and authorize the Town Administrator to execute same on behalf of the Town.

SUMMARY:

At the September 11, 2024 BCDC Meeting, the Board approved a motion to accept the proposal of Chansen Printing for an 8½ by 11 sized magazine with 32 pages, including postage and mail service not to exceed \$17,000.

Once Director Buck spoke with Chansen Printing with the details the Board approved, the agreement was drawn up for approval.

RECOMMENDATION:

Staff recommends approving the agreement in an amount not to exceed \$11,000; and authorize the Town Administrator to execute same on behalf of the Town.

ATTACHMENTS:

- Agreement

PRINT CONTRACT



&



CHANS
PRINTING

Item F6.

6530 Alliance Drive, Ste 110 | Rockwall, TX 75032

This quote is good for 30 days, unless otherwise stated.

Proposal To: Bartonville Community Development Corporation
1941 E. Jeter Road, Bartonville, TX 76226
(817) 693-5280

Date: 09.23.2024

In-House Date: December 2024
Project Name: Welcome Guide Magazine for Newcomers

SPECIFICATIONS

- Full color
- Perfect Bound with spine
- Gloss/Satin Coating

Magazine - Standard Size - 8.5 x 11	PRICE*
32pgs - #70 Text - #100 Gloss Text Cover - 3,000 QTY	\$8,670.00

Artwork:
*Dedicated Designer
& Customer Service*

Artwork & Design Idea Session - Included
Client provides all artwork for us to build business ads.

Mailing Service:

\$675.00 - Approx 560 Businesses & Residences in Bartonville
Includes: Basic data processing, CASS certify list, ink jet magazine addressing, sort, tray, and prepare for discounted mail and delivery to the Post Office.

Mail List:

\$450.00 - with USPS rural routes provided

Delivery:

*Based upon quantity
and page count*

Estimated Shipping to zip code 76226 included

Tax:

Tax Exempt

Total BEFORE

Postage: \$9,795.00

Estimated

Postage: \$716.80 - 560 pieces - 4.8 ounce / 32 pages

Total Including Estimated Postage: \$10,511.80

Deposit Due: \$4,897.50 - upon signing agreement

Balance Due: \$4,897.50 - upon final approval of magazine proof

Postage Due: the day it goes to the post office

THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOU!

Signature: *Michelle Haywood* Date: September 23, 2024
Name: Michelle Haywood
Title: Senior Marketing Advisor

Customer Acceptance:
Signature: _____ Date: _____
Name: _____
Title: _____

Terms

Item F6.

Purchaser Agrees to pay in full or one-half total sale upon execution of this contract by check or credit card. This(these) order(s) cannot be cancelled. In no event shall Chansen Printing's liability to the purchaser for all claims of any kind exceed the total charges payable for the order. Chansen Printing shall not be bound by any promises or agreements not contained herein, nor shall any such relieve purchaser of their obligations hereunder. AFTER APPROVAL, PLEASE ALLOW UP TO TEN BUSINESS DAYS FOR PRODUCT DELIVERY; FOUR TO SIX WEEKS FOR CUSTOM FRAMES.

Payment: This contract has been signed by an individual authorized to legally bind and obligate the above named business and signee to pay for all services specified on this contract in accordance with the terms and conditions printed here on this contract. Purchaser and agent (if any) each agree to be jointly and severally responsible for full payment thereof. In any action brought upon this contract, venue shall be proper in Rockwall, Texas and purchaser and agent (if any) expressly waive any objections to venue or personal jurisdiction therein. In the event that payment is not made by purchaser, in accordance with terms and conditions of this contract, purchaser agrees to pay all legal fees incurred by Chansen Printing to obtain collection.

Conditions: Purchaser and agent(if any) assume liability for all content of printed materials written or pictorial images and sole responsibility for any and all claims arising thereof. This contract is with the named business (Purchaser) and change of ownership, management or agency will not dissolve contract obligations. Failure to acknowledge signoff or return proof will not alter contract payment terms or obligations. A \$35.00 service charge will be applied to all returned checks. Chansen Printing reserves the right at any time to reject any advertising material which may be deemed objectionable or offensive toward others.

Conditions

All contracts are subject to acceptance by Chansen Media Group, Inc. DBA Chansen Printing. Chansen Printing requires that all Terms and Conditions contained in this contract legally bound the purchaser and agent (if any) to all contract Terms and Conditions.

- DESIGN/PROOFING SERVICE** Graphic Design services are charged at a rate of \$295 per two hours. We also offer Production Assistance, which is charged at a rate of \$125 per product. Graphic Design services or Production Assistance starts with us receiving all logos, copy, images, color and general direction from the purchaser. We will not start a design without all of the proper components and direction necessary. Once all components are received, then the job is put right into production. The purchaser will see a proof via e-mail within 2-3 business days. Revisions received for a job will be completed and a new proof will be sent back within 24-48 hours. After the design is approved then an invoice is generate and sent to purchaser for remaining balance. Upon payment, the job will be sent to press. Upon request and for a fee, a computer generated color proof can be produced to simulate how the printed piece will look. Because of the differences in equipment, ink and other conditions between color proofing and production pressroom operations, a reasonable variation in color is to be expected. Certain ink colors can vary after some production processes. Exact PMS color matches cannot be guaranteed. When variation of this kind occurs, it will be considered acceptable performance and the proof becomes an accepted approval between the purchaser and Chansen Printing.
- PRINT TURNAROUNDS** Print turnarounds start the day after a job is approved, invoice is paid and the order is sent to press. Our print turnarounds can range from 7-10 business days and once an order is sent to press it cannot be pulled or adjusted for any reason, nor can it be canceled.
- DIRECT MAIL SERVICES** Direct mail process, relating only to fulfillment, takes up to 5 business days and consists of 3 major steps. Those steps are data sorting (creating the distribution list), inkjetting the addresses onto the pieces and delivering the pieces to the post office. Before a job can be mailed, the estimated postage fee must be paid for by the purchaser. Postage is always an estimate and can never be fully determined until the list is processed and certified for delivery by the United States Postal Service. Once the postage invoice is paid, then the pieces will go to the United States Postal Service. USPS does not guarantee any specific delivery time but states that standard/pre-sorted mail can range from 5-10 mail days and first class mail from 2-5 mail days.
- SHIPPING** Shipping services provides several options for getting your order to you from one day turnaround to a standard 5-7 business day. Shipping starts when the completed job is entered into the system and loaded onto a delivery truck. Next day shipping is available upon request, but is not guaranteed. If a job is shipping out of state then the average turnaround could range from 7-10 business days.
- RUSH ORDER PARAMETERS** Rush orders are possible and subject to management approval. In order to rush an order, a timeline and additional rate must be calculated by management along with the delivery cost. In order to fulfill the rush order, the purchaser agrees to perform all tasks necessary, like being on standby to proof and approve the design quickly. If the purchaser does not perform the needed tasks then the job deadline will be affected.
- COPYRIGHTS AND TRADEMARKS** The purchaser warrants that: The subject matter to be printed is not copyrighted by a third party. The purchaser also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The work does not contain anything that is libelous or scandalous, or anything that threatens anyone's right to privacy or other personal or economic rights. Purchaser warrants that he/she has the authority to use any trademark, trade name, service mark, name, portrait, picture or illustration in the manner and in accordance with the ad material submitted. Chansen Printing reserves the right to use its sole discretion in refusing to print anything that appears illegal, libelous, scandalous, improper, or infringing upon copyright law. No copyright notice has been removed from any material used in preparing the subject matter for reproduction. The purchaser agrees to indemnify and hold Chansen Media Group DBA Chansen Printing harmless for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright and trademark infringement involving the work produced or provided.
- CLAIMS** Claims for defects, damages, or shortages must be made by the purchaser in writing no later than 48 hours after delivery. If no such claim is made, Chansen Printing and the purchaser will collectively agree that the job has been accepted. By accepting the job, the purchaser acknowledges that Chansen Printing's performance has fully satisfied all terms, conditions and specifications. Chansen Printing's liability will be limited to the quoted selling price of defective goods, without additional charge for special or consequential damages as specified. As security for payment of any sum due under the terms of this agreement, Chansen Printing has the right to hold and place a lien on all purchasers' property in Chansen Printing's possession. The right applies even if credit has been extended, notes have been accepted, trade acceptances have been made, or payment has been guaranteed. If payment is not made, the purchaser is liable for all collection costs incurred, including reasonable attorney's fees incurred by Chansen Printing to obtain collection.
- ADVERTISING PRODUCTS** Chansen Printing reserves the right to feature any purchasers' printed pieces in its advertising or promotional material, unless otherwise specified by the purchaser in writing.
- MODIFICATION** This contract constitutes the sole understanding between the parties hereto as to the subject matter herein. No modification or change to this contract or any oral understanding will be binding unless in writing signed by both parties hereto. Chansen Printing shall not be bound by any promises or agreements not contained herein and accepted, nor shall any such relieve purchaser or agent (if any) of their obligations hereunder. Any agreed upon changes will be signed by both parties using a Contract Change Order.
- ADDITIONAL CONDITIONS** Chansen Printing reserves the right to terminate this contract in part or in its entirety at any time with or without cause. Purchaser acknowledges that he/she has read all terms and conditions and purchaser agrees to be legally bound by all contract terms and conditions contained in this contract.



PURCHASER'S INITIALS



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: October 9, 2024
FROM: Thad Chambers, Town Administrator
AGENDA ITEM: Discussion of Financial Report Ending September 2024.

Summary:

Monthly Report September 2024.

Exhibits:

- September 2024 Income and Expense Report.

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

10/3/2024

Item F9.

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							
-	9,957.79	155,721.67	145,000.00	(10,721.67)	(7.39%)	207,844.48	207,844.48
Revenue Totals	<u>9,957.79</u>	<u>155,721.67</u>	<u>145,000.00</u>	<u>(10,721.67)</u>	<u>-7.39%</u>	<u>207,844.48</u>	<u>207,844.48</u>
Expense Summary							
10-Administration	3,136.72	289,333.00	397,725.00	108,392.00	27.25%	146,812.08	146,812.08
90-Transfers	0.00	37,690.60	0.00	(37,690.60)	0.00%	20,000.00	20,000.00
Expense Totals	<u>3,136.72</u>	<u>327,023.60</u>	<u>397,725.00</u>	<u>70,701.40</u>	<u>17.78%</u>	<u>166,812.08</u>	<u>166,812.08</u>
Revenues Over(Under) Expenditures	<u>6,821.07</u>	<u>(171,301.93)</u>	<u>(252,725.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>41,032.40</u>	<u>41,032.40</u>

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

10/3/2024

Item F9.

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	7,187.33	116,527.77	120,000.00	3,472.23	2.89%	158,346.67	158,346.67
Total Sales & Mixed Beverage Tax	<u>7,187.33</u>	<u>116,527.77</u>	<u>120,000.00</u>	<u>3,472.23</u>	<u>2.89%</u>	<u>158,346.67</u>	<u>158,346.67</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,770.46	39,193.90	25,000.00	(14,193.90)	(56.78%)	49,497.81	49,497.81
Total Other/Transfer	<u>2,770.46</u>	<u>39,193.90</u>	<u>25,000.00</u>	<u>(14,193.90)</u>	<u>(56.78%)</u>	<u>49,497.81</u>	<u>49,497.81</u>
Total	<u>9,957.79</u>	<u>155,721.67</u>	<u>145,000.00</u>	<u>(10,721.67)</u>	<u>(7.39%)</u>	<u>207,844.48</u>	<u>207,844.48</u>
Total Revenue	<u>9,957.79</u>	<u>155,721.67</u>	<u>145,000.00</u>	<u>(10,721.67)</u>	<u>(7.39%)</u>	<u>207,844.48</u>	<u>207,844.48</u>

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

10/3/2024

Item F9.

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	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%	382.26	382.26
Total Supplies	0.00	0.00	1,500.00	1,500.00	100.00%	4,382.26	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	752.50	6,000.00	5,247.50	87.46%	2,031.00	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	11,300.64	37,100.00	25,799.36	69.54%	9,931.00	9,931.00
<u>Other</u>							
10-5280 Grant Expenses	0.00	243,500.00	243,500.00	0.00	0.00%	82,400.00	82,400.00
10-5289 Marketing	0.00	8,699.50	14,500.00	5,800.50	40.00%	22,740.41	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%	150.00	150.00
Total Other	0.00	252,199.50	259,125.00	6,925.50	2.67%	105,290.41	105,290.41
<u>Maintenance</u>							
10-5480 Old Town Improvements	0.00	2,164.00	50,000.00	47,836.00	95.67%	0.00	0.00
10-5481 Old Town Maintenance & Repairs	3,136.72	13,668.86	40,000.00	26,331.14	65.83%	27,208.41	27,208.41
Total Maintenance	3,136.72	15,832.86	90,000.00	74,167.14	82.41%	27,208.41	27,208.41
<u>Salary & Benefits</u>							
10-5627 Salary to Town	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00
Total Salary & Benefits	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00

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

10/3/2024

Item F9.

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	3,136.72	289,333.00	397,725.00	108,392.00	27.25%	146,812.08	146,812.08
90-Transfers							
Transfer							
90-5999 Transfers Out	0.00	37,690.60	0.00	(37,690.60)	0.00%	20,000.00	20,000.00
Total Transfer	0.00	37,690.60	0.00	(37,690.60)	0.00%	20,000.00	20,000.00
Total Transfers	0.00	37,690.60	0.00	(37,690.60)	0.00%	20,000.00	20,000.00
Total Expense	3,136.72	327,023.60	397,725.00	70,701.40	17.78%	166,812.08	166,812.08