



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

June 11, 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 April 9, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Discuss and consider a funding request from Tim House regarding entertainment venue marketing.
3. Discuss and consider items needed by Chansen Printing for the marketing magazine project, including editorial content, and final review.
4. Update on holiday decorations.
5. Discussion of Financial Report ending May 2025.
6. Discuss and consider the Proposed Fiscal Year 2025-2026 Budget.
7. 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, June 6, 2025, prior to 4:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 11, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the April 9, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

SUMMARY:

Minutes from April 9, 2025, Regular Bartonville Community Development Corporation Meeting.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

- April 9, 2025, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 9TH DAY OF APRIL 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
Lacy Burrhus, Director
Jim Langford, Director
Brenda Latham, Vice Chair

Directors Absent:

Scott Daum, Director
Tyler Ochoa, Director

Town Staff Present:

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 March 12, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Latham, seconded by Director Buck, to **APPROVE** the March 12, 2025, 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, and final review.

The Board reached a consensus regarding the cover photo and moving forward with the businesses that have been confirmed; deadline to Chansen is Friday, April 11, 2025. Director Latham will pull and edit the Town History to provide to Chansen.

3. Update on holiday decorations.

Chair Van Alstine stated he reached out to another company and more information will be forthcoming.

4. Discussion of Financial Report ending March 2025.

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

5. 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 11th day of June 2025.

APPROVED:

Randy Van Alstine,
Chair

ATTEST:

Shannon Montgomery, TRMC
Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 11, 2025

FROM: Tim House, The Bartonville Store

AGENDA ITEM: Discuss and consider a funding request from Tim House regarding entertainment venue marketing.

SUMMARY:

Mr. Tim House will present a funding request.

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

- Funding Application

BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION FUNDING APPLICATION

STATE OF TEXAS §

KNOW ALL BY THESE PRESENTS:

COUNTY OF DENTON §

PART 1 - APPLICANT INFORMATION

Application Date: June 6, 2025Company Name: The Bartonville Store, LLCAddress: 96 McMartin Road, Bartonville, TX 76226Representative for Application: Tim HouseLocal address: 240 McMartinTown: Double OakState: TxZIP Code: 75077Phone Number: 214.773.7441State of Incorporation: TxYears In Town: 31Total Employees in Town: 27

PART 2 - PROJECT INFORMATION

Location Address: See Attached Narrative

Legal Description:

Project Description:

☐ New Construction☐ Expansion☒ Marketing

Section A - Economic Development Type of Facility

☐ Manufacturing☐ Distribution☐ Service Center☒ Restaurant☐ Describe

PART 3 - ECONOMIC INFORMATION

Construction Estimate: Cost \$18,000.00Start Date: August 2025Amount Requested: 9,000.00Permanent Job Creation: Estimate 10% for each participating business.

PART 4 - NARRATIVE

1. Introduction of Business: See Attached Narrative2. Name(s) of chief officers or owners: Tim House and Marty Bryan

3. Reasons for seeking economic development incentive:

To encourage the Town's participation in a marketing campaign to promote existing entertainment/dining businesses in Town.

4. State how the project will benefit the Town of Bartonville:

See Attached Narrative

5. Describe the Project:

See Attached Narrative

6. Describe the types and numbers of jobs to be generated and provide information on current level of employment including: (a) current payroll; and (b) breakdown of current payroll by zip code. Attach a copy of the business's most recent filing with the Texas Workforce Commission or other supporting documentation that can be used to determine actual employment level at the time of application.

Estimate 10% increase in employment
for each participating business.

7. List any other governmental assistance/incentives being requested or already approved for the project from sources other than the BCDC.

None

8. List any competition or similar businesses in the area.

Intent is to include all similar
businesses located in the Town.

UNDOCUMENTED WORKER CERTIFICATION

Item D2.

Chapter 2264, Subchapter A, Texas Government Code requires that any public agency or economic development corporation shall require a business that submits an application to receive a public subsidy to include a statement certifying that the business does not and will not knowingly employ an undocumented worker. The Company certifies that its operation within Bexar County, Texas does not and will not knowingly employ an undocumented worker, as defined in Chapter 2264, Subchapter A, Texas Government Code, as amended (the "Act").

Pursuant to the Act, if the Company is convicted of a violation under 8 U.S.C. Section 1324a (f), after receiving any public subsidy, the Company shall promptly give the County written notice of such violation and the Company shall repay the amount of the payment with interest, at a rate of 6.75% per annum not later than the 120th day after the date the Company notifies the County of this violation.

AUTHORIZATION AND CERTIFICATION

I am the authorized representative for the Company for the purpose of filing this application. I understand that this application is a government record as defined in Chapter 37 of the Texas Penal Code. The information contained in this application is true and correct to the best of my knowledge and belief. I hereby certify and affirm that the Company I represent is in good standing under the laws of the state in which the company, partnership, or sole proprietorship was organized and or operates and that no delinquent taxes are owed to the State of Texas or any political subdivision or entity thereof.

Authorized Official Tim House, Managing Member
The Bartonville Store LLC

Authorized Signature:



Name:

Tim House

Title:

Telephone:

214. 713. 7441

E-Mail:

blueup94@verizon.net

Given under my hand and seal of office this 5th day of June 2025.

Shannon Montgomery
Notary Public, State of Texas



My commission expires:

03/26/2027

ATTACHMENT "A"

OVERALL NARRATIVE

This request for CDC funding assistance is not typical, as it does not involve any physical improvements to the business or related property. Instead, it is a request for marketing assistance for existing Bartonville businesses that provide entertainment and dining, specifically the Bartonville Store, the Bartonville Tavern, and Marty B's. As this request does not completely fit the Town's application format, the intent of this narrative is to provide an overall description of our intent and how it could benefit both the businesses and the Town.

OBJECTIVE:

The CDC is charged with the responsibility of promoting the Town's business development, yet realistically, the "Keep Bartonville Country" philosophy provides very little incentive to attract new businesses. The proposal presented herein is instead focussed on helping the Town's existing businesses grow their customer base, which should not only translate to more business for each, but also to more tax revenue for the Town.

MARKETING CONCEPT:

The basic concept is to promote the Town of Bartonville as the Mecca for entertainment and dining in the general area surrounding the Town. This would be very similar to a marketing program in Roanoke that bills that city as the "Restaurant Capital of North Texas". They have been very successful in creating the image of a destination hub for dining.

APPLICANTS:

While this application is being submitted in the name of The Bartonville Store, this is for procedural simplification only. As already noted, the intent is to benefit Marty B's, The Bartonville Tavern, and ultimately any other local businesses that provide both entertainment and dining.

MARKETING METHODOLOGY:

We have reached an agreement with the two "Lifestyle" magazines in the area (Cross Timbers and North Lake) to have a full-page ad in each for a combined cost of \$3,000 per month. This is a discounted rate that will directly target the areas most likely to respond to our advertising, including Lantana, Highland Village, Flower Mound, Argyle, North Lake, and Justin. The intent is that the page would have a Bartonville "banner" at the top, followed by smaller ads for each of the participating businesses. (Note: Cross Timbers Lifestyle will provide additional, more specific information regarding the service areas and historical market penetration, such to be made available at the CDC June 11 meeting.)

COST SHARING PROPOSAL:

The proposal of this application is that the CDC share in the cost of this advertising campaign by contributing 50%, with the businesses then contributing the other 50% according to the size of their respective ads. More specifically, this request is for a 6-month commitment as a trial period to judge the value of this type of advertising campaign. The Town's share would equate to \$1500 per month, or \$9000 for the six-month period.

SUMMARY:

As previously noted, the CDC is somewhat limited in its charge to promote business development, especially the attraction of new businesses. However, with this proposal, it can set in motion the concept of helping existing businesses attract more customers, thus benefiting all by increased revenue and tax income.



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 11, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider items needed by Chansen Printing for the marketing magazine project, including editorial content, and final review.

SUMMARY:

Discussion items:

- Review and confirm current business information
- Review proposed editorial content

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 11, 2025

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion of Financial Report ending May 2025.

SUMMARY:

May 2025 Monthly Financial Report.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

- May 2025 Revenue and Expense Report

Town of Bartonville
Revenue And Expense Report
As of May 31, 2025

6/5/2025

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							
-	16,788.44	100,854.32	147,125.00	46,270.68	31.45%	108,114.18	155,593.35
Revenue Totals	16,788.44	100,854.32	147,125.00	46,270.68	31.45%	108,114.18	155,593.35
Expense Summary							
10-Administration	1,889.84	37,508.86	147,125.00	109,616.14	74.51%	267,660.57	323,618.47
Expense Totals	1,889.84	37,508.86	147,125.00	109,616.14	74.51%	267,660.57	323,618.47
Revenues Over(Under) Expenditures	14,898.60	63,345.46	0.00	(63,345.46)	52.98%	(159,546.39)	(168,025.12)

Town of Bartonville
Revenue and Expense Report
As of May 31, 2025

6/5/2025

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.
-							
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	14,678.17	81,787.85	120,000.00	38,212.15	31.84%	80,442.07	116,399.45
Total Sales & Mixed Beverage Tax	14,678.17	81,787.85	120,000.00	38,212.15	31.84%	80,442.07	116,399.45
<u>Other/Transfer</u>							
-4250 Interest Earned	2,110.27	19,066.47	25,000.00	5,933.53	23.73%	27,672.11	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	2,110.27	19,066.47	27,125.00	8,058.53	29.71%	27,672.11	39,193.90
Total	16,788.44	100,854.32	147,125.00	46,270.68	31.45%	108,114.18	155,593.35
Total Revenue	16,788.44	100,854.32	147,125.00	46,270.68	31.45%	108,114.18	155,593.35

Town of Bartonville
Revenue and Expense Report
As of May 31, 2025

6/5/2025

Item D5.

800 - Bartonville Community Development 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%)	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	1,500.00	(1,500.00)	(100.00%)	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	35.00	35.00	1,500.00	1,465.00	97.67%	682.50	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	35.00	35.00	13,000.00	12,965.00	99.73%	11,230.64	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	900.00	14,687.50	12,000.00	(2,687.50)	(22.40%)	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	900.00	14,687.50	112,625.00	97,937.50	86.96%	252,199.50	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	954.84	5,786.36	10,000.00	4,213.64	42.14%	4,230.43	15,082.90
Total Maintenance	954.84	9,786.36	10,000.00	213.64	2.14%	4,230.43	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%	0.00	10,000.00
Total Salary & Benefits	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	10,000.00

Town of Bartonville
Revenue and Expense Report
As of May 31, 2025

6/5/2025

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	1,889.84	37,508.86	147,125.00	109,616.14	74.51%	267,660.57	323,618.47
Total Expense	1,889.84	37,508.86	147,125.00	109,616.14	74.51%	267,660.57	323,618.47



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 11, 2025

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider the Proposed Fiscal Year 2025-2026 Budget.

Summary:

This is the initial budget discussion for the BCDC directors to determine spending levels for the coming fiscal year.

Exhibits:

- Draft Budget Spreadsheet

BCDC
FY2026 Proposed Budget

Item D6.

Account #	Description	2022-2023 Adopted	2023-2024 Adopted	2023-2024 AMENDED	2024-2025 Adopted	Current YTD	2025-2026 Requested
800-4025	Sales Tax Revenue	\$ 197,950	\$ 120,000	\$ 120,000	\$ 120,000	\$ 81,787.85	\$ 120,000
800-4250	Interest Earned	\$ 12,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 19,066.47	\$ 25,000
800-4400	Grants and Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800-4999	Transfer In from Fund Balance	\$ 37,795	\$ 109,225	\$ 252,725	\$ 2,125	\$ -	\$ 16,125
	Total Revenue	\$ 247,745	\$ 254,225	\$ 397,725	\$ 147,125	\$ 100,854.32	\$ 161,125

800-10-5147	Computer Software & Maintenance	\$ 4,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000.00	\$ 3,000
800-10-5149	Consulting Fees	\$ 50,000	\$ 25,000	\$ 25,000	\$ 1,500	\$ -	\$ 1,500
800-10-5158	Copier/Printing Expense and Supplies	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
800-10-5280	Grant Expenses	\$ 100,000	\$ 100,000	\$ 243,500	\$ 100,000	\$ -	\$ 100,000
800-10-5289	Marketing	\$ 19,750	\$ 14,500	\$ 14,500	\$ 12,000	\$ 14,687.50	\$ 14,000
800-10-5381	Legal	\$ 6,000	\$ 6,000	\$ 6,000	\$ 1,500	\$ 35.00	\$ 1,500
800-10-5480	Old Town Improvements	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 4,000.00	\$ -
800-10-5481	Old Town Maintenance & Repairs	\$ 40,000	\$ 40,000	\$ 40,000	\$ 10,000	\$ 5,786.36	\$ 10,000
800-10-5488	Traffic Study	\$ 6,100	\$ 6,100	\$ 6,100	\$ 10,000	\$ -	\$ 10,000
800-10-5514	Postage	\$ 625	\$ 625	\$ 625	\$ 625	\$ -	\$ 625
800-10-5520	Professional Development	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -
800-10-5627	Salary Transfer to Town	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000.00	\$ 20,000
	Total Expenses	\$ 247,475	\$ 254,225	\$ 397,725	\$ 147,125	\$ 37,508.86	\$ 161,125

Revenue Over (Under) Expenses	\$ 270	\$ -	\$ -	\$ -	\$ 63,345.46	\$ -
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