



# COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

April 10, 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. PUBLIC HEARINGS AND REGULAR ITEMS

1. Discuss and consider approval of the January 17, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Discuss and consider funding request by Bartonville restaurant group for promotional video.
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.
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.
5. Discuss and consider changing the schedule and frequency of the Bartonville Community Development Meetings.
6. Discuss and consider next steps for the Old Town Landscaping project.
7. Discussion of Financial Report Ending March 2024.
8. 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, April 5, 2024, prior to 4:00 pm.

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

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



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE** April 10, 2024

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Consider approval of the January 17, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

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**Summary:** Minutes from January 17, 2024, Regular Bartonville Community Development Corporation Meeting.

**Staff Recommendation:** Approve.

**Exhibits:**

- January 17, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

**THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 17TH DAY OF JANUARY 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  
Lacy Burrhus, Director  
Jim Langford, Director (*arrived at 6:19 pm*)  
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. 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. PUBLIC HEARING AND REGULAR ITEMS**

**1. Introduction of members.**

Each member introduced themselves.

**2. Appointed Officials Orientation.**

Town Secretary Montgomery provided an overview of quorums, attendance, training, and addressed questions.

**3. Consider approval of the December 13, 2023, Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Latham, seconded by Director Rock to approve the December 13, 2023, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

**4. Conduct a Public Hearing, consider providing financial assistance in an amount not to exceed \$20,000 to Ucryo & Recovery, LLC for job creation and retention, and consider approval of a Performance Agreement by and between the Bartonville Community Development Corporation and Ucryo & Recovery, LLC.**

Town Administrator Chambers provided an overview of the proposed Performance Agreement and addressed questions from the Board.

Chair Van Alstine opened the Public Hearing at 6:12 pm.

Tryan Stutes, President/CEO of Ucryo & Recovery, LLC spoke in favor of the Performance Agreement and addressed questions from the Board.

Chair Van Alstine closed the Public Hearing at 6:15 pm.

Motion made by Director Latham, seconded by Director Burrhus, to approve the Performance Agreement by and between the Bartonville Community Development Corporation and Ucryo & Recovery, LLC in an amount not to exceed \$20,000 and place the Performance Agreement on the next Town Council Meeting Agenda. Motion carried unanimously.

**5. Conduct a Public Hearing, consider providing financial assistance in an amount not to exceed \$150,000 to Marty B's, LLC for the patio cover construction project, and consider approval of a Performance Agreement by and between the Bartonville Community Development Corporation and Marty B's, LLC.**

Town Administrator Chambers provided an overview of the proposed Performance Agreement and addressed questions from the Board.

Chair Van Alstine opened the Public Hearing at 6:15 pm.

Marty Bryan, owner of Marty B's, LLC spoke in favor of the agreement and addressed questions from the Board.

Chair Van Alstine closed the Public Hearing at 6:22 pm.

Motion made by Director Latham, seconded by Director Buck, to approve the Performance Agreement by and between the Bartonville Community Development Corporation and Marty B's, LLC, in an amount not to exceed \$150,000 and place the Performance Agreement on the next Town Council Meeting Agenda. Motion carried 5-0-1 with Director Langford abstaining.

**6. Consider and act regarding the Old Town Landscaping project.**

The Board directed Staff to discuss the list of needs with the Town's landscaper.

**7. Discussion of Financial Report Ending December 2023.**

Town Administrator Chambers provided a summary of the financial report ending December 2023 and addressed questions from Directors.

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

Discussion only, no action taken.

**9. Presentation from Tim House regarding the Bartonville Restaurant Association funding request.**

Tim House, The Bartonville Store, provided a brief presentation of the funding application and addressed questions from the Board.

The Board directed Staff to research the Board’s marketing expenses and have this information ready to discuss at the next meeting.

**D. FUTURE ITEMS**

Discussion only, no action taken.

**E./F. CONVENE INTO CLOSED SESSION/ RECONVENE INTO REGULAR SESSION**

**10. The Bartonville Community Development Corporation (BCDC) will hold a closed Executive Session meeting, pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in: Section 551.087 – to discuss or deliberate regarding commercial or financial information that the BCDC has received from a business prospect and deliberate the offer a financial or other incentive to a business prospect – Bartonville Restaurant Association.**

The Bartonville Community Development Corporation Board of Directors did not convene into Closed Session.

**G. ADJOURNMENT**

Chair Van Alstine adjourned the meeting at 7:09 pm.

**APPROVED this the 10th day of April 2024.**

**APPROVED:**

\_\_\_\_\_  
Randy Van Alstine, Chair

**ATTEST:**

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



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

**DATE:** April 10, 2024

**FROM:** Thad Chambers, Town Administrator

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

**Summary:**

During a previous BCDC meeting, it was discussed that the BCDC can legally expend up to 10% of its annual sales tax collections on “marketing” activities. Staff was directed to review previous fiscal years to determine if funding could be made available for current “marketing” activities.

Staff reviewed financial statements back to 2019 and compared actual sales tax collections with actual marketing expenditures during each of those fiscal years. Currently, the BCDC has an additional \$34,200.00 that it could legally designate for marketing and related activities. This amount would take the BCDC to the maximum allowable expenditures, and the board could only budget 10% of projected collections going forward each year.

**FY2024 Marketing Expenses to date:**

<b>Current Budget</b>		<b>\$14,500</b>
<b>Vendor</b>		
Full Page Ad – December 2023 Cross Timbers Gazette	\$1,099.75	
Holiday Lighting Decorations at Old Town	\$6,500.00	
Full Page Ad – November 2023 Cross Timbers Gazette	\$1,099.75	
	\$8,699.50	\$5,800.50

**BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION**

**Revenues**

800-4999 Transfer In from Fund Balance \$ 34,200.00

**Expenditures**

800-10-5289 Marketing \$ 34,200.00

**Staff Recommendation:**

None.

**Exhibits:**

None.



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

**DATE** April 10, 2024

**FROM:** Thad Chambers, Town Administrator

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

**Summary:**

The BCDC has approved funding agreements for four businesses this fiscal year. The amounts approved for funding exceed what was budgeted for the fiscal year, so a budget amendment is needed to account for those additional incentive expenditures.

This amendment will allow for the payment of the incentive to Marty B's for the all-weather pavilion.

**FY2024 Grant Expenses to date:**

<b>Current Budget</b>		<b>\$100,000.00</b>
<b>Vendor</b>		
Ucryo & Recovery	\$20,000.00	
Cloud 9 Management, LLC	\$38,500.00	
Sakhouse Investments LLC	\$35,000.00	
	<u>\$93,500.00</u>	<u>\$6,500</u>

**BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION**

**Revenues**

800-4999 Transfer In from Fund Balance \$ 143,500.00

**Expenditures**

\$ 143,500.00

800-10-5280 Grant Expenses \$ 143,500.00

**Staff Recommendation:**

Approve the budget amendment as presented.

**Exhibits:**

None.





# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE** April 10, 2024

**FROM:** Thad Chambers, Town Administrator

**AGENDA ITEM:** Discussion of Financial Report Ending March 2024.

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**Summary:**

Monthly Reports March 2024.

**Exhibits:**

- Monthly Financial Report.

Town of Bartonville  
 Revenue and Expense Report  
 As of March 31, 2024

4/4/2024

Item D7.

<b>800 - Bartonville Community Devel Department Revenue</b>	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 &amp; Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	5,996.85	59,450.93	120,000.00	60,549.07	50.46%	118,690.85	190,476.98
Total Sales & Mixed Beverage Tax	<u>5,996.85</u>	<u>59,450.93</u>	<u>120,000.00</u>	<u>60,549.07</u>	<u>50.46%</u>	<u>118,690.85</u>	<u>190,476.98</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	3,637.35	21,508.53	25,000.00	3,491.47	13.97%	27,626.54	49,497.81
Total Other/Transfer	<u>3,637.35</u>	<u>21,508.53</u>	<u>25,000.00</u>	<u>3,491.47</u>	<u>13.97%</u>	<u>27,626.54</u>	<u>49,497.81</u>
Total	<u>9,634.20</u>	<u>80,959.46</u>	<u>145,000.00</u>	<u>64,040.54</u>	<u>44.17%</u>	<u>146,317.39</u>	<u>239,974.79</u>
Total Revenue	<u>9,634.20</u>	<u>80,959.46</u>	<u>145,000.00</u>	<u>64,040.54</u>	<u>44.17%</u>	<u>146,317.39</u>	<u>239,974.79</u>

Town of Bartonville  
 Revenue and Expense Report  
 As of March 31, 2024

4/4/2024

Item D7.

<b>800 - Bartonville Community Development Expense</b>	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.
<b>10-Administration</b>							
<u>Supplies</u>							
10-5147 Computer Software	(3,000.00)	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	<u>(3,000.00)</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>100.00%</u>	<u>4,000.00</u>	<u>4,382.26</u>
<u>Contracted Service</u>							
10-5149 Consulting Fees	3,000.00	3,000.00	25,000.00	22,000.00	88.00%	2,500.00	2,500.00
10-5381 Legal	87.50	682.50	6,000.00	5,317.50	88.63%	175.00	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	<u>3,087.50</u>	<u>11,230.64</u>	<u>37,100.00</u>	<u>25,869.36</u>	<u>69.73%</u>	<u>8,075.00</u>	<u>9,931.00</u>
<u>Other</u>							
10-5280 Grant Expenses	20,000.00	93,500.00	100,000.00	6,500.00	6.50%	9,900.00	82,400.00
10-5289 Marketing	0.00	8,699.50	14,500.00	5,800.50	40.00%	11,989.66	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	<u>20,000.00</u>	<u>102,199.50</u>	<u>115,625.00</u>	<u>13,425.50</u>	<u>11.61%</u>	<u>21,889.66</u>	<u>105,290.41</u>
<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	643.80	2,367.33	40,000.00	37,632.67	94.08%	9,685.35	27,208.41
Total Maintenance	<u>643.80</u>	<u>2,367.33</u>	<u>90,000.00</u>	<u>87,632.67</u>	<u>97.37%</u>	<u>9,685.35</u>	<u>27,208.41</u>
<u>Salary &amp; 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	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>0.00</u>

Town of Bartonville  
 Revenue and Expense Report  
 As of March 31, 2024

4/4/2024

Item D7.

<b>800 - Bartonville Community Devel Department Expense</b>	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	20,731.30	115,797.47	254,225.00	138,427.53	54.45%	43,650.01	146,812.08
Total Expense	20,731.30	115,797.47	254,225.00	138,427.53	54.45%	43,650.01	146,812.08