



# COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

November 13, 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. REGULAR ITEMS

- 1. Consider approval of the October 9, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.
- 2. Discuss and consider items needed by Chansen Printing for the marketing magazine project.
- 3. Old Town Landscaping and Maintenance Update.
- 4. Discussion of Financial Report Ending October 2024.
- 5. 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, November 8, 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:** November 13, 2024

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Consider approval of the October 9, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.

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**SUMMARY:**

Minutes from October 9, 2024, Regular Bartonville Community Development Corporation Meeting.

**STAFF RECOMMENDATION:**

Approve as presented.

**EXHIBITS:**

- October 9, 2024, Regular Bartonville Community Development Corporation Meeting Minutes.

**THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 9TH DAY OF OCTOBER 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:**

Randy Van Alstine, Chair  
Brenda Latham, Vice Chair  
Lacy Burrhus, Director  
Tyler Ochoa, Director

*Directors Absent:*

Jennifer Buck, Director  
Scott Daum, Director  
Jim Langford, Director

*Town Staff Present:*

Shannon Montgomery, Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 6:03 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.*

Newly appointed Director Ochoa introduced himself.

There was no public participation.

**D. PRESENTATIONS**

**1. Statement of Appointed Official and Oath of Office to newly reappointed Directors.**

Town Secretary Montgomery administered the Statement of Appointed Official and Oath of Office to newly appointed and reappointed Directors Burrhus, Latham, and Ochoa.

**E. APPOINTMENT OF OFFICERS**

**2. Appointment of Chair.**

Director Latham, seconded by Director Burrhus, nominated Director Van Alstine for Chair. Motion carried unanimously.

**3. Appointment of Vice Chair.**

Director Ochoa, seconded by Director Van Alstine, nominated Director Latham for Vice Chair. Motion carried unanimously.

**F. REGULAR ITEMS****4. Consider approval of the September 11, 2024, Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Latham, seconded by Director Burrhus, to approve the September 11, 2024, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

**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.**

Motion made by Director Latham, seconded by Director Burrhus, to approve the proposal for Christmas Lighting at the corner of FM 407 and McMakin in an amount not to exceed \$6500. Motion carried unanimously.

**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.**

Motion made by Director Latham, seconded by Director Burrhus, to approve 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. Motion carried unanimously.

**7. Old Town Landscaping and Maintenance Update.**

Consensus of the Directors was to direct Staff to proceed with obtaining costs on relocating the wiring and irrigation lines away from the newly removed tree and have the tree stump grinded.

**8. Town Hall Property Improvements Subcommittee Update.**

Chair Van Alstine provided an update and addressed questions from the Directors.

**9. Discussion of Financial Report Ending September 2024.**

Town Secretary Montgomery provided a summary of the financial report ending September 2024 and addressed questions from Directors.

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

Discussion only, no action taken.

**G. FUTURE ITEMS**

Discussion only, no action taken.

**H. ADJOURNMENT**

Chair Van Alstine adjourned the meeting at 6:33 pm.

**APPROVED this the 13th day of November 2024.**

**APPROVED:**

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

**ATTEST:**

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

DRAFT



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

**DATE:** November 13, 2024

**FROM:** Jennifer Buck, Director

**AGENDA ITEM:** Discuss and consider items needed by Chansen Printing for the marketing magazine project.

## Summary:

The Chansen Printing agreement has been signed and the deposit has been made. Next step is to review the needed items and questions from Chansen Printing:

1. *Process and contact info and names to coordinate receiving business names/logos/website info for ads - we have a dedicated customer service person on this end.*
2. *Indications of which businesses would receive which ad size ( full , half or quarter page ).*
3. *Would you want a table of contents including editorial and ads? If yes, please provide any editorial and or hi-res photographs you would like included.*
4. *Would you need an annual events calendar or map or anything like that included? If yes - then please provide content etc...*
5. *Anything specific for the front and back covers? The 32 pages will be saddle stitch - 28 pages plus 4 – the front cover & inside front cover and the back cover & inside back cover on a heavier stock so they will stand out. Did y'all want anything specific on the inside front and back covers or allow our design team to create best aesthetics on cover pages?*
6. *Did you have a specific date you wanted the magazines mailed? Please keep in mind the Holidays and US postal delays.*
7. *The Home Addresses for mailing to Bartonville only - I tried to call Jeremy at 903-315-0606 to no avail as it says there is no mailbox set up. If the Bartonville rural routes are part #03 and part #05 – I may need to ask y'all if you already have the full list?*
8. *Which address would you like the balance of the Welcome Magazines delivered to and to whose attention?*

## Staff Recommendation:

**Exhibits:** None



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

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**DATE:** November 13, 2024  
**FROM:** Shannon Montgomery, Town Secretary  
**AGENDA ITEM:** Discussion of Financial Report Ending October 2024.

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**Summary:**

Monthly Report October 2024.

**Exhibits:**

- October 2024 Revenue and Expense Report.

Town of Bartonville  
 Revenue And Expense Report  
 As of October 31, 2024

11/8/2024

Item D4.

<b>800 - Bartonville Community Development</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>Revenue Summary</b>							
-	17,430.46	17,430.46	147,125.00	129,694.54	88.15%	10,601.87	155,721.67
Revenue Totals	<u>17,430.46</u>	<u>17,430.46</u>	<u>147,125.00</u>	<u>129,694.54</u>	<u>88.15%</u>	<u>10,601.87</u>	<u>155,721.67</u>
<b>Expense Summary</b>							
10-Administration	8,242.25	8,242.25	147,125.00	138,882.75	94.40%	3,041.00	288,583.04
Expense Totals	<u>8,242.25</u>	<u>8,242.25</u>	<u>147,125.00</u>	<u>138,882.75</u>	<u>94.40%</u>	<u>3,041.00</u>	<u>288,583.04</u>
Revenues Over(Under) Expenditures	<u>9,188.21</u>	<u>9,188.21</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>7,560.87</u>	<u>(132,861.37)</u>



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

11/8/2024

Item D4.

<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.
<hr/>							
<u>Sales &amp; Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	14,817.80	14,817.80	120,000.00	105,182.20	87.65%	6,840.51	116,527.77
Total Sales & Mixed Beverage Tax	<u>14,817.80</u>	<u>14,817.80</u>	<u>120,000.00</u>	<u>105,182.20</u>	<u>87.65%</u>	<u>6,840.51</u>	<u>116,527.77</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	2,612.66	2,612.66	25,000.00	22,387.34	89.55%	3,761.36	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	<u>2,612.66</u>	<u>2,612.66</u>	<u>27,125.00</u>	<u>24,512.34</u>	<u>90.37%</u>	<u>3,761.36</u>	<u>39,193.90</u>
Total	<u>17,430.46</u>	<u>17,430.46</u>	<u>147,125.00</u>	<u>129,694.54</u>	<u>88.15%</u>	<u>10,601.87</u>	<u>155,721.67</u>
Total Revenue	<u>17,430.46</u>	<u>17,430.46</u>	<u>147,125.00</u>	<u>129,694.54</u>	<u>88.15%</u>	<u>10,601.87</u>	<u>155,721.67</u>

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

11/8/2024

Item D4.

<b>800 - Bartonville Community Development 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.
<b>10-Administration</b>							
<u>Supplies</u>							
10-5147 Computer Software & Maintenance	3,000.00	3,000.00	1,000.00	(2,000.00)	(200.00%)	3,000.00	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	<u>3,000.00</u>	<u>3,000.00</u>	<u>1,500.00</u>	<u>(1,500.00)</u>	<u>(100.00%)</u>	<u>3,000.00</u>	<u>0.00</u>
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	3,000.00
10-5381 Legal	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	752.50
10-5488 Traffic Study	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	7,548.14
Total Contracted Service	<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>11,300.64</u>
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	0.00	243,500.00
10-5289 Marketing	4,897.50	4,897.50	12,000.00	7,102.50	59.19%	0.00	8,699.50
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	0.00
Total Other	<u>4,897.50</u>	<u>4,897.50</u>	<u>112,625.00</u>	<u>107,727.50</u>	<u>95.65%</u>	<u>0.00</u>	<u>252,199.50</u>
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	344.75	344.75	10,000.00	9,655.25	96.55%	41.00	15,082.90
Total Maintenance	<u>344.75</u>	<u>344.75</u>	<u>10,000.00</u>	<u>9,655.25</u>	<u>96.55%</u>	<u>41.00</u>	<u>15,082.90</u>
<u>Salary &amp; Benefits</u>							
10-5627 Salary Transfer to Town	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	10,000.00
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>10,000.00</u>
<b>Total Administration</b>	<u><u>8,242.25</u></u>	<u><u>8,242.25</u></u>	<u><u>147,125.00</u></u>	<u><u>138,882.75</u></u>	<u><u>94.40%</u></u>	<u><u>3,041.00</u></u>	<u><u>288,583.04</u></u>

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