



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

August 10, 2023 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

A. CALL MEETING TO ORDER

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.

C. REGULAR ITEMS

1. Consider approval of the June 14, 2023 Meeting Minutes.
2. Consider and take action regarding the approval of a request from the Town of Bartonville Special Events Committee to purchase a Christmas Tree.
3. Consider and take action on the proposed Fiscal Year 2023-2024 Bartonville Community Development District Budget.
4. Update on BCDC Business Survey contact requests.
5. Discussion on development activity (new businesses, prospective businesses, expansion of businesses).

D. FUTURE ITEMS

E. CLOSED SESSION

F. RECONVENE OPEN MEETING

G. ADJOURNMENT

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: August 4, 2023 prior to 5:00PM

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE August 10, 2023

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Consider approval of the June 14, 2023 Meeting Minutes.

SUMMARY:

The BCDC held a regular meeting on June 14, 2023.

RECOMMENDED MOTION OR ACTION:

Staff recommends approval of the June 14, 2023 draft meeting minutes.

ATTACHMENTS:

June 14, 2023 Regular Meeting Minutes DRAFT.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MEETING HELD ON THE 14TH DAY OF JUNE 2023, AT BARONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, AT 6:00 P.M.

The Bartonville Community Development Corporation met in a meeting with the following Directors present Chair Brenda Latham; Director Randy Van Alstine, Director Terry Rock, and Director James Kennemer, establishing a quorum. The following Directors absent: Director Dwain Skrobarcek, Director Jim Langford, and Director Jim Foringer.

Town Administrator Thad Chambers was also in attendance.

A. CALL TO ORDER

Chair Latham called the meeting to order at 6:08pm and convened into Executive Session.

E./F. CLOSED/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Board convened into a Closed Executive Session at 6:08pm and reconvened into open session 6:19pm in accordance with the Texas Government Code regarding:

7. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS: Deliberate funding request from JBJBM, LLC dba Luminous Glow Med Spa. **No action taken.**
8. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS: Deliberate funding request from Denmiss, LLC. **No action taken.**

B. PUBLIC PARTICIPATION

There were none.

C. REGULAR ITEMS

1. **Consider approval of the May 10, 2023, meeting minutes.**

Director Van Alstine moved to approve the May 10, 2023 meeting minutes as presented. Director Rock seconded the motion. The motion carried by vote of 5 to 0.

2. **Public hearing to consider and take action upon the following project: to provide financial assistance in an amount not to exceed \$20,000, to JBJBM, LLC; and to consider approval of a Performance Agreement by and between the Bartonville Community Development Corporation and JBJBM, LLC**

Chair Latham opened the public hearing at 6:20pm.

No one spoke in support or opposition.

Chairperson Latham closed the public hearing at 6:21pm.

Director Kennemer moved to approve a Performance Agreement by and between the Bartonville Community Development Corporation and JBJBM, LLC. Director Rock seconded

the motion. The motion carried by vote of 5 to 0.

- 3. Public hearing to consider and take action upon the following project: to provide financial assistance in an amount not to exceed \$20,000, to Denmiss, LLC; and to consider approval of a Performance Agreement by and between the Bartonville Community Development Corporation and Denmiss, LLC.**

Chair Latham opened the public hearing at 6:22pm.

No one spoke in support or opposition.

Chairperson Latham closed the public hearing at 6:23pm.

Director Rock moved to approve a Performance Agreement by and between the Bartonville Community Development Corporation and Denmiss, LLC. Director Kennemer seconded the motion. The motion carried by vote of 5 to 0.

- 4. Update on BCDC Business Survey contact requests.** No Update given.
- 5. Discussion on development activity (new businesses, prospective businesses, expansion of businesses.** No discussion.
- 6. Discussion on marketing, promotional items, and advertising of local businesses.** No discussion.

D. FUTURE ITEMS

Future agenda items include Marty B's, Christmas Tree Lighting, and landscaping at Old Town.

G. ADJOURNMENT

Chairperson Latham adjourned the meeting at 6:28pm.

APPROVED this the 14th day of June 2023.

Approved

Brenda Latham, Chair

Attest:

Thad Chambers, Town Administrator



BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION

DATE August 10, 2023

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Consider and take action regarding the approval of a request from the Town of Bartonville Special Events Committee to purchase a Christmas Tree.

SUMMARY:

The Special Events Committee was created by the Town Council to plan and organize the 50th Anniversary Celebration. The committee is also tasked with exploring other potential annual events to benefit the community.

One of the events the committee is advancing is a Christmas Tree lighting event that would bring people into Bartonville during the holiday season. It has been determined by the committee that a commercial Christmas Tree purchase, with an extended useful life in outdoor conditions, would be necessary for the event.

The Chairman of the committee will be in attendance to answer any questions the board may have.



BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION

DATE August 10, 2023

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Consider and take action on the proposed Fiscal Year 2023-2024 Bartonville Community Development District Budget

SUMMARY:

Staff is working to complete revenue projections at the time of this posting, but the attached PDF shows the current year budget items, as well as the percentages expended through July 31, 2023.

This information should lead the discussion of the upcoming fiscal year needs for the BCDC.

One topic that has been brought up is potential improvements to the landscaping surrounding the horse statues at McMakin and FM 407.

Town of Bartonville
 Revenue And Expense Report
 As of July 31, 2023

8/4/2023

Item C3.

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							
-	7,175.85	208,426.47	199,950.00	(8,476.47)	(4.24%)	154,905.53	196,844.07
Revenue Totals	<u>7,175.85</u>	<u>208,426.47</u>	<u>199,950.00</u>	<u>(8,476.47)</u>	<u>-4.24%</u>	<u>154,905.53</u>	<u>196,844.07</u>
Expense Summary							
10-Administration	2,638.60	71,342.06	247,475.00	176,132.94	71.17%	53,930.22	62,397.46
90-Transfers	0.00	20,000.00	0.00	(20,000.00)	0.00%	0.00	0.00
Expense Totals	<u>2,638.60</u>	<u>91,342.06</u>	<u>247,475.00</u>	<u>156,132.94</u>	<u>63.09%</u>	<u>53,930.22</u>	<u>62,397.46</u>
Revenues Over(Under) Expenditures	<u>4,537.25</u>	<u>117,084.41</u>	<u>(47,525.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>100,975.31</u>	<u>134,446.61</u>

Town of Bartonville
 Revenue and Expense Report
 As of July 31, 2023

8/4/2023

Item C3.

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	7,175.85	170,096.85	197,950.00	27,853.15	14.07%	153,180.87	194,815.29
Total Sales & Mixed Beverage Tax	<u>7,175.85</u>	<u>170,096.85</u>	<u>197,950.00</u>	<u>27,853.15</u>	<u>14.07%</u>	<u>153,180.87</u>	<u>194,815.29</u>
<u>Other/Transfer</u>							
-4250 Interest Earned	0.00	38,329.62	2,000.00	(36,329.62)	(1816.48%)	1,724.66	2,028.78
Total Other/Transfer	<u>0.00</u>	<u>38,329.62</u>	<u>2,000.00</u>	<u>(36,329.62)</u>	<u>(1816.48%)</u>	<u>1,724.66</u>	<u>2,028.78</u>
Total	<u>7,175.85</u>	<u>208,426.47</u>	<u>199,950.00</u>	<u>(8,476.47)</u>	<u>(4.24%)</u>	<u>154,905.53</u>	<u>196,844.07</u>
Total Revenue	<u>7,175.85</u>	<u>208,426.47</u>	<u>199,950.00</u>	<u>(8,476.47)</u>	<u>(4.24%)</u>	<u>154,905.53</u>	<u>196,844.07</u>

Town of Bartonville
 Revenue and Expense Report
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8/4/2023

Item C3.

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	4,000.00	4,000.00	0.00	0.00%	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	0.00
Total Supplies	0.00	4,000.00	4,500.00	500.00	11.11%	4,000.00	4,000.00
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	2,500.00	50,000.00	47,500.00	95.00%	0.00	0.00
10-5381 Legal	0.00	1,960.00	6,000.00	4,040.00	67.33%	595.00	1,578.02
10-5488 Traffic Study	0.00	5,400.00	6,100.00	700.00	11.48%	5,400.00	5,400.00
Total Contracted Service	0.00	9,860.00	62,100.00	52,240.00	84.12%	5,995.00	6,978.02
<u>Other</u>							
10-5280 Grant Expenses	0.00	19,900.00	100,000.00	80,100.00	80.10%	9,900.00	9,900.00
10-5289 Marketing	0.00	11,894.66	19,750.00	7,855.34	39.77%	10,961.50	10,961.50
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	0.00
10-5520 Professional Development	0.00	150.00	500.00	350.00	70.00%	125.00	125.00
Total Other	0.00	31,944.66	120,875.00	88,930.34	73.57%	20,986.50	20,986.50
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	2,638.60	25,537.40	40,000.00	14,462.60	36.16%	12,948.72	20,432.94
Total Maintenance	2,638.60	25,537.40	40,000.00	14,462.60	36.16%	12,948.72	20,432.94
<u>Salary & Benefits</u>							
10-5627 Salary to Town	0.00	0.00	20,000.00	20,000.00	100.00%	10,000.00	10,000.00
Total Salary & Benefits	0.00	0.00	20,000.00	20,000.00	100.00%	10,000.00	10,000.00

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Item C3.

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	2,638.60	71,342.06	247,475.00	176,132.94	71.17%	53,930.22	62,397.46
90-Transfers							
Transfer							
90-5999 Transfers Out	0.00	20,000.00	0.00	(20,000.00)	0.00%	0.00	0.00
Total Transfer	0.00	20,000.00	0.00	(20,000.00)	0.00%	0.00	0.00
Total Transfers	0.00	20,000.00	0.00	(20,000.00)	0.00%	0.00	0.00
Total Expense	2,638.60	91,342.06	247,475.00	156,132.94	63.09%	53,930.22	62,397.46