

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 16TH DAY OF JULY 2025, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Randy Van Alstine, Chair
Scott Daum, Director (*arrived at 6:18 pm*)
Laura Karbash-Smith, Director
Jim Langford, Director
Brenda Latham, Vice Chair

Town Staff Present:

Kirk Riggs, Town Administrator
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 June 11, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

Motion made by Director Latham, seconded by Director Langford, to **APPROVE** the June 11, 2025, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

2. Discuss and consider approval of a Fiscal Year 2024-2025 Budget Amendment.

Motion made by Director Latham, seconded by Director Langford, to **APPROVE** a Fiscal Year 2024-2025 Budget Amendment as presented. Motion carried unanimously.

3. Discuss and consider changing the BCDC Board Meeting Schedule from Monthly to Quarterly.

Motion made by Director Latham, seconded by Director Langford, to **APPROVE** changing the meetings from monthly to quarterly with a stipulation that this schedule can be changed as needed. Motion carried unanimously.

4. Discuss and consider revising the Funding Guidelines Policy and Procedures.

No action taken, discussion only.

5. Discuss and consider funding for the replacement of the rustic fence and backfilling under the well house in Old Town.

No action taken, Board consensus was to add this to the October 2025 meeting for discussion.

6. Update regarding Marketing Magazine.

Staff provided an update and shared that the magazine will be sent to print once a final review is performed.

7. Update regarding holiday decorations.

No action taken, discussion only.

8. Discussion of Financial Report ending June 2025.

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

9. 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 8th day of October 2025.

APPROVED:

Chair

ATTEST:

Shannon Montgomery, TRMC
Town Secretary