

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 17TH DAY OF MARCH 2026 AT THE TOWN OF BARTONVILLE TOWN HALL, LOCATED AT 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING COUNCIL MEMBERS PRESENT, CONSTITUTING A QUORUM:**

Jaclyn Carrington, Mayor  
Clay Sams, Council Member Place 3  
Keith Crandall, Council Member Place 4  
Margie Arens, Council Member Place 5

*Council Members Absent:*

Matt Chapman, Mayor Pro Tem/Place 2  
Jim Roberts, Council Member Place 1

*Town Staff Present:*

Kirk Riggs, Town Administrator  
Patricia Adams, Town Attorney  
Shannon Montgomery, Town Secretary  
Jeff Ashabranner, Chief of Police

**A. CALL MEETING TO ORDER**

Mayor Carrington called the meeting to order at 6:30 pm.

**B. PLEDGE OF ALLEGIANCE**

Mayor Carrington led the Pledge.

**C. PUBLIC PARTICIPATION**

*If you wish to address the Council, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Public Participation portion of the meeting or when the item is considered by the Town Council.*

Town Secretary Montgomery read emails from the following individuals in regard to a request for an item to be placed on a future Council agenda to hear a presentation requesting sewer connections for businesses located along McMakin:

- Allison Birmingham, 1353 Latigo Lane, Bartonville, Texas – IN SUPPORT
- Gary and Colyn Bryant, 987 Broome Road, Bartonville, Texas – OPPOSED
- Barry Luckie, 303 Stonewood Boulevard, Bartonville, Texas – OPPOSED
- Joseph and Patricia Adams, 1221 Glenview Lane, Bartonville, Texas – OPPOSED
- Dana Crandall, 210 Hunter Court, Bartonville, Texas – OPPOSED
- Patrick and Gloria McDonald, 1418 Gibbons Road South, Bartonville, Texas – OPPOSED
- Heather Head, 261 Hunter Court, Bartonville, Texas – OPPOSED
- Ronnie and Stacey Smith, 585 and 601 McMakin Road, Bartonville, Texas – OPPOSED
- Josh Phillips, 320 West Jeter Road, Bartonville, Texas – OPPOSED
- Amy Roberts, 1486 Gibbons Road South, Bartonville, Texas – OPPOSED

- James and LaDonna Foringer, 1451 Post Oak Lane, Bartonville, Texas – OPPOSED
- Richard and Laura Karbash-Smith, 185 Coyote Court, Bartonville, Texas – OPPOSED
- Chad Carlson, 241 Country Court, Bartonville, Texas – OPPOSED
- James Pittman, 1237 Post Oak Court, Bartonville, Texas – OPPOSED
- Brenda Stenovitch, 1501 E Jeter Road, Bartonville, Texas – OPPOSED
- Troy and Cori Bonin, 259 Pin Oak Court, Bartonville, Texas – OPPOSED

The following individuals addressed the Town Council in regard to a request for an item to be placed on a future Council agenda to hear a presentation requesting sewer connections for businesses located along McMakin:

- Brenda Latham, 630 Badminton Drive, Bartonville, Texas – OPPOSED
- Kathy Daum, 1590 Post Oak Lane, Bartonville, Texas – OPPOSED
- Tim House, 96 McMakin, Bartonville, Texas – IN SUPPORT
- Brandon Shelby, 1800 Teague, Suite 203, Sherman, Texas – IN SUPPORT
- Laura Pittman, 1237 Post Oak Court, Bartonville, Texas – OPPOSED
- Jim Langford, 1044 E Jeter Road, Bartonville, Texas – IN SUPPORT
- Pat Adams, 1221 Glenview Lane, Bartonville, Texas – OPPOSED
- Margaret “Peggy” Parks, 1480 Post Oak Lane, Bartonville, Texas – OPPOSED
- Julie Smith, 261 Green Oaks Drive, Bartonville, Texas – OPPOSED
- Del Knowler, 739 Seals Road, Bartonville, Texas – OPPOSED

#### **D./E. CLOSED SESSION / RECONVENE INTO OPEN MEETING**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:35 pm and reconvened into open session at 7:06 pm in accordance with the Texas Government Code regarding:

- 1. Section 551.071 (1) and (2) Consultation with Attorney. Private consultation to seek the advice of the Town Attorney about pending or contemplated litigation or a settlement offer and to consult with the Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: development agreements – municipal obligations.**

No action taken.

#### **F. PRESENTATIONS**

- 1. Introduction of and Administer Oath of Office to New Chief of Police Jeff Ashabranner.**

Town Administrator Riggs introduced new Chief of Police Jeff Ashabranner and Mayor Carrington administered his Oath of Office.

#### **G. APPOINTED REPRESENTATIVE/LIAISON REPORTS**

*Council will receive and discuss the following reports:*

**1. Denton County Emergency Services District #1.**

Chief Vaughan of Denton County Emergency Services District No. 1 provided an update and addressed questions from Council.

**2. Police Department – February 2026 Statistics/Activities.**

Town Administrator Riggs summarized the monthly statistics/activities and addressed questions from Council.

**3. Administration – February 2026 Reports: Financial, Animal Control and Code Enforcement, Engineering, Municipal Court, Permit, and Board Member Attendance.**

Town Secretary Montgomery provided a summary of the Finance Report and addressed questions from Council.

**H. CONSENT AGENDA**

*This agenda consists of non-controversial, or “housekeeping” items required by law. Items may be approved with a single motion. Items may be removed from the Consent Agenda by any Council Member by making such request prior to a motion and vote on the Consent Agenda.*

- 1. Consider approval of the February 11, 2026 Special Meeting Minutes.**
- 2. Consider approval of the February 20, 2026 Special Meeting Minutes.**
- 3. Consider approval of an Ordinance cancelling the May 2, 2026 General Election and accepting the Certification of Unopposed Candidates; and providing an effective date.**
- 4. Consider approval of an Ordinance amending the Town’s Budget for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, as adopted by Ordinance No. 787-25 and amended by Ordinance No. 792-25; providing for adjustments to the Bartonville Crime Control and Prevention District (CCPD) budget\*\* (CCPD approved by a unanimous vote at its March 10, 2026, meeting.)**
- 5. Consider approval of a Resolution adopting a policy to provide general signature authority to the Town Administrator to contract for expenditures and execute contracts without further approval of the Town Council in accordance with the Town of Bartonville’s Purchasing Policies; and providing an effective date.**
- 6. Consider approval of the Town Administrator Fiscal Year 2025-2026 Goals.**
- 7. Ratify the approval of a Building Inspection Services Agreement between the Town of Bartonville and Texas Power Inspections, LLC.**

Motion made by Council Member Arens, seconded by Council Member Sams, to **APPROVE** the Consent Agenda as presented.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

The Ordinance Caption for Consent Agenda Item #3, reads as follows:

**TOWN OF BARTONVILLE, TEXAS  
ORDINANCE NO. 795-26**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, CANCELLING THE MAY 2, 2026, GENERAL ELECTION; DECLARING EACH UNOPPOSED CANDIDATE ELECTED TO OFFICE; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

The Ordinance Caption for Consent Agenda Item #4, reads as follows:

**TOWN OF BARTONVILLE, TEXAS  
ORDINANCE NO. 796-26**

**FISCAL YEAR 2025-2026 BUDGET AMENDMENT #2**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, AS ADOPTED BY ORDINANCE NO. 787-25; AMENDED BY ORDINANCE NO. 792-25; PROVIDING FOR ADJUSTMENTS TO THE BARTONVILLE CRIME CONTROL AND PREVENTION DISTRICT FUND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AS AMENDED; PROVIDING SAVINGS; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES OF THE TOWN BARTONVILLE; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.**

**I. PUBLIC HEARINGS AND REGULAR ITEMS**

- 1. Discuss and consider awarding a contract for the E Jeter Road, Phase 3 Reconstruction Project to Cook's Rock Solid, Inc. in an amount not to exceed \$1,000,145.36, which includes a ten percent (10%) contingency amount for any additional or unforeseen items that may arise during construction; and authorize the Town Administrator to sign necessary documents.**

Motion made by Council Member Crandall, seconded by Council Member Arens, to **AWARD** a contract for the E Jeter Road, Phase 3 Reconstruction Project to Cook's Rock Solid, Inc. in an amount not to exceed \$1,000,145.36, which includes a ten percent (10%) contingency amount for any additional or unforeseen items that may arise during construction; and authorize the Town Administrator to sign necessary documents.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

- 2. Discuss and consider an Ordinance repealing Appendix A, "Fee Schedule" of the Town of Bartonville Code of Ordinances and adopting a new Appendix A, "Fee Schedule" and providing an effective date of April 1, 2026.**

Mayor Carrington stated that this item will be brought back for consideration at the April 21, 2026 Council Meeting.

- 3. **Discuss and consider an Ordinance repealing Article 1.07, “Finances,” Division 2, “Purchasing Policy and Procedures” in its entirety and approving a Resolution establishing and adopting a Purchasing Policy for the Town to include procedures and a capitalization threshold of \$5,000 for capital assets; and providing an effective date.**

Motion made by Council Member Sams, seconded by Council Member Crandall, to **APPROVE** an Ordinance repealing Article 1.07, “Finances,” Division 2, “Purchasing Policy and Procedures” in its entirety and approving a Resolution establishing and adopting a Purchasing Policy for the Town to include procedures and a capitalization threshold of \$5,000 for capital assets as presented.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens  
 NAYS: None  
 VOTE: 3-0

The approved Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS  
 ORDINANCE NO. 797-26**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, REPEALING ARTICLE 1.07, “FINANCES,” OF CHAPTER 1, “GENERAL PROVISIONS,” OF THE TOWN OF BARTONVILLE CODE OF ORDINANCES IN ITS ENTIRETY; PROVIDING FOR THE INCORPORATION OF THE PREMISES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.**

- 4. **Discuss and consider approval of an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), “Agenda” of the Town of Bartonville Code of Ordinances relative to Council procedures; and providing an effective date.**

Brenda Latham, 630 Badminton Drive, Bartonville, Texas, addressed the Town Council.

Motion made by Council Member Crandall, seconded by Council Member Arens, to **APPROVE** an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), “Agenda” of the Town of Bartonville Code of Ordinances relative to Council procedures as presented.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens  
 NAYS: None  
 VOTE: 3-0

The approved Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS  
 ORDINANCE NO. 798-26**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING THE TOWN OF BARTONVILLE CODE OF ORDINANCES, CHAPTER 1, “GENERAL PROVISIONS,” ARTICLE 1.03, “TOWN COUNCIL,” DIVISION 2, “MEETINGS AND RULES OF PROCEDURE,” SECTION 1.03.036, “ORDER OF BUSINESS; AGENDA; PRESENTATIONS,” SUBSECTION (A), “AGENDA,” BY INCREASING THE NUMBER OF COUNCIL MEMBERS NEEDED TO HAVE A TOPIC PLACED ON THE AGENDA FROM ONE TO TWO;**

**PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CUMULATIVE REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.**

**5. Discuss and consider approval of a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator.**

Motion made by Council Member Sams, seconded by Council Member Arens, to **APPROVE** a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator as presented.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

**6. Discuss and consider rescheduling the May 19, 2026, Council Meeting due to Primary Run-Off Early Voting being scheduled for May 18, 2026 through May 22, 2026.**

Motion made by Council Member Arens, seconded by Council Member Crandall, to **SCHEDULE** the May Meeting for May 12, 2026 at 6:30 pm.

**VOTE ON THE MOTION**

AYES: Sams, Crandall, and Arens

NAYS: None

VOTE: 3-0

**J. FUTURE ITEMS**

Discussion only, no action taken.

**K. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 8:11 pm.

**APPROVED this the 21st day of April 2026.**

**APPROVED:**

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Jaclyn Carrington,  
Mayor

**ATTEST:**

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Shannon Montgomery, TRMC  
Town Secretary