

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 16TH DAY OF SEPTEMBER 2025 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
Matt Chapman, Mayor Pro Tem/Place 2
Jim Roberts, Council Member Place 1
Clay Sams, Council Member Place 3
Keith Crandall, Council Member Place 4
Margie Arens, Council Member Place 5

Town Staff Present:

Kirk Riggs, Town Administrator/Chief of Police
Shannon Montgomery, Town Secretary
Patricia Adams, Town Attorney
Shari Borth, Permit Technician
Brooks Wilson, Town Planning Consultant

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./D. CLOSED SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 6:31 pm and reconvened into open session at 6:40 pm in accordance with the Texas Government Code regarding:

- 1. Section 551.074 Personnel Matters to deliberate and consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Board of Adjustment Chair, Planning & Zoning Commission Chair, and Bartonville Community Development Corporation Chair.**

Mayor Carrington stated action would be taken during Agenda Item H.9.

E. 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.

There were no Public Participation.

F. APPOINTED REPRESENTATIVE/LIAISON REPORTS

Council will receive and discuss the following reports:

1. Upper Trinity Regional Water District Report.

Representative Knowler provided an update and addressed questions from Council.

2. Denton County Emergency Services District #1.

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

3. Police Department – August 2025 Statistics/Activities.

Town Administrator/Chief of Police Riggs summarized the August 2025 monthly statistics/activities and addressed questions from Council.

4. Administration – July 2025 Reports: Financial, Animal Control and Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.

Town Secretary Montgomery provided a summary of the August 2025 financials and addressed questions from Council.

G. 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 Councilmember by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of the September 2, 2025, Special Meeting Minutes.

2. Consider approval of an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 1, “General Provisions,” Article 4, “Boards, Commissions and Committees”, Division 2, “Planning and Zoning Commission,” Section 1.04.035, “Meetings and Organization” and Division 3, “Board of Adjustment,” Section 1.04.062, “Organization and Procedures,” subsection (a), “Membership” by adding the provision that the Town Council will appoint the respective Chairs and removing the limitation on the number of successive terms of office for Chair.

3. Consider approval of a Resolution approving and adopting amendments to the Bartonville Community Development Corporation Bylaws by adding a provision that the Town Council will appoint the Chair.

4. Consider approval of amending Resolution No. 2024-14, restructuring the Special Events Advisory Committee by adding a provision that the Town Council will appoint the Chair.

5. Consider approval of a contractor services agreement with Steve Koehler for Building Inspection Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.

6. Consider approval of a contractor services agreement with America's Code Enforcement for Code Enforcement Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.

7. Consider approval of a contractor services agreement with Brad Hodges for Gas Well Inspection Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.
8. Consider approval of a contractor services agreement with Bureau Veritas North America, Inc. for Health Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.
9. Consider approval of a contractor services agreement with Analisa Griffith, RS/DS for OSSF Services beginning October 1, 2025 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.

Motion made by Council Member Sams, seconded by Council Member Chapman, to **REMOVE** Consent Agenda Item G.3.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

Motion made by Council Member Chapman, seconded by Council Member Arens, to **APPROVE** Consent Agenda Items G.1, G.2 and G.4 – G.9 as presented.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

Mayor Carrington stated no action will be taken on Consent Agenda Item G.3.

The Ordinance caption of Agenda Item G.2 reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 785-25**

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 4, "BOARDS, COMMISSIONS AND COMMITTEES", DIVISION 2, "PLANNING AND ZONING COMMISSION," SECTION 1.04.035, "MEETINGS AND ORGANIZATION" AND CHAPTER 1, "GENERAL PROVISIONS," ARTICLE 3, "BOARDS, COMMISSIONS AND COMMITTEES", DIVISION 3, "BOARD OF ADJUSTMENT," SECTION 1.04.062, "ORGANIZATION AND PROCEDURES", SUBSECTION (A), "MEMBERSHIP" BY ADDING A PROVISION ALLOWING THE TOWN COUNCIL TO APPOINT THE RESPECTIVE CHAIRS AND REMOVING THE LIMITATION ON THE NUMBER OF SUCCESSIVE TERMS OF OFFICE FOR SAID CHAIRS; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING AMENDMENTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

The Resolution caption of Agenda Item G.4 reads as follows:

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION 2025-10**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING RESOLUTION NO. 2024-14, REGULATING THE SPECIAL EVENTS ADVISORY COMMITTEE, BY AMENDING SECTION 4 TO PROVIDE FOR TOWN COUNCIL APPOINTMENT OF THE CHAIR; AND PROVIDING AN EFFECTIVE DATE.

H. PUBLIC HEARINGS AND REGULAR ITEMS

- 1. Conduct a Public Hearing to receive comments regarding the proposed property tax rate of \$0.173646 per one hundred (\$100.00) dollars assessed valuation on taxable property within the corporate limits of the Town of Bartonville for Tax Year 2025.**

Mayor Carrington opened the Public Hearing at 7:05 pm, and after recognizing that there was no one wishing to speak, closed the Public Hearing at 7:05 pm.

Mayor Carrington stated that action on the proposed tax rate will be taken during agenda item G.6.

Council Member Crandall recused himself and left the dais at 7:06 pm.

- 2. Discuss and consider a Preliminary Plat for High Plains at Furst Ranch encompassing approximately 461.421 acres of property situated in the Pinson Wiles Survey, Abstract Number 1339, and A.M. Feltus Survey, Abstract Number 1595, in the western Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas. The property is located generally east of State Highway 377 between Keith Road and Smoot Lane. The applicant is GMcivil on behalf of the owners ARROYO CAP V-1 LLC, SPUR FURST RANCH DEVELOPMENT, LP, and OLD WR RANCH I HACKER LP. [Town of Bartonville File Number PP-2025-002]. *(The Planning & Zoning Commission recommended approval, with conditions, by a vote of 5-0 at its September 3, 2025, meeting.)***

Motion made by Council Member Chapman, seconded by Council Member Roberts, to **APPROVE** a Preliminary Plat for High Plains at Furst Ranch encompassing approximately 461.421 acres of property situated in the Pinson Wiles Survey, Abstract Number 1339, and A.M. Feltus Survey, Abstract Number 1595, in the western Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas with the following **CONDITIONS**:

1. The requested waiver for the intersection geometry at Marigold Trail and Peppervine Lane for an offset less than 300 feet and a minimum of 140 feet is recommended for approval.
2. The applicant shall update the NOTES section to ensure open space/utility lots and easements are properly referenced for ownership and maintenance.
3. Lots 3X, 4X, and 5X (Block 45) shall be on a new Block 46 since they are separated by a ROW/Grismill Drive.

4. Town references shall be updated to reflect Town of Flower Mound, Town of Argyle or Town of Argyle ETJ, and Town of Bartonville or Town of Bartonville ETJ. Verify jurisdiction locations on Preliminary Plat. *The applicant has stated they will update the jurisdiction references.*
5. Lots that may require floodplain reclamation shall comply with Denton County jurisdictional review. The zone AE floodplain boundary shall be reflected on the final plats.
6. Finished Floor Elevations (FFE) shall be provided on Final Plat phases.
7. The Preliminary Plat and Final Plats shall contain a signature block for Town approval, following the configuration and signatories listed in Bartonville Development Ordinance Section 2.7.c.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, and Arens

NAYS: None

VOTE: 4-0

3. **Discuss and consider a Final Plat for High Plains at Furst Ranch, Phase 4A encompassing approximately 34.940 acres of property situated in the Pinson Wiles Survey, Abstract Number 1339, in the Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas. The property is located generally east of State Highway 377 between Keith Road and Smoot Lane. The applicant is GMcivil on behalf of the owner ARROYO CAP V-1 LLC. [Town of Bartonville File Number FP-2025-003]. *(The Planning & Zoning Commission recommended approval, with conditions, by a vote of 5-0 at its September 3, 2025, meeting.)***

Motion made by Council Member Roberts, seconded by Council Member Arens, to **APPROVE** a Final Plat for High Plains at Furst Ranch, Phase 4A encompassing approximately 34.940 acres of property situated in the Pinson Wiles Survey, Abstract Number 1339, in the Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas with the following

CONDITIONS:

1. The revised Preliminary Plat shall be approved by the Town Council.
2. The requested waiver for the intersection geometry at Marigold Trail and Peppervine Lane for an offset less than 300 feet and a minimum of 140 feet is recommended for approval.
3. The applicant shall update the NOTES section to ensure open space/utility lots and easements are properly referenced for ownership and maintenance.
4. Town references shall be updated to reflect Town of Flower Mound, Town of Argyle or Town of Argyle ETJ, and Town of Bartonville or Town of Bartonville ETJ. Verify jurisdiction locations on Final Plat. *The applicant has stated they will update the jurisdiction references.*
5. Finished Floor Elevations (FFE) shall be provided on Final Plat.
6. The Final Plat shall contain a signature block for Town approval, following the configuration and signatories listed in Bartonville Development Ordinance Section 2.7.c.
7. The lot detail illustrating setbacks shall be added to the Final Plat.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, and Arens

NAYS: None

VOTE: 4-0

Council Member Crandall returned to the dais at 7:15 pm.

4. **Discuss and consider approval of an Ordinance amending the Town's Budget for the Fiscal Year beginning October 1, 2024, and ending September 30, 2025, as adopted by Ordinance 772-24; providing for adjustments to the General Fund and Bartonville Community Development Corporation budgets**.**

Motion made by Council Member Chapman, seconded by Council Member Crandall, to **APPROVE** an Ordinance amending the Town's Budget for the Fiscal Year beginning October 1, 2024, and ending September 30, 2025, as adopted by Ordinance 772-24; providing for adjustments to the General Fund and Bartonville Community Development Corporation budgets as presented.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

The Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 786-25**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS AMENDING THE TOWN'S BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, AS ADOPTED BY ORDINANCE NO. 772-24; PROVIDING FOR ADJUSTMENTS TO THE GENERAL OPERATING FUND AND THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION 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.

5. **Discuss and consider approval of an Ordinance approving and adopting the Town's budget for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026**.**

Motion made by Council Member Sams, seconded by Council Member Arens, to **APPROVE** of an Ordinance approving and adopting the Town's budget for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026 as presented.

VOTE ON THE MOTION

Town Secretary Montgomery conducted a roll call vote:

Council Member Roberts – Aye

Mayor Pro Tem Chapman – Aye

Council Member Sams – Aye

Council Member Crandall – Aye

Council Member Arens – Aye

Motion carried unanimously.

The Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 787-25**

AN ORDINANCE OF THE TOWN OF BARTONVILLE, TEXAS ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, IN ACCORDANCE WITH STATE LAW; MAKING APPROPRIATIONS FOR THE SUPPORT OF THE TOWN; PROVIDING FOR EMERGENCY EXPENDITURES AS ALLOWED BY LAW; PROVIDING FOR THE FILING OF THE BUDGET AS REPRESENTED IN EXHIBIT “A”; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING A CUMULATIVE REPEALING CLAUSE; PROVIDING SEVERABILITY; PROVIDING AN ENGROSSMENT AND ENROLLMENT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

- 6. Discuss and consider approval of an Ordinance approving the 2025 Certified Property Tax Values, levying taxes, and fixing and adopting the tax rate on all taxable property within the corporate limits of the City at the rate of \$0.173646 per one hundred (\$100.00) dollars of assessed valuation on taxable property; and providing an effective date.**

Council Member Chapman, seconded by Council Member Roberts, made a motion to move that the property tax rate be increased by the adoption of a tax rate of \$0.173646, which is effectively a 7.486% percent increase in the tax rate and approve Ordinance No. 788-25.

VOTE ON THE MOTION

Town Secretary Montgomery conducted a roll call vote:

Council Member Roberts – Aye

Mayor Pro Tem Chapman – Aye

Council Member Sams – Aye

Council Member Crandall – Aye

Council Member Arens – Aye

Motion carried unanimously.

The Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 788-25**

AN ORDINANCE OF THE TOWN OF BARTONVILLE, TEXAS APPROVING THE 2025 CERTIFIED PROPERTY TAX ROLLS FOR THE TOWN OF BARTONVILLE AND SETTING, FIXING, AND ADOPTING THE TAX RATE ON TAXABLE PROPERTY WITHIN THE TOWN LIMITS OF THE TOWN OF BARTONVILLE FOR TAX YEAR 2025; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING APPLICATION OF TAXES COLLECTIBLE; AND PROVIDING AN EFFECTIVE DATE.

7. Discuss and consider a Resolution acknowledging and ratifying that the adoption of the Fiscal Year 2025-2026 Annual Budget will require raising more revenue from property taxes than in the previous Fiscal Year and ratifying the property tax increase reflected in the budget; and providing an effective date.

Motion made by Council Member Chapman, seconded by Council Member Sams, to **APPROVE** a Resolution acknowledging and ratifying that the adoption of the Fiscal Year 2025-2026 Annual Budget will require raising more revenue from property taxes than in the previous Fiscal Year and ratifying the property tax increase reflected in the budget as presented.

VOTE ON THE MOTION

Town Secretary Montgomery conducted a roll call vote:

Council Member Roberts – Aye
Mayor Pro Tem Chapman – Aye
Council Member Sams – Aye
Council Member Crandall – Aye
Council Member Arens – Aye

Motion carried unanimously.

The Resolution caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION NO. 2025-11**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE FISCAL YEAR 2025-2026 ANNUAL BUDGET AND ACKNOWLEDGING THAT THE BUDGET WILL REQUIRE RAISING MORE REVENUE FROM PROPERTY TAXES THAN IN THE PREVIOUS FISCAL YEAR; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR RATIFICATION; AND PROVIDING AN EFFECTIVE DATE.

8. Discuss and consider an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 8, “Offenses and Nuisances,” Article 5, “Noise”, Section 08.05.004, “Environmental Sound Levels”, Subsection (c), “Sound Level Limits” and Section 08.05.006, “Noises Prohibited”, Subsection (4), “Construction Work” by defining Construction Work Allowed and Prohibited hours of operation; providing a penalty for violation; and providing an effective date.

Motion made by Council Member Crandall, seconded by Council Member Chapman, to **APPROVE** an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 8, “Offenses and Nuisances,” Article 5, “Noise”, Section 08.05.004, “Environmental Sound Levels”, Subsection (c), “Sound Level Limits” and Section 08.05.006, “Noises Prohibited”, Subsection (4), “Construction Work” by defining Construction Work Allowed and Prohibited hours of operation as presented.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

The Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 789-25**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING THE TOWN OF BARTONVILLE CODE OF ORDINANCES, CHAPTER 8, “OFFENSES AND NUISANCES,” ARTICLE 5, “NOISE,” SECTION 8.05.004, “ENVIRONMENTAL SOUND LEVELS,” SUBSECTION 08.05.004 (C), “SOUND LEVEL LIMITS,” AND SECTION 8.05.006, “NOISE PROHIBITED, SUBSECTION (4), “CONSTRUCTION WORK” AND SUBSECTION (5), “POWER EQUIPMENT” BY DEFINING ALLOWED AND PROHIBITED HOURS OF OPERATION; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY FOR VIOLATION UPON CONVICTION OF A FINE IN AN AMOUNT NOT TO EXCEED \$500.00 FOR EACH OFFENSE, AND A SEPARATE OFFENSE SHALL OCCUR FOR EACH VIOLATION AND FOR EACH DAY UPON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

9. Discuss and consider the appointment of chair to the following board, commission, and committee for the fiscal year 2025-2026 term:
 - a. Board of Adjustment
 - b. Bartonville Community Development Corporation
 - c. Bartonville Planning and Zoning Commission
 - d. Bartonville Special Events Advisory Committee

Board of Adjustment

Motion made by Council Member Roberts, seconded by Council Member Sams, to appoint Kathy Daum as Board of Adjustment Chairperson.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

Bartonville Community Development Corporation – No action taken.

Planning and Zoning Commission

Motion made by Council Member Roberts, seconded by Council Member Arens, to appoint Gloria McDonald as Planning and Zoning Commission Chairperson.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

Special Events Advisory Committee

Motion made by Council Member Arens, seconded by Council Member Chapman, to appoint Lori Van Alstine as Special Events Advisory Committee Chairperson.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 5-0

10. Discuss current ordinance procedures for processing Site Plans and other applications and provide direction to Staff regarding potential amendments.

The Council reached a consensus for Staff to review the Code of Ordinances and present recommendations for amendments that would improve the development review process and ensure alignment with best practices.

H. FUTURE ITEMS

Discussion only, no action taken.

J. ADJOURNMENT

Mayor Carrington declared the meeting adjourned at 7:55 pm.

APPROVED this the 21st day of October 2025.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary