

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 19TH DAY OF AUGUST 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
Ryan Wells, Town Planner

A. CALL BUDGET WORKSHOP TO ORDER @ 6:00 PM

Mayor Carrington called the Workshop Session to order at 6:00 pm.

1. Discussion of Proposed Budget for Fiscal Year 2025-2026 and all things related thereto.

Town Administrator Riggs provided an overview of the proposed remaining funds and addressed questions from Council.

B. ADJOURN BUDGET WORKSHOP

Mayor Carrington adjourned the Budget Workshop at 6:20 pm.

C. CALL REGULAR SESSION TO ORDER @ 6:30 PM

Mayor Carrington called the Regular Session to order at 6:31 pm.

D. PLEDGE OF ALLEGIANCE

Mayor Carrington led the Pledge.

E. CLOSED SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 6:32 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: Tax Rate Adoption/Tax Code**

F. RECONVENE OPEN MEETING

Pursuant to the Open Meetings Act, Chapter 551, the Town Council reconvened into open session at 7:07 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: Tax Rate Adoption/Tax Code**

Mayor Carrington stated action would be taken during Agenda Item J.4.

G. 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.

The following addressed Council:

- David Rettig, 611 Prairie Brush Trail, Northlake, Texas

H. 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 – July 2025 Statistics/Activities.

Town Administrator/Chief of Police Riggs summarized the June 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 July 2025 financials and addressed questions from Council.

I. 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 July 15, 2025, Regular Meeting Minutes.

Motion made by Council Member Arens, seconded by Council Member Crandall, to **APPROVE** Consent Agenda Item #1 as presented.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

J. PUBLIC HEARINGS AND REGULAR ITEMS

- 1. Discuss and consider a Final Plat for an approximate 32.029-acre property situated in the J. Burke Survey, Abstract Number 42, in the Town of Bartonville, Denton County, Texas. The property is located near the southeastern corner of Broome Road and Porter Road, in Bartonville, Texas. The applicant is McAdams, Inc., on behalf of Philip R. and Martha S. Rice. [Town of Bartonville File Number FP-2025-002]. *(The Planning & Zoning Commission recommended approval, with conditions, by a vote of 5-0 at its August 6, 2025, meeting.)***

Motion made by Council Member Sams, seconded by Council Member Chapman, to **APPROVE** a Final Plat for an approximate 32.029-acre property situated in the J. Burke Survey, Abstract Number 42, in the Town of Bartonville, Denton County, Texas. The property is located near the southeastern corner of Broome Road and Porter Road, in Bartonville, Texas, with the following conditions, in which items 2 – 5 have been met:

1. Prior to recordation of the final plat, the plat and accompanying planning materials shall be reviewed and approved by the registered sanitarian for the Town of Bartonville, in accordance with Title 30, Texas Administrative Code, Chapter 285, Section 285.4(c). Basis: Town Code Chapter 10, Exhibit A, Development Ordinance Section 2.6.e.4.
2. Prior to recordation of the final plat, the 25' water line easement (WLE) shall be labeled "25' WLE (BY THIS PLAT)". Basis: Town Code Chapter 10, Exhibit A, Development Ordinance Section 3.3.e.
3. Prior to the recordation of the final plat, the "30' GPLE 2010-86118" located within proposed Lot 6, Block A as shown in the approved Rice Ranch Minor Plat (MP-2024-003) shall be shown on the plat, unless documentation of the easement's vacation is provided to the Town. Basis: Scrivener's correction
4. Prior to recordation, the 25' WLE to be established by the plat shall be located to the east of the 30' GPLE along Porter Road. The water and gas line easement cannot overlap in parallel fashion. Basis: Town Code Chapter 10, Exhibit A, Development Ordinance Section 3.3.e.
5. Minor Correction: Note 8 shall read, "Gated driveways shall have the gate, or if present, callbox, located no less than 55 feet from the edge of the road." Basis: Scrivener's correction.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

2. **Conduct a Public Hearing to hear public comment, discuss, and consider a Site Plan Amendment for Guidance Preparatory Academy, located at 64 McMakin Road in the Town of Bartonville. The Amendment consists of changes to the landscaping plan for the commercial property. The applicant is Kathryn Taylor. [Town of Bartonville File Number SP-2025-001]. *(The Planning & Zoning Commission recommended approval, with conditions, by a vote of 4-1 at its August 6, 2025, meeting.)***

Mayor Carrington opened the Public Hearing at 7:51 pm.

The following spoke:

- Marilyn Janke, 145 South Forest Lane, Double Oak, TX – IN FAVOR

Mayor Carrington closed the Public Hearing at 7:53 pm.

Motion made by Council Member Crandall, seconded by Council Member Roberts, to **APPROVE Option 2 and 2.a** of a Site Plan Amendment for Guidance Preparatory Academy, located at 64 McMakin Road in the Town of Bartonville, with the following conditions:

1. No trees shall be planted within the regulatory floodway or public right-of-way.
2. A revised site plan, prepared by a licensed landscape architect, showing the five proposed live oak tree plantings and placement of landscape boulders as indicated in Options 2 and 2.a shall be submitted for staff-level review.
3. New tree planting shall not take place until after October 1, 2025 to ensure best chance for survival.
4. New trees shall be irrigated.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

3. **Discuss and consider a Resolution suspending the September 17, 2025, effective date of the proposal by CoServ Gas, LTD. to implement Interim Grip Rate Adjustments for Gas Utility Investment in 2024; providing procedures for submission of the Resolution; and providing an effective date.**

Motion made by Council Member Roberts, seconded by Council Member Crandall, to **APPROVE** a Resolution suspending the September 17, 2025, effective date of the proposal by CoServ Gas, LTD. to implement Interim Grip Rate Adjustments for Gas Utility Investment in 2024, as presented.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

4. **Discuss and consider the acceptance of the submission of the no-new revenue, voter-approval, and De minimis tax rate calculations; take action to consider a proposed tax rate, set a date for public hearing, consideration, and adoption of a tax rate at the September 16, 2025 Regular Town Council meeting.**

Town Administrator Riggs provided Council with the 2025 tax rates:

Current Rate	\$0.173646
No-new-revenue Rate	\$0.161552
Voter-approval Rate	\$0.167738
De minimis Rate	\$0.235144

Motion made by Council Member Chapman, seconded by Council Member Roberts, to **PROPOSE** a maximum tax rate of **\$0.173646 per \$100** valuation for the Fiscal Year beginning October 1, 2025 and ending on September 30, 2026; and to schedule September 16, 2025, for the Public Hearing on the tax rate and for the adoption of said tax rate.

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.

5. **Discuss and consider approval of the Bartonville Community Development Corporation FY 2025-2026 proposed budget.**

Motion made by Council Member Arens, seconded by Council Member Crandall, to **APPROVE** the Bartonville Community Development Corporation FY2025-2026 proposed budget as presented.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

6. **Discuss and consider approval of the Bartonville Crime Control and Prevention District FY 2025-2026 proposed budget.**

Motion made by Council Member Sams, seconded by Council Member Chapman, to **APPROVE** the Bartonville Crime Control and Prevention District FY2025-2026 proposed budget as presented.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

K. FUTURE ITEMS

Discussion only, no action taken.

L. ADJOURNMENT

Mayor Carrington declared the meeting adjourned at 8:05 pm.

APPROVED this the 2nd day of September 2025.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary