

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN SPECIAL SESSION ON THE 2ND 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  
Clay Sams, Council Member Place 3  
Keith Crandall, Council Member Place 4  
Margie Arens, Council Member Place 5

*Council Members Absent:*

Jim Roberts, Council Member Place 1

*Town Staff Present:*

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

**A. CALL MEETING TO ORDER**

Mayor Carrington called the Regular Session to order at 6:31 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 6:32 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: Tax Rate Adoption/Tax Code; Ordinance Authority**

No Action Taken.

**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 Presentation portion of the meeting or when the item is considered by the Town Council.*

There were no public presentations.

**F. 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 August 19, 2025, Regular Meeting Minutes.**
- 2. Ratify the approval of a Planning Services Agreement for On-Call Planning Services between the Town of Bartonville and HE Planning+Design, LLC (HEP+D).**
- 3. Consider approval of a Resolution designating the Denton Record Chronicle as the official newspaper of the Town of Bartonville for Fiscal Year 2025-2026.**

Motion made by Council Member Sams, seconded by Council Member Chapman, to **APPROVE** Consent Agenda Items 1 thru 3 as presented.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**G. PUBLIC HEARINGS AND REGULAR ITEMS**

- 1. Conduct a Public Hearing to receive comment and to consider the proposed annual budget for the Town of Bartonville for Fiscal Year 2025-2026.**

Town Administrator Riggs provided a brief summary of the proposed Fiscal Year 2025-2026 Budget and addressed questions from Council.

Mayor Carrington opened the Public Hearing at 7:10 pm, and after recognizing there was no one present to speak, closed the Public Hearing at 7:10 pm.

Motion made by Council Member Chapman, seconded by Council Member Crandall, to direct Staff to prepare an ordinance adopting said budget for consideration at the September 16, 2025 regular meeting.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

- 2. Discuss and consider approval of Resolutions appointing members to the Board of Adjustment, Planning & Zoning Commission, Bartonville Community Development Corporation, Crime Control and Prevention District, and the Special Events Committee.**

**Board of Adjustment**

Motion made by Council Member Sams, seconded by Council Member Arens, to approve a Resolution appointing Del Knowler, Jim Lieber, and Siobhan O’Brian as regular members to the Board of Adjustment with terms expiring September 30, 2027, moving Heather Head from Alternate #2 to Alternate #1 with a term expiring September 30, 2026, and appointing Barbara Nunneley to the Alternate #2 position with a term expiring September 30, 2027.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**Planning and Zoning Commission**

Motion made by Council Member Crandall, seconded by Council Member Chapman, to approve a Resolution appointing Don Abernathy and Pat Adams as regular members to the Planning and Zoning Commission with terms expiring September 30, 2027, moving Rick Lawrence from Alternate #2 to Alternate #1 with a term expiring September 30, 2026 and appointing Rebecca Jenkins to the Alternate #2 position with a term expiring September 30, 2027.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**Bartonville Community Development Corporation**

Motion made by Council Member Arens, seconded by Council Member Sams, to approve a Resolution appointing Chad Carlson and Jan Deatherage to the Bartonville Community Development Corporation with terms expiring September 30, 2027.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**Crime Control and Prevention District**

Motion made by Council Member Chapman, seconded by Council Member Arens, to approve a Resolution appointing Jeff Grubb, Chris Colbert, and Jarod Root to the Crime Control and Prevention District with terms expiring September 30, 2027.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**Special Events Committee**

Motion made by Council Member Sams, seconded by Council Member Chapman, to approve a Resolution appointing Margie Arens, Keith Crandall, and Stephanie Phillips to the Special Events Committee with terms expiring September 30, 2027.

**VOTE ON THE MOTION**

AYES: Chapman, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**H. FUTURE ITEMS**

Discussion only, no action taken.

**I. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:19 pm.

**APPROVED this the 16th day of September 2025.**

**APPROVED:**

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Jaclyn Carrington,  
Mayor

**ATTEST:**

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Shannon Montgomery, TRMC  
Town Secretary