

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 15TH DAY OF JULY 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

**A. CALL BUDGET WORKSHOP TO ORDER @ 5:30 PM**

Mayor Carrington called the Workshop Session to order at 5:30 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 General Fund Operating Budget, consisting of Administration, Police, and Municipal Court, and addressed questions from Council.

**B. ADJOURN BUDGET WORKSHOP**

Mayor Carrington adjourned the Budget Workshop at 6:07 pm.

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

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

**D. PLEDGE OF ALLEGIANCE**

Mayor Carrington led the Pledge.

**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.*

The following addressed the Town Council:

- Rick Hopper, 1847 E Jeter Road, Bartonville.

**F. APPOINTED REPRESENTATIVE/LIAISON REPORTS**

*Council will receive and discuss the following reports:*

**1. Upper Trinity Regional Water District Report – No report given.****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 – June 2025 Statistics/Activities.**

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

**4. Administration – June 2025 Reports: Financial – including quarterly investment report, Animal Control and Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.**

Town Secretary Montgomery provided a summary of the June 2025 financials, including the quarterly investment report, 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 June 17, 2025, Regular Meeting Minutes.**

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

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**H. PUBLIC HEARINGS AND REGULAR ITEMS****1. Conduct Public Hearing of the Bartonville Crime Control and Prevention District (CCPD) FY 2025-2026 proposed budget.**

Mayor Carrington opened the Public Hearing at 6:53 pm, and after recognizing there was no one wishing to speak, closed the Public Hearing at 6:53 pm.

Mayor Carrington stated that the Council will take action on this matter at the August 19, 2025 meeting.

**2. Discuss and consider approval of a Resolution approving a Type B Economic Development Corporation Development Project and Performance Agreement by and between the Bartonville Community Development Corporation (BCDC) and Bartonville Store, LLC.; and authorize the BCDC Chair to execute necessary documents.**

Tim House, The Bartonville Store, provided a brief summary of the funding request and addressed questions from Council.

Motion made by Council Member Sams, seconded by Council Member Crandall, to **APPROVE** a Resolution approving a Type B Economic Development Corporation Development Project and Performance Agreement by and between the Bartonville Community Development Corporation (BCDC) and Bartonville Store, LLC.; and authorize the BCDC Chair to execute necessary documents.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**3. Discuss and consider approval of a Resolution casting the Town Council's vote for the Denco Area 9-1-1 District Board of Managers.**

Motion made by Council Member Roberts, seconded by Council Member Chapman, to **APPROVE** a Resolution casting the Town Council's vote for the Denco Area 9-1-1 District Board of Managers to John Smith, Jr.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**4. Discuss and consider a Resolution appointing new member(s) to the Bartonville Community Development Corporation.**

Motion made by Council Member Chapman, seconded by Council Member Roberts, to **APPROVE** a Resolution appointing Laura Pittman to the Bartonville Community Development Corporation for a term expiring September 30, 2026.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**5. Discuss and consider award/rejection of bids and approval of a Town Hall Parking Lot Construction Contract and authorize the Town Administrator to execute necessary documents on behalf of the Town.**

Motion made by Council Member Crandall, seconded by Council Member Arens, to **AWARD** and **APPROVE** a Town Hall Parking Lot Construction Contract to Mann Robinson, in the amount of \$118,000, and authorize the Town Administrator to execute necessary documents on behalf of the Town.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**6. Discuss and consider scheduling September 2, 2025 for the Public Hearing on the proposed Fiscal Year 2025-2026 Budget; and scheduling September 16, 2025 for the adoption of said Budget.**

Motion made by Council Member Arens, seconded by Council Member Roberts, to schedule September 2, 2025 for the Public Hearing on the proposed Fiscal Year 2025-2026 Budget; and schedule September 16, 2025 for the adoption of said Budget.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**7. Discuss and consider scheduling September 16, 2025 for the Public Hearing to consider the proposed tax rate.**

Motion made by Council Member Sams, seconded by Council Member Arens, to schedule September 16, 2025 for the Public Hearing to consider the proposed tax rate.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**8. Discuss and consider who will be on the Boards and Commission interview panel for 2025 Annual Appointments.**

Motion made by Council Member Crandall, seconded by Council Member Roberts, to have Council Member Chapman and Planning and Zoning Vice Chair Gloria McDonald be the interview panel and to make recommendations to the Town Council at the September 2, 2025 Town Council Meeting.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**I. CLOSED SESSION**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:18 pm in accordance with the Texas Government Code regarding:

- 1. Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney and Section 551.089 Security Devices or Security Audits regarding the Town of Bartonville's Emergency Action Plan, and any and all legal issues related thereto regarding: Emergency Authority and Plans.**

**J. RECONVENE OPEN MEETING**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council reconvened into open session at 7:35 pm in accordance with the Texas Government Code regarding:

- 1. Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney and Section 551.089 Security Devices or Security Audits regarding the Town of Bartonville's Emergency Action Plan, and any and all legal issues related thereto regarding: Emergency Authority and Plans.**

No action taken.

**K. FUTURE ITEMS**

Discussion only, no action taken.

**L. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:36 pm.

**APPROVED this the 19th day of August 2025.**

**APPROVED:**

---

Jaclyn Carrington,  
Mayor

**ATTEST:**

---

Shannon Montgomery, TRMC  
Town Secretary