

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION NO. 2025-03**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS,
APPOINTING KIRK RIGGS AS THE TOWN ADMINISTRATOR; APPROVING THE
COMPENSATION AS PROVIDED IN THE OFFER LETTER; REQUIRING A SURETY
BOND IN THE AMOUNT OF \$50,000.00; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town Council of the Town of Bartonville, Texas, desires to appoint a qualified and capable individual to serve as Town Administrator in accordance with the Town's policies and ordinances; and

WHEREAS, Kirk Riggs began serving as Chief of Police on March 1, 2024, and is currently serving as Chief of Police and Acting Town Administrator; and

WHEREAS, Kirk Riggs has demonstrated the leadership, qualifications, and professional experience necessary to fulfill the responsibilities of the Town Administrator and the Town Council also desires that Kirk Riggs continue to serve as Chief of Police (collectively, "Town Administrator/Chief of Police"); and

WHEREAS, the terms of compensation and employment for the Town Administrator/Chief of Police have been detailed and agreed upon in the offer letter presented to and accepted by Kirk Riggs; and

WHEREAS, the Town Council finds and determines that the employment of Kirk Riggs as the Town Administrator/Chief of Police, is authorized by Town policy, ordinance, and Texas law, and is necessary to ensure efficient operation of the Town without interruption of services in the best interest of the health, safety, and welfare of the residents of the Town and the general public; and

WHEREAS, pursuant to applicable laws and regulations, a surety bond is required for the Town Administrator/Chief of Police in the amount of \$50,000.00 to ensure the faithful performance of duties.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1. That the recitals above are true and correct and are incorporated into this resolution as if fully set forth herein.

SECTION 2. That Kirk Riggs is hereby appointed to serve as the Town Administrator and shall continue to serve as Chief of Police for the Town of Bartonville (collectively, "Town Administrator/Chief of Police"), effective immediately upon passage of this resolution.

SECTION 3. That the compensation and terms of employment as the Town Administrator/Chief of Police outlined in the offer letter presented to Kirk Riggs are hereby approved and accepted by the Town Council.

SECTION 4. That Kirk Riggs shall be bonded in the amount of \$50,000.00 as a surety for the faithful performance of duties, with the cost of the bond to be paid by the Town.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 15th day of April 2025.

APPROVED:

ATTEST:

Jaclyn Carrington,
Mayor

Shannon Montgomery, TRMC
Town Secretary