

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 17TH DAY OF JUNE 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
Ryan Wells, Town Planner

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

Mayor Carrington called the Regular Session to order at 6:01 pm.

1. Discuss and provide direction on Town Council priorities related to the FY2025-2026 Budget.

The Town Council has agreed to prioritize increasing the reserve bank balance for emergency preparedness, maintaining a strong focus on public safety, planning for future street improvements, continuing tree maintenance and trimming, and exploring upgrades to the meeting video and audio systems, including Chromebooks.

2. Discuss and provide direction on the Proposed Tax Rate related to the FY2025-2026 Budget.

The Town Council agreed to maintain the current tax rate of \$0.173646 per \$100 of assessed value, provided there is no need to increase it.

B. ADJOURN BUDGET WORKSHOP

Mayor Carrington adjourned the Budget Workshop at 6:18 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.

There were no Public Presentations made.

F. PRESENTATIONS**1. Issue Certificates of Election, Statement of Elected Official, and provide the Oath of Office to newly elected Officials.**

Mayor Carrington presented Council Member Roberts with his Certificate of Election and administered his Statement of Elected Official and Oath of Office.

G. CLOSED SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 6:33 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: Town Attorney.**H. RECONVENE OPEN MEETING**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council reconvened into open session at 6:47 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: Town Attorney.

Motion made by Council Member Chapman, seconded by Council Member Roberts, to discontinue legal services with Taylor, Olson, Adkins, Sralla, and Elam effective immediately.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

Motion made by Council Member Crandall, seconded by Council Member Chapman, to **APPROVE** an engagement letter between Messer & Fort, PLLC and the Town of Bartonville to provide legal services; and authorize the Mayor to execute same on behalf of the Town.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

I. APPOINTED REPRESENTATIVE/LIAISON 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.

No report given.

3. Police Department – May 2025 Statistics/Activities.

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

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

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

J. 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 May 20, 2025, Regular Meeting Minutes.

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

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

K. PUBLIC HEARINGS AND REGULAR ITEMS**1. Presentation and consideration of the Fiscal Year 2022-2023 Audit.**

Valerie Harrison, MWH Group, presented the Fiscal Year 2022-2023 Audit Report and addressed questions from Council.

Motion made by Council Member Crandall, seconded by Council Member Arens, to **ACCEPT** the Fiscal Year 2022-2023 Audit as presented.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

Council Member Crandall recused himself and left the dais at 7:21 pm.

2. **Discuss and consider a Final Plat for 89.261-acre 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 GM Civil on behalf of Spur Furst Ranch Development, L.P. [Town of Bartonville File Number FP-2025-001.] *(The Planning & Zoning Commission recommended approval by a vote of 5-0 at its June 4, 2025, meeting.)***

Motion made by Council Member Chapman, seconded by Council Member Sams, to **APPROVE** a Final Plat for 89.261-acre 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 with the following condition:

1. Prior to recordation, a Drainage Easement shall be established over the entirety of Lot 2X, Block 22 on the final plat in order to protect and permit the receipt of stormwater flows.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, and Arens

NAYS: None

VOTE: 4-0

Council Member Crandall returned to the dais at 7:26 pm.

3. **Discuss and consider a Preliminary Plat for a 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 PP-2025-001.] *(The Planning & Zoning Commission recommended approval by a vote of 5-0 at its June 4, 2025, meeting.)***

Motion made by Council Member Roberts, seconded by Council Member Sams, to **APPROVE** a Preliminary Plat for a 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:

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).
2. Prior to approval of the final plat, all setbacks for Lots 1R1 and 2R2, Block A shall be 50 feet.
3. Prior to approval of the final plat, the Broome Road street frontage width for Lot 1R1, Block A shall be increased to no less than 300 feet.
4. Prior to approval of the final plat, the shared lot line between Lots 1R1 and 2R2, Block A shall be adjusted to avoid creation of any nonconformities between existing structures and dimensional standards as they apply to the new lots.

5. Minor correction: The setback label for Lot 8, Block A shall read “50’ setback line” or be adjusted to be 20 feet from Lot 2, Block C, Barrington Hills Phase II.
6. Minor correction: Note 5 shall reference Preliminary Plat rather than Minor Replat.
7. Gated driveways shall have the gate or, if present, callbox, located no less than 55 feet from the edge of the Broome Road or Porter Road rights-of-way.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

4. **Discuss and consider a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Title I, “Personnel Regulations”, Chapter 7, “Discipline and Appeal Procedures” by changing the appeal review process from the Town Administrator to the Mayor.**

Mayor Carrington stated this agenda will be heard at the July 15, 2025 Council Meeting.

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

Motion made by Council Member Arens, seconded by Council Member Sams, to **APPROVE** a Resolution appointing Laura Karbash-Smith to the Bartonville Community Development Corporation with a term expiration of September 30, 2026.

VOTE ON THE MOTION

AYES: Arment, McDonald, Adams, Hoyt-Stenovitch, Lawrence

NAYS: None

VOTE: 5-0

6. **Discuss and consider moving forward with a town hall parking lot expansion.**

Town Administrator/Chief of Police Riggs noted that the proposals are turnkey, encompassing preparation, clearing, and topsoil. The Council discussed the possibility of adding geogrid to extend the lifespan of the parking lot and directed staff to conduct further research and present findings at the July 15, 2025 meeting for continued discussion.

L. CLOSED SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:55 pm in accordance with the Texas Government Code regarding:

1. **Section 551.074 Personnel Matters to deliberate and consider the appointment and employment of a public officer or employee; to wit: Mayor Pro Tem.**
2. **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: Town Administrator.**

M. RECONVENE OPEN MEETING

Pursuant to the Open Meetings Act, Chapter 551, the Town Council reconvened into open session at 8:14 pm in accordance with the Texas Government Code regarding:

- 1. Section 551.074 Personnel Matters to deliberate and consider the appointment and employment of a public officer or employee; to wit: Mayor Pro Tem.**

Motion made by Council Member Crandall, seconded by Council Member Arens, to appoint Council Member Chapman as Mayor Pro Tem for a one-year term.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

- 2. 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: Town Administrator.**

No action taken.

N. FUTURE ITEMS

Discussion only, no action taken.

O. ADJOURNMENT

Mayor Carrington declared the meeting adjourned at 8:15 pm.

APPROVED this the 15th day of July 2025.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary