

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 15TH DAY OF APRIL 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  
Jim Roberts, Council Member Place 1  
Clay Sams, Council Member Place 3  
Keith Crandall, Council Member Place 4  
Margie Arens, Council Member Place 5

**Council Members Absent:**

Matt Chapman, Mayor Pro Tem/Place 2

**Town Staff Present:**

Kirk Riggs, Town Administrator / Chief of Police  
Shannon Montgomery, Town Secretary  
Dean Roggia, Town Attorney

**A. CALL MEETING TO ORDER**

Mayor Carrington called the Regular Session to order at 6:02 pm.

**B. PLEDGE OF ALLEGIANCE**

Mayor Carrington led the Pledge.

**C. 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.

**D. APPOINTED REPRESENTATIVE/LIAISON REPORTS**

**1. Upper Trinity Regional Water District Report.**

There was no update.

**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 – March 2025 Statistics/Activities.**

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

**4. Administration – March 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 March 2025 financials, first Quarterly Investment Report of 2025, and addressed questions from Council.

**E. 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 March 18, 2025, Regular Meeting Minutes.**

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

**VOTE ON THE MOTION**

AYES: Roberts, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**F. PUBLIC HEARINGS AND ACTION ITEMS**

- 1. Conduct a Public Hearing to hear public comment, discuss, and consider an Ordinance amending various provisions of Town of Bartonville Code of Ordinances, Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” by adopting the 2021 editions of the International Building Code, International Residential Code, International Mechanical Code, International Plumbing Code, International Fire Code, International Swimming Pool and Spa Code, International Energy Conservation Code, International Fuel Gas Code, and International Existing Building Code, and adopting the 2020 edition of the National Electric Code, and providing for the modification of the code to incorporate local amendments.**

Mayor Carrington opened the Public Hearing at 6:55 pm.

The following spoke IN FAVOR during the Public Hearing:

- Ricky Vaughan, Chief – Denton County ESD No. 1, 511 Gibbons Road South, Argyle
- Mon Nguyen, Division Chief – Denton County ESD No. 1, 511 Gibbons Road South, Argyle
- Tina Bennett, 422 Wolf Run Road, Bartonville

Mayor Carrington closed the Public Hearing at 7:00 pm.

Motion made by Council Member Roberts, seconded by Council Member Sams, to **APPROVE** an Ordinance amending various provisions of Town of Bartonville Code of Ordinances, Chapter 3, “Building Regulations,” Article 3.02, “Technical and Construction Codes and Standards,” by adopting the 2021 editions of the International Building Code, International Residential Code, International Mechanical Code, International Plumbing Code, International Fire Code, International Swimming Pool and Spa Code, International Energy Conservation Code,

International Fuel Gas Code, and International Existing Building Code, and adopting the 2020 edition of the National Electric Code, and providing for the modification of the code to incorporate local amendments.

**VOTE ON THE MOTION**

AYES: Roberts, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

The Ordinance caption reads as follows:

**ORDINANCE NO. 783-25**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS AMENDING VARIOUS PROVISIONS OF CHAPTER 3, "BUILDING REGULATIONS," ARTICLE 3.02, "TECHNICAL AND CONSTRUCTION CODES AND STANDARDS," OF THE CODE OF ORDINANCES, TOWN OF BARTONVILLE, TEXAS, BY ADOPTING THE 2021 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL PLUMBING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL SWIMMING POOL AND SPA CODE, INTERNATIONAL ENERGY CONSERVATION CODE, INTERNATIONAL FUEL GAS CODE, AND INTERNATIONAL EXISTING BUILDING CODE, AND THE 2020 EDITION OF THE NATIONAL ELECTRIC CODE; PROVIDING FOR THE MODIFICATION OF THE CODE TO INCORPORATE LOCAL AMENDMENTS; PROVIDING FOR THE RECORDING OF THE CODES AS PUBLIC RECORDS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.**

- 2. Discuss and consider an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 9, "Personnel," Article 4, "Officers and Employees", Division 2, "Town Administrator," Subsection 9.04.034(1), "Powers and Duties" by adding Chief of Police.**

Motion made by Council Member Crandall, seconded by Council Member Roberts, to **APPROVE** an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 9, "Personnel," Article 4, "Officers and Employees", Division 2, "Town Administrator," Subsection 9.04.034(1), "Powers and Duties" by adding Chief of Police.

**VOTE ON THE MOTION**

AYES: Roberts, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

The Ordinance caption reads as follows:

**ORDINANCE NO. 784-25**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING THE TOWN OF BARTONVILLE CODE OF ORDINANCES, CHAPTER 9, "PERSONNEL," ARTICLE 4, "OFFICERS AND EMPLOYEES", DIVISION 2, "TOWN ADMINISTRATOR," SUBSECTION 9.04.034(1), "POWERS AND DUTIES" BY ADDING CHIEF OF POLICE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

3. **Discuss and consider a Resolution appointing Del Knowler as the Town’s Representative to serve on the Upper Trinity Regional Water District Board for a four-year term ending May 31, 2029.**

Motion made by Council Member Sams, seconded by Council Member Arens, to **APPROVE** a Resolution appointing Del Knowler as the Town’s Representative to serve on the Upper Trinity Regional Water District Board for a four-year term ending May 31, 2029.

**VOTE ON THE MOTION**

AYES: Roberts, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

4. **Discuss and consider a Resolution appointing Kirk Riggs as the Town Administrator, approving the compensation provided in the offer letter, and requiring a surety bond in the amount of \$50,000.00.**

Mayor Carrington stated that, if appointed, Kirk Riggs will serve both roles of Town Administrator and Chief of Police.

Motion made by Council Member Crandall, seconded by Council Member Arens, to **APPROVE** a Resolution appointing Kirk Riggs as the Town Administrator, approving the compensation provided in the offer letter, and requiring a surety bond in the amount of \$50,000.00.

**VOTE ON THE MOTION**

AYES: Roberts, Sams, Crandall, and Arens

NAYS: None

VOTE: 4-0

**G. CLOSED SESSION**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:17 pm in accordance with the Texas Government Code regarding:

*Council Member Crandall recused himself from Closed Meeting Agenda Item #1.*

1. **Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney regarding legal issues related to the Town’s Extraterritorial Jurisdiction (ETJ), issues related to the Furst Ranch Development, issues related proposed landscape plan, and any and all legal issues related thereto.**
2. **Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney regarding legal issues related to Town Hall Property Improvements, and any and all legal issues related thereto.**

**H. RECONVENE OPEN MEETING**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council reconvened into open session at 7:41 pm in accordance with the Texas Government Code regarding:

*Council Member Crandall did not return to the dais when Council reconvened into Open Session.*

1. **Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney regarding legal issues related to the Town’s Extraterritorial Jurisdiction (ETJ), issues related to the Furst Ranch Development, issues related proposed landscape plan, and any and all legal issues related thereto.**

**Discuss and consider approval of a Resolution approving a landscape plan for Furst Ranch and authorizing the Town Administrator to execute an amendment to the Development Agreement to incorporate the approved Landscape Plan.**

Motion made by Council Member Roberts, seconded by Council Member Sams, to **APPROVE** a Resolution authorizing the Town Administrator to negotiate and execute an amendment to the Furst Ranch Development Agreement, and approving the proposed landscaping plan.

**VOTE ON THE MOTION**

AYES: Roberts, Sams, and Arens

NAYS: None

VOTE: 3-0

*Council Member Crandall returned to the dais at 7:43 pm.*

2. **Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney regarding legal issues related to Town Hall Property Improvements, and any and all legal issues related thereto.**

No Action Taken.

**I. FUTURE ITEMS**

Discussion only, no action taken.

**J. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:44 pm.

**APPROVED this the 20th day of May 2025.**

**APPROVED:**

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Jaclyn Carrington,  
Mayor

**ATTEST:**

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Shannon Montgomery, TRMC  
Town Secretary