

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN SPECIAL SESSION ON THE 12TH DAY OF MAY 2026 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  
Jeremy Page, Town Attorney  
Shannon Montgomery, Town Secretary  
Jeff Ashabranner, Chief of Police  
Katarina Fowler, Permit Technician

**A. CALL MEETING TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

Mayor Carrington led the Pledge.

**C. PRESENTATIONS**

**1. Salvation Army Mayors Red Kettle Challenge.**

Tiffany Jackson, with the Salvation Army, presented a Certificate of Appreciation to the Town for participating in the 2025 Red Kettle Challenge to raise funds for the Salvation Army's programs. Mayor Carrington thanked the Salvation Army for all that they do.

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

Town Secretary Montgomery presented Mayor Carrington with her Certificate of Election and administered her Statement of Elected Official and Oath of Office.

Mayor Carrington presented Council Members Chapman and Crandall with their Certificate of Election and administered their Statement of Elected Official and Oath of Office.

**D. 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.*

No public presentations were made.

**E. APPOINTED REPRESENTATIVE/LIAISON REPORTS****1. Denton County Emergency Services District #1.**

Chief Vaughan of Denton County Emergency Services District No. 1 provided an update and addressed questions from Council.

**2. Police Department – April 2026 Statistics/Activities.**

Chief of Police Ashabranner summarized the monthly statistics/activities and addressed questions from Council.

**3. Administration – April 2026 Reports: Financial, Animal Control and Code Enforcement, Engineering, Municipal Court, Permit, and Board Member Attendance.**

Town Secretary Montgomery provided a summary of the April 2026 Finance Report and addressed questions from Council.

**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 April 21, 2026 Regular Meeting Minutes.**
- 2. Consider an Ordinance amending the removal procedures for members of the Town’s Boards, Commissions and Committees by creating Section 1.04.004 and amending Section 1.04.032, of the Town of Bartonville Code of Ordinances.**
- 3. Discuss and consider a Resolution appointing the Municipal Court Judge, Alternate Municipal Court Judges, Municipal Court Clerk, and Deputy Court Clerks.**
- 4. Ratify approval of a Planning Services Agreement for On-Call Planning Services between the Town of Bartonville and Ad Terram Consulting, LLC beginning April 24, 2026, through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.**

Motion made by Council Member Sams, seconded by Council Member Roberts, to **APPROVE** Consent Agenda Items No. 1 – 4 as presented.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

The Ordinance Caption for Consent Agenda Item #2, reads as follows:

**TOWN OF BARTONVILLE  
ORDINANCE NO. 803-26**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING THE REMOVAL PROCEDURES FOR MEMBERS OF THE TOWN’S BOARDS, COMMISSIONS, AND COMMITTEES CONTAINED IN THE TOWN OF BARTONVILLE CODE OF ORDINANCES, BY AMENDING CHAPTER 1, “GENERAL PROVISIONS,” ARTICLE 1.04, “BOARDS, COMMISSIONS AND COMMITTEES,” DIVISION 1,**

**“GENERALLY,” AND DIVISION 2, “PLANNING AND ZONING COMMISSION,” SECTION 1.04.032, “APPOINTMENT OF MEMBERS; TERM; REMOVAL”; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CUMULATIVE REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.**

**G. PUBLIC HEARINGS AND REGULAR ITEMS**

*Mayor Carrington opened both Agenda Item #1 and #2 simultaneously for discussion:*

**1. Presentation and consideration of the Fiscal Year 2023-2024 Audit.**

**2. Presentation and consideration of the Fiscal Year 2024-2025 Audit.**

Valerie Halverson, MWH Group, presented both the Fiscal Year 2023-2024 and Fiscal Year 2024-2025 Audit Reports and addressed questions from Council.

Motion made by Council Member Crandall, seconded by Council Member Chapman, to **ACCEPT** the Fiscal Year 2023-2024 Audit as presented.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

Motion made by Council Member Chapman, seconded by Council Member Roberts, to **ACCEPT** the Fiscal Year 2024-2025 Audit as presented.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**3. Discuss and consider the FY2026-2027 Budget Calendar.**

Town Secretary Montgomery presented the Budget Calendar and summarized the workshop start times and attendance requirements for special meetings.

Consensus of the Town Council was to move the July 21, 2026, Council Meeting to July 14, 2026.

**H./I. CLOSED SESSION / RECONVENE OPEN MEETING**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:13 pm and reconvened into open session at 7:16 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 Chapman, seconded by Council Member Crandall, to **APPOINT** Council Member Arens as Mayor Pro Tem.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**J. FUTURE ITEMS**

Discussion only, no action taken.

**K. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:17 pm.

**APPROVED this the 16th day of June 2026.**

**APPROVED:**

---

Jaclyn Carrington,  
Mayor

**ATTEST:**

---

Shannon Montgomery, TRMC  
Town Secretary