

**THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 21ST OF JANUARY 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  
Keith Crandall, Council Member Place 4  
Margie Arens, Council Member Place 5

*Council Members Absent:*

Clay Sams, Council Member Place 3

*Town Staff Present:*

Kirk Riggs, Acting 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 6:30 pm.

**B. PLEDGE OF ALLEGIANCE**

Mayor Carrington led the Pledge of Allegiance.

**C. PRESENTATIONS**

**1. Introduction of and Administer Oath of Office to new Police Officer William Mack.**

Acting Town Administrator / Chief of Police Riggs introduced new Police Officer William Mack and administered his Oath of Office, while his wife pinned his Badge.

**D./E. CONVENE INTO CLOSED SESSION and RECONVENE INTO OPEN SESSION**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 6:37 pm and reconvened into open session at 7:22 pm in accordance with the Texas Government Code regarding:

**1. Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney regarding abandonment of right of way at or near 858 Broome, and any and all legal issues related thereto.**

No action taken.

**2. Section 551.071 Consultation with Town Attorney to seek legal advice of its attorney regarding requests for release from the Town's extraterritorial jurisdiction pursuant to Texas Local Gov't Code Ch. 42, and any and all legal issues related thereto.**

No action taken.

**F. 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.*

Dawn Altenhofen, 858 Broome Road, Bartonville, Texas addressed the Town Council.

**G. APPOINTED REPRESENTATIVE/LIAISON REPORTS****1. Upper Trinity Regional Water District Report – No Update.****2. Denton County Emergency Services District #1.**

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

**3. Police Department – December 2024 Statistics/Activities.**

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

**4. Administration – December 2024 Reports: Financial, including Quarterly Investment Report, Animal Control, Code Enforcement, Engineering, Municipal Court, Permits, and Board Member Attendance.**

Town Secretary Montgomery provided notification of the May 3, 2025 General Election Filing Period of January 15, 2025 through February 14, 2025, updated the Council on Filers, provided a summary of the December 2024 financials and Quarterly Investment Report, and addressed questions from Council.

**H. 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 December 17, 2024, 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, Crandall, and Arens

NAYS: None

VOTE: 4-0

**I. PUBLIC HEARINGS AND REGULAR ITEMS**

- 1. Discuss and consider approval of an Ordinance of the Town Council of the Town of Bartonville ordering a General Election to be held on May 3, 2025, for the purpose of electing Council Members to Town Council Places 1, 3, and 5, for two-year terms each; providing for a joint services contract with Denton County and authorizing the Mayor to execute the joint services contract on behalf of the Town.

Motion made by Council Member Crandall, seconded by Council Member Chapman to APPROVE an Ordinance of the Town Council of the Town of Bartonville ordering a General Election to be held on May 3, 2025, for the purpose of electing Council Members to Town Council Places 1, 3, and 5, for two-year terms each; providing for a joint services contract with Denton County and authorizing the Mayor to execute the joint services contract on behalf of the Town.

**VOTE ON THE MOTION**

AYES: Roberts, Chapman, Crandall, and Arens

NAYS: None

VOTE: 4-0

The Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS  
ORDINANCE NO. 779-25**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AUTHORIZING AND CALLING A GENERAL ELECTION TO BE HELD ON MAY 3, 2025, AND IF REQUIRED A RUNOFF ELECTION ON JUNE 7, 2025, FOR THE PURPOSE OF ELECTING COUNCIL MEMBERS TO TOWN COUNCIL PLACES 1, 3, AND 5, FOR TWO-YEAR TERMS EACH; PRESCRIBING THE TIME AND DESIGNATING THE LOCATIONS AND MANNER OF CONDUCTING THE ELECTION TO BE IN ACCORDANCE WITH THE JOINT ELECTION SERVICES AGREEMENT WITH DENTON COUNTY; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**J. FUTURE ITEMS**


Discussion only, no action taken.

**K. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:52 pm.

**APPROVED this the 18th day of February 2025.**

**APPROVED:**

  
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Joelynn Carrington, Mayor

**ATTEST:**

  
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Shannon Montgomery, TRMC, Town Secretary

