

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 16TH DAY OF DECEMBER 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  
Patricia Adams, Town Attorney  
Shannon Montgomery, Town Secretary

**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. 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 was no Public Participation.

**D. APPOINTED REPRESENTATIVE/LIAISON REPORTS**

*Council will receive and discuss the following reports:*

**1. Denton County Emergency Services District #1.**

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

**2. Police Department – November 2025 Statistics/Activities.**

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

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

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

Mayor Carrington thanked all the Red Kettle Bell Ringer volunteers for their time and support.

**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 November 18, 2025, Regular Meeting Minutes.**

Motion made by Council Member Arens, seconded by Council Member Chapman, to APPROVE the Consent Agenda as presented.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**F. PUBLIC HEARINGS AND REGULAR ITEMS**

*Council Member Crandall recused himself from the dais at 6:46 pm.*

**1. Discuss and consider a Final Plat for High Plains at Furst Ranch, Phase 4B encompassing approximately 48.341 acres of 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 GMcivil on behalf of the owner ARROYO CAP V-1 LLC. [Town of Bartonville File Number FP-2025-004] (The Planning & Zoning Commission recommended approval, with conditions, by a vote of 5-0 at its December 3, 2025, meeting.)**

Motion made by Council Member Roberts, seconded by Council Member Chapman, to APPROVE a Final Plat for High Plains at Furst Ranch, Phase 4B encompassing approximately 48.341 acres of property situated in the Pinson Wiles Survey, Abstract Number 1339, in the Extraterritorial Jurisdiction (ETJ) of the Town of Bartonville, Denton County, Texas with the following conditions:

1. Town references shall be updated to reflect Town of Flower Mound, Town of Argyle or Town of Argyle ETJ, and Town of Bartonville or Town of Bartonville ETJ, verifying jurisdiction locations on Final Plat.
2. Denton County ESD 1 recommends approval of the Final Plat with the condition that emergency access in and out of the site meets the IFC code requirements and is maintained in a compliant manner on Tupelo Trail and Magnolia Lane.

**VOTE ON THE MOTION**

AYES: Chapman, Roberts, Sams, and Arens

NAYS: None

VOTE: 4-0

*Council Member Crandall returned to the dais at 6:59 pm.*

**2. Discuss and consider approval of a Resolution accepting the Town's Investment Policy for Fiscal Year 2025-2026.**

Motion made by Council Member Crandall, seconded by Council Member Sams, to APPROVE a Resolution accepting the Town's Investment Policy for Fiscal Year 2025-2026 as presented.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**3. Discuss and consider approval of a Planning Services Agreement for On-Call Planning Services between the Town of Bartonville and Ratcliff Planning Consultants, LLC beginning January 1, 2026 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.**

Motion made by Council Member Chapman, seconded by Council Member Roberts, to APPROVE a Planning Services Agreement for On-Call Planning Services between the Town of Bartonville and Ratcliff Planning Consultants, LLC beginning January 1, 2026 through September 30, 2026; and authorize the Town Administrator to execute same on behalf of the Town.

**VOTE ON THE MOTION**

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

NAYS: None

VOTE: 5-0

**G./H. CLOSED SESSION / RECONVENE INTO OPEN MEETING**

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 7:04 pm and reconvened into open session at 7:55 pm in accordance with the Texas Government Code regarding:

**1. Section 551.071 (1) and (2) Consultation with Attorney. Private consultation to seek the advice of the Town Attorney about pending or contemplated litigation or a settlement offer and to consult with the Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: claims and liabilities; intergovernmental agreements**

Mayor Carrington stated there would be no action taken on the Closed Session.

**I. FUTURE ITEMS**

Discussion only, no action taken.

**J. ADJOURNMENT**

Mayor Carrington declared the meeting adjourned at 7:55 pm.

**APPROVED this the 20th day of January 2026.**

**APPROVED:**

*Jaclyn Carrington*

Jaclyn Carrington,  
Mayor

**ATTEST:**

*Shannon Montgomery*

Shannon Montgomery, TRMC,  
Town Secretary

