



TOWN COUNCIL REGULAR MEETING AGENDA

March 17, 2026 at 6:30 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

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.

D. CLOSED SESSION

Pursuant to the Open Meetings Act, Texas Government Code Chapter 551, the Town Council will recess into a Closed Executive Session in accordance with the following:

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: development agreements – municipal obligations.

E. RECONVENE OPEN MEETING

The Town Council to reconvene into an open meeting and consider action, if any, on items discussed in closed session.

F. PRESENTATIONS

1. Introduction of and Administer Oath of Office to New Chief of Police Jeff Ashabranner.

G. APPOINTED REPRESENTATIVE/LIAISON REPORTS

Council will receive and discuss the following reports:

1. Denton County Emergency Services District #1.
2. Police Department – February 2026 Statistics/Activities.
3. Administration – February 2026 Reports: Financial, Animal Control and Code Enforcement, Engineering, Municipal Court, Permit, and Board Member Attendance.

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 Council Member by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of the February 11, 2026 Special Meeting Minutes.
2. Consider approval of the February 20, 2026 Special Meeting Minutes.
3. Consider approval of an Ordinance cancelling the May 2, 2026 General Election and accepting the Certification of Unopposed Candidates; and providing an effective date.
4. Consider approval of an Ordinance amending the Town’s Budget for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, as adopted by Ordinance No. 787-25 and amended by Ordinance No. 792-25; providing for adjustments to the Bartonville Crime Control and Prevention District (CCPD) budget** (**CCPD approved by a unanimous vote at its March 10, 2026, meeting.**)
5. Consider approval of a Resolution adopting a policy to provide general signature authority to the Town Administrator to contract for expenditures and execute contracts without further approval of the Town Council in accordance with the Town of Bartonville’s Purchasing Policies; and providing an effective date.
6. Consider approval of the Town Administrator Fiscal Year 2025-2026 Goals.
7. Ratify the approval of a Building Inspection Services Agreement between the Town of Bartonville and Texas Power Inspections, LLC.

I. PUBLIC HEARINGS AND REGULAR ITEMS

1. Discuss and consider awarding a contract for the E Jeter Road, Phase 3 Reconstruction Project to Cook’s Rock Solid, Inc. in an amount not to exceed \$1,000,145.36, which includes a ten percent (10%) contingency amount for any additional or unforeseen items that may arise during construction; and authorize the Town Administrator to sign necessary documents.
2. Discuss and consider an Ordinance repealing Appendix A, “Fee Schedule” of the Town of Bartonville Code of Ordinances and adopting a new Appendix A, “Fee Schedule” and providing an effective date of April 1, 2026.
3. Discuss and consider an Ordinance Repealing Article 1.07, “Finances,” Division 2, “Purchasing Policy and Procedures” in its entirety and approving a Resolution establishing and adopting a Purchasing Policy for the Town to include procedures and a capitalization threshold of \$5,000 for capital assets; and providing an effective date.
4. Consider approval of an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), “Agenda” of the Town of Bartonville Code of Ordinances relative to Council procedures; and providing an effective date.
5. Consider approval of a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator.
6. Discuss and consider rescheduling the May 19, 2026, Council Meeting due to Primary Run-Off Early Voting being scheduled for May 18, 2026 through May 22, 2026.

J. FUTURE ITEMS

K. ADJOURNMENT

The Town Council reserves the right to recess into a closed meeting or executive session as authorized by Chapter 551 of the Texas Government Code, (the Texas Open Meetings Act) on any item posted on its open meeting agenda to seek legal advice pursuant to Texas Government Code Section 551.071, Consultation with Attorney of the Texas Open Meetings Act. Any final action, decision, or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.

**Taxpayer Impact Statement			
Property Tax Due on Median Valued Homestead			
2024 Rate vs 2025 Rate vs 2025 No New Revenue Rate			
	Rate per \$100 of Value	Median-Valued Homestead Property	Tax Due
2024 Adopted Rate	0.173646	\$893,425	\$1,551
2025 Rate	0.173646		\$1,551
2025 No New Revenue Rate	0.161552		\$1,443

CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Wednesday, March 11, 2026, prior to 5:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026
FROM: Ricky Vaughan, Fire Chief, Denton County ESD No. 1
AGENDA ITEM: Denton County Emergency Services District #1 Monthly Report

SUMMARY:

Department Statistics/Activities

ATTACHMENTS:

- Monthly Report

Denton County ESD No. 1 & No. 2

Monthly Report



Monthly Activity Report

FEBRUARY

2026



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Denton County ESD No. 1 & No. 2

FEBRUARY 2026

DCESD1 Personnel

Operations

Battalion Chiefs	3
Officers - Captains	12
Apparatus Operators (Engineers)	12
Full-Time Firefighters (active)	42
Part-Time Employees (active)	9
Total Members	78

Fire Administration

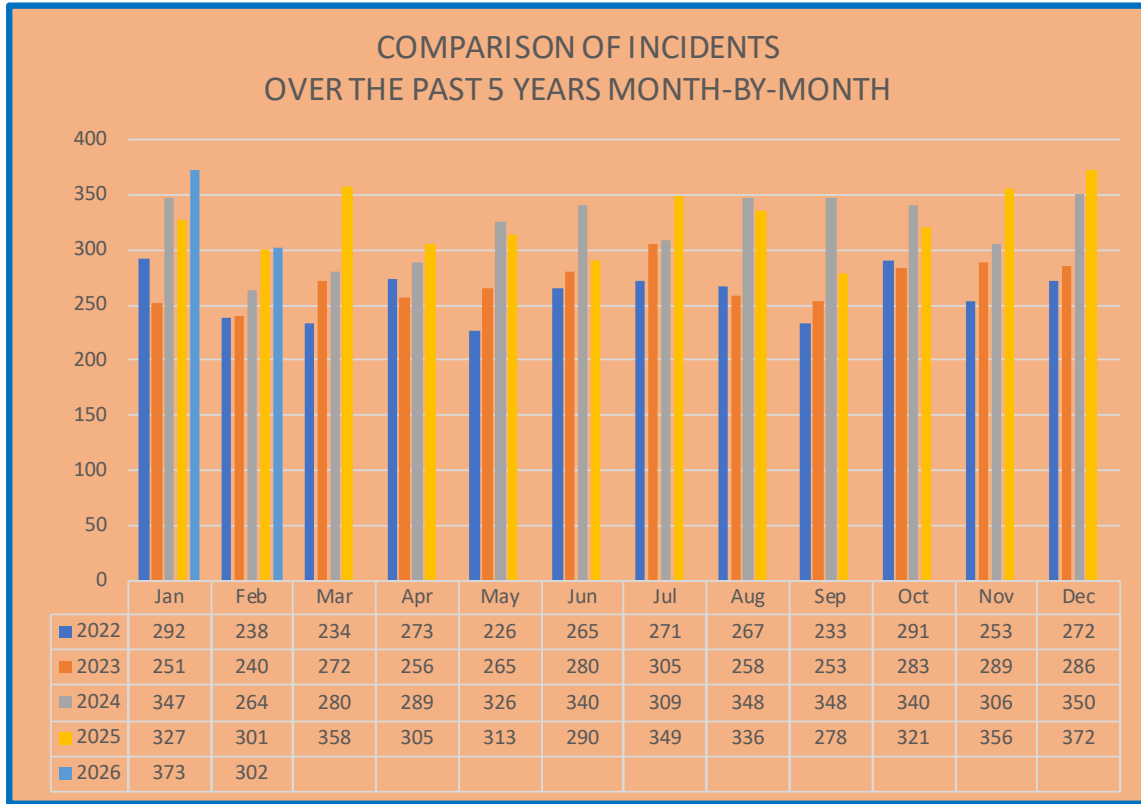
Fire Chief	1
Assistant Chief	1
Division Chiefs	3
Assistant Fire Marshal	1
Administrative Assistant	1
Workforce Manager	1
Director of Communications & Public Outreach	1
Total	9

Department Paid Total 87

Sworn Staff	84
Civilians	3
Operational Volunteers	2
Department Total	89



DCESD Total Incident Count



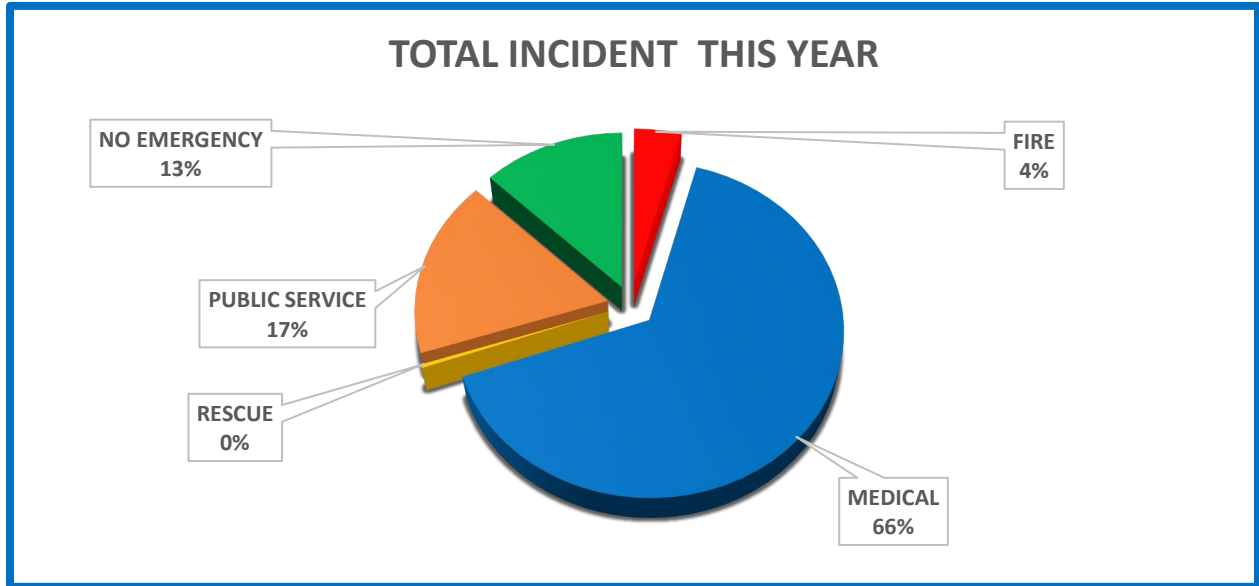
Year-to-Date Totals



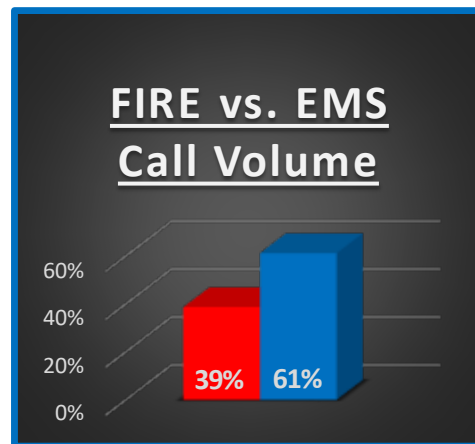
DCESD	YTD	YEAR END
2022	530	3115
2023	491	3238
2024	611	3847
2025	628	3906
2026	675	TBD



INCIDENT STATISTICS



PRIMARY INCIDENT TYPE	
FIRE	117
EMS	185
FIRE	12
MEDICAL	185
HAZSIT	19
RESCUE	1
PUBLIC SERVICE	49
LAW ENFORCEMENT	0

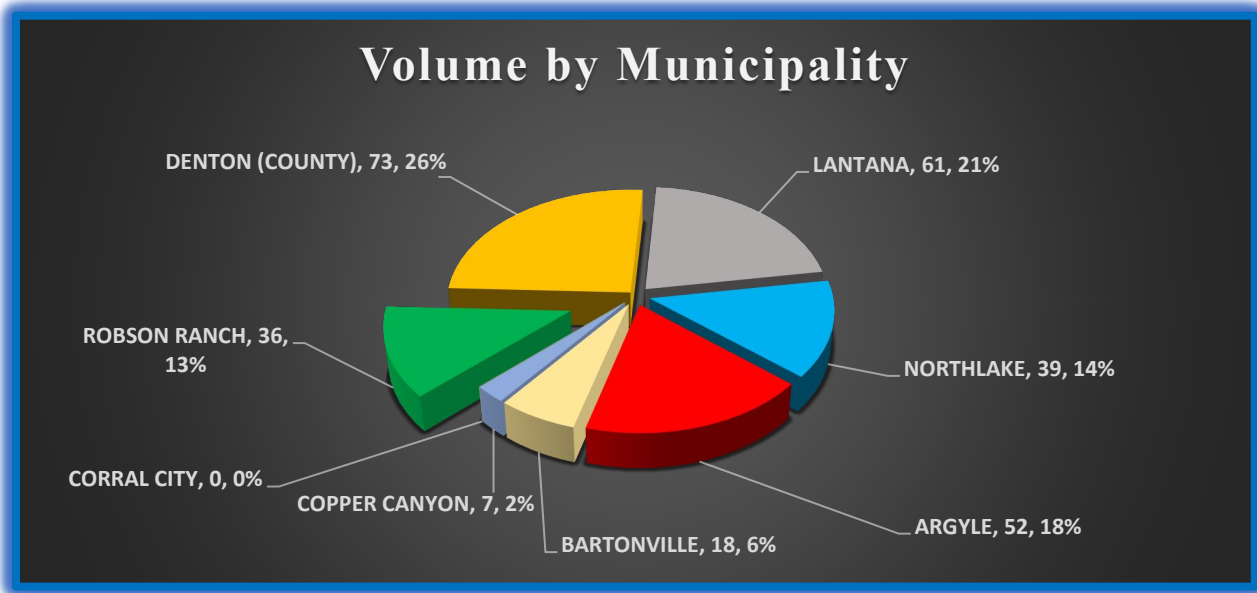


Percentage of Overlapping Calls

Overlapping Calls	
# OVERLAPPING	% OVERLAPPING
130	43%
>3 Calls Overlapping	14%
0 overlapping incidents warranted a mutual aid response due to unit availability	



Municipality Call Volume Breakdown



<u>NERIS INCIDENT GROUP TYPE</u>	ARGYLE BARTONVILLE COPPER CANYON CORRAL CITY LANTANA NORTHLAKE Robson Ranch DENTON COUNTY MUTUAL AID									
	ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE	Robson Ranch	DENTON COUNTY	MUTUAL AID	
FIRE	1	1	2			2		6		
HAZSIT	6	2			4	3		4		
MEDICAL	30	12	1		41	27	23	45	1	
RESCUE						1				
PUBLIC SERVICE	7	1	2		11	6	10	9	2	
NO EMERGENCY	8	2	2		5		3	9	1	
LAW ENFORCEMENT										
2026 Municipality Totals	52	18	7	0	61	39	36	73	4	

NERIS Breakdown

FIRE

Outsdie, Special, Structure, Transportation.

HAZSIT

Hazard Non-Chemical, Hazardous Materials, Overpressure, Investigation

MEDICAL

Illness, Injury, Other

RESCUE

Outside/Outdoor, Structure/Indoor, Transportation/Land

PUBLIC SERVICE

Citizen Assist, Alarms (Non-Medical), Disaster/Weather, Other

NO EMERGENCY

False Alarm, Good Intent, Cancelled

LAW ENFORCEMENT SUPPORT



Incident Response Times

90th Percentile Assessment

Lights and Sirens – 90 TH Percentile Time (Dispatch to Arrival)	
Overall Fire/EMS	10:18
Overall FIRE	11:25
Overall EMS	10:10

Internal Compliance Goal: Less than 8-minute response time from dispatch to first unit on arrival time. Assessment is performed by taking the total number of incidents where lights and sirens were utilized while responding to the incident.

NFPA 1710 Response Recommendations: Key performance objectives for...

FIRE Response: (bunker gear required)

1. Turnout time: < 80 seconds
(1 minute: 20 seconds)
2. First Unit on scene: < 240 seconds
(4 minutes)

EMS Response: (no bunker gear required)

1. Turnout time: < 60 seconds
(1 minute)
2. First Unit on scene: < 240 seconds
(4 minutes)

90th Percentile per Municipality					
ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE
11:06	13:08	9:23	0:00	8:15	10:50

Average Response and Turnout Time Assessment

RESPONSE MODE	TOTAL FIRST ARRIVING UNITS	AVERAGE RESPONSE TIME (minutes)
Initial Lights and Sirens, Downgraded to No Lights or Sirens	1	9:03
Initial No Lights or Sirens, Upgraded to Lights and Sirens	0	0:00
Lights and Sirens	269	6:43
No Lights or Sirens	14	2:54

Average Response Time per Municipality					
ARGYLE	BARTONVILLE	COPPER CANYON	CORRAL CITY	LANTANA	NORTHLAKE
8:36	7:54	7:21	0:00	6:44	7:28



Public Education

Community Outreach Events

Fire Station Tours	2
Public Education Events	6
Ride Along (EMS Students/Orientation)	26
Community CPR/STB Classes	1
- Total Students	33
Total Events	
(Tours, Pub Ed Events, CPR Classes)	9

Training Division

Total ISO Training Hours Logged / Month	1998.3
- EMS Training Hours Logged / Month	439
- FIRE Training Hours Logged / Month	1414
- Administrative Training / Month	145

Fire Inspection Report

INSPECTION TYPE	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	TOTAL
* Certificate of Occupancy (New Structure) (Total)		2											2
* Compliant (Total)	5												5
* Controlled Access (Total)													0
* Foster Care (Total)	1												1
*Annual (Total)													0
*Construction - Hood System Final Acceptance (Total)	1												1
*Fire Protection Commercial Sprinkler (Total)	4	2											6
*Fire Protection- Fire Alarm (Total)	1	2											3
*Fire Protection Inspection: Underground (Total)	9	2											11
*Residential Sprinkler (Total)	6	12											18
Certificate Of Occupancy (Existing Structure) (Total)	1	3											4
Fire & Life Safety (Total)													0
Monthly Totals	28	23	0	0	0	0	0	0	0	0	0	0	51



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026
FROM: Kirk Riggs, Town Administrator
AGENDA ITEM: Police Department – Department Statistics/Activities

SUMMARY:

Department Statistics/Activities.

ATTACHMENTS:

- Monthly Report

Bartonville Police Department

February 2026 Monthly Report



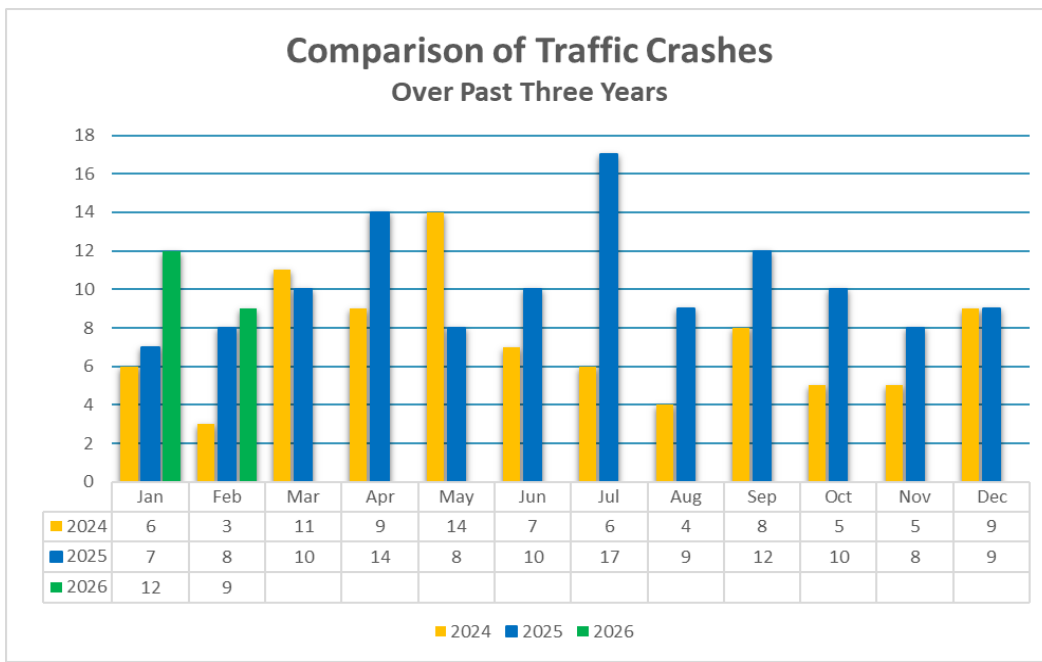
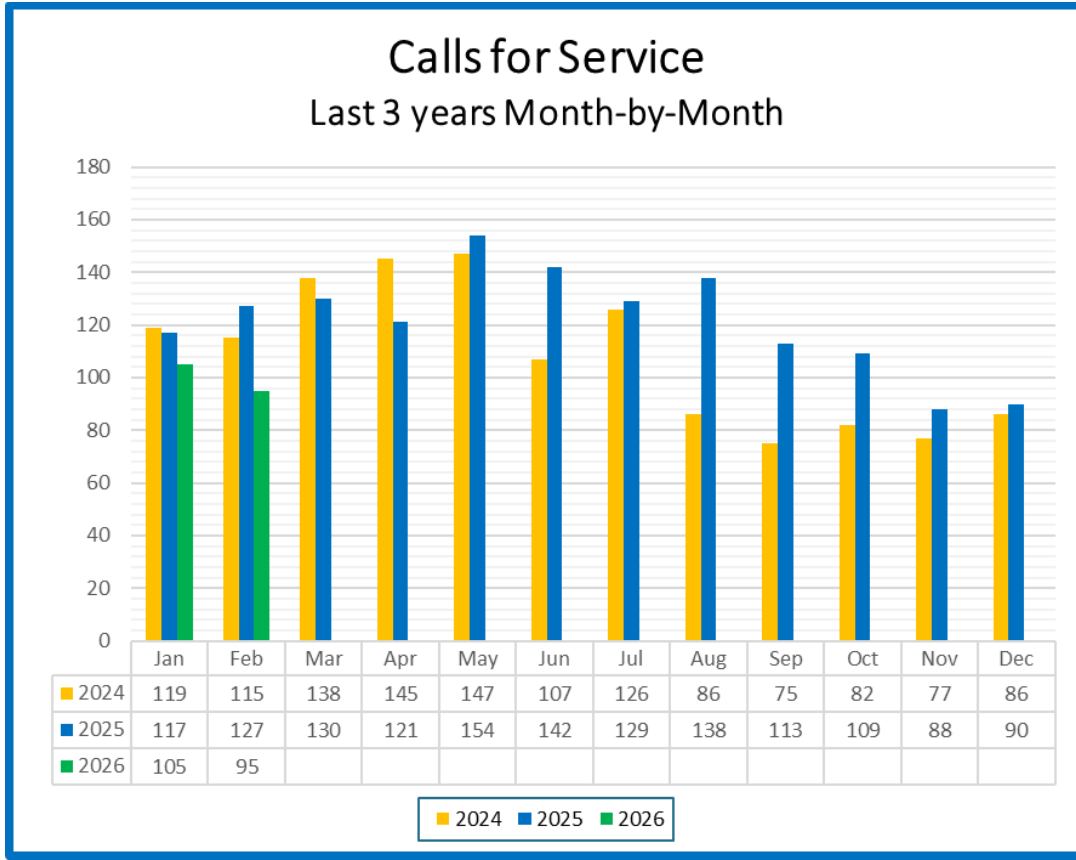
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Bartonville Police Department

February 2026

Total Calls for Service



Bartonville Police Department

February 2026

Abandoned Vehicle	0
Agency Assist	8
Alarm- Commercial	9
Alarm- Residential	3
Animal Bite Report	0
Animal Complaint	1
Animal Cruelty	0
Assault	0
Auto Theft	0
Burglary	0
Cardiac Arrest	0
Citizen Assist	0
Civil Standby	0
Child Custody Issues	1
Criminal Mischief	0
Criminal Trespass	1
Deadly Conduct	0
Disorderly Conduct	0
Disturbance	1
Domestic Disturbance	1
Fight	0
Fire Investigation	0
Fireworks Complaint	0
Follow-up Investigation	6
Forgery/Fraud	1
Found Property	2
Gunshots Heard	0
Hang-up 911	1
Harassment	0
Illegal Dumping	0
Indecent Exposure	0
Intoxicated Person	1
Juvenile Complaint	1
Loose Livestock	2
Meet Complainant	9
Missing Person	0
Motorist Assist	3
Narcotics	0
Noise Complaint	1
Open Door Investigation	0
Ordinance Violation	0
Person with a Gun	0
Psych/Suicide Attempt	4
Reckless Driver	0
Road Blockage/Hazard	6
Robbery	0
Stabbing/Gunshot	0
Suspicious Person/Veh/Activity	16
TABC- Alcohol Violation	0
Terroristic Threat	0
Theft	4
Traffic Transport Incident (Accidents)	9
Vehicle Complaint	2
Warrant Service	0
Welfare Concern	2

Bartonville Police Department

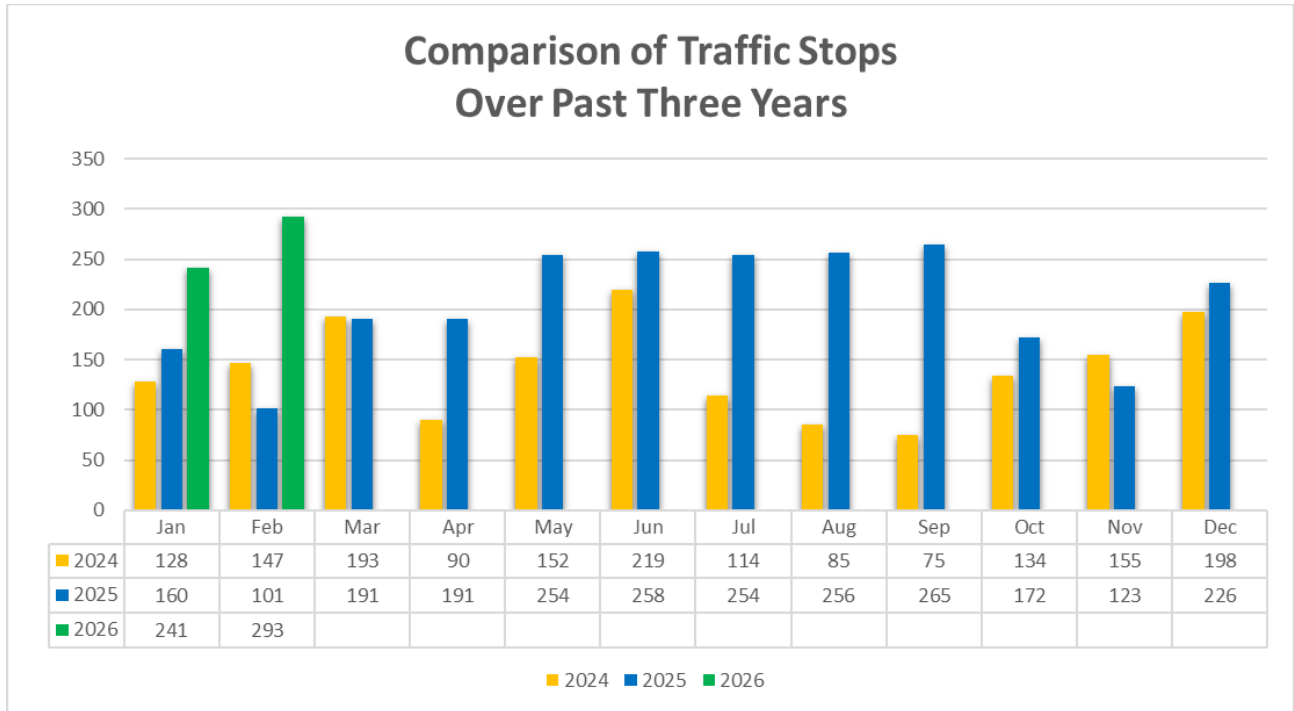
February 2026

Uniformed Crime Reporting

ACTIVITY	Current Month	Current Year	Last Year
UCR	February	2026	2025
PART 1 OFFENSES			
Homicide / Manslaughter	0	0	0
Sexual Assault	0	0	1
Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	0	0	3
Larceny	2	4	13
Motor Vehicle Theft	0	0	0
Human Trafficking	0	1	1
Arson	0	0	1
TOTAL PART I	2	5	20

Officer Initiated Activity

<u>Officer Activity by Type</u>	Total
Building Checks, Close Patrols	134
Traffic Complaints (Radar Enforcement)	66
Traffic Stops	293
Walk Thru (Business contacts)	12
Total	505



Misc. Information/Upcoming Events

- 1. Two part one crimes, both are thefts. One from Kroger and the other is a stolen septic pump.**
- 2. Officer Mazon went to Tactical Casualty Care instructor class, so he can now teach other Officer’s combat first aid.**
- 3. As of February, 7 out of the 8 Bartonville Officers are now Master Peace Officers.**



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Administration – February 2026 Reports

SUMMARY:

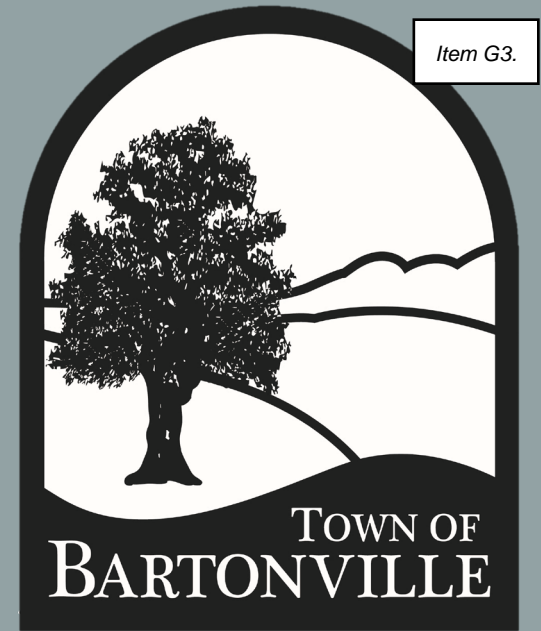
Monthly Reports February 2026.

ATTACHMENTS:

- Monthly Financial Report
- Monthly Animal Control & Code Enforcement Report
- Monthly Engineering Report
- Monthly Municipal Court Report
- Monthly Permit Report
- Monthly Board Attendance Report

Town of Bartonville Monthly Financial Report

Month Ending
February 2026



PRESENTED:
MARCH 17, 2026

RESERVE REVENUE

Category	FEB 2026 Revenue	Year to Date Revenue	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Interest Earned	\$2,686.42	\$12,381.48	19,000	\$6,618.52	34.83%	\$12,191.82	\$26,998.46
Total Revenue	\$2,686.42	\$196,026.26	\$19,000	(\$177,026.26)	-931.72%	\$12,191.82	\$26,998.46

RESERVE Bank Balance as of February 28, 2026: **\$847,114.63**

All General Fund Revenues

Category	FEB 2026 Revenue	Year to Date Revenue	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Property Tax	\$473,544.66	\$1,289,486.72	1,200,000	(\$89,486.72)	-7.46%	\$1,169,323.63	\$1,208,772.43
Sales Tax	\$132,092.07	\$455,344.97	890,000	\$434,655.03	48.84%	\$433,020.71	\$991,631.31
Franchise Fees	\$22,066.80	\$143,180.81	276,000	\$132,819.19	48.12%	\$139,305.77	\$267,207.28
<i>General Revenue</i>	<i>(\$309.00)</i>	<i>\$380.00</i>	<i>0</i>	<i>(\$380.00)</i>	<i>0.00%</i>	<i>\$30.00</i>	<i>\$37,834.86</i>
<i>Child Safety Collected</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>2,000</i>	<i>\$2,000.00</i>	<i>100.00%</i>	<i>\$2,098.15</i>	<i>\$0.00</i>
<i>LOESE Training Funds</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>1,000</i>	<i>\$1,000.00</i>	<i>100.00%</i>	<i>\$895.69</i>	<i>\$1,986.41</i>
<i>Interest Earned</i>	<i>\$10,060.87</i>	<i>\$42,324.08</i>	<i>115,000</i>	<i>\$72,675.92</i>	<i>63.20%</i>	<i>\$56,346.53</i>	<i>\$138,183.79</i>
<i>Transfer In from CCPD</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>30,000</i>	<i>\$30,000.00</i>	<i>100.00%</i>	<i>\$30,000.00</i>	<i>\$30,000.00</i>
<i>Transfer in from BCDC</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>20,000</i>	<i>\$20,000.00</i>	<i>100.00%</i>	<i>\$10,000.00</i>	<i>\$10,000.00</i>
Total Other/Transfer	\$9,751.87	\$42,704.08	168,000	\$125,295.92	74.58%	\$99,370.37	\$218,005.06
Development Fees	\$1,600.00	\$7,470.00	10,000	\$2,530.00	25.30%	\$609.75	\$29,139.75
Permit Fees	\$6,385.00	\$77,946.78	180,450	\$102,503.22	56.80%	\$125,934.57	\$274,057.27
Municipal Court	\$10,245.00	\$50,696.00	100,000	\$49,304.00	49.30%	\$41,920.14	\$112,779.21
Total Revenue	\$655,685.40	\$2,066,829.36	2,824,450	\$757,620.64	26.82%	\$2,009,484.94	\$3,101,592.31

Sales Tax Collections



All General Fund Expenditures

Category	FEB 2026 Expenditures	Year to Date Expenditures	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Administration	\$106,673.47	\$477,748.76	1,371,760	\$894,011.24	65.17%	\$435,233.60	\$1,083,715.90
Police	\$70,688.31	\$422,829.82	922,850	\$500,020.18	54.18%	\$399,858.66	\$910,574.74
Municipal Court	\$950.00	\$4,525.00	12,000	\$7,475.00	62.29%	\$4,000.00	\$9,600.00
Transfers	\$38,302.18	\$94,187.00	265,000	\$170,813.00	64.46%	\$105,206.32	\$202,139.59
Total Expenses	\$216,613.96	\$999,290.58	2,571,610	\$1,572,319.42	61.14%	\$944,298.58	\$2,206,030.23

Expenditures by Department - Administration

Category	FEB 2026 Expenditures	Year to Date Expenditures	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Salary & Benefits	\$48,250.43	\$264,661.37	642,825	\$378,163.63	58.83%	\$243,657.95	\$555,684.91
<i>Advertisements & Notices</i>	\$255.52	\$645.84	5,500	\$4,854.16	88.26%	\$852.56	\$3,406.26
<i>Banners & Signs</i>	\$0.00	\$400.00	8,000	\$7,600.00	95.00%	\$456.00	\$2,351.97
<i>Clean Up Day</i>	\$400.00	\$1,950.00	10,800	\$8,850.00	81.94%	\$1,600.00	\$4,400.00
<i>Dues & Memberships</i>	\$944.00	\$1,225.75	5,000	\$3,774.25	75.49%	\$1,405.50	\$2,017.50
<i>Election Expense</i>	\$0.00	\$0.00	14,000	\$14,000.00	100.00%	\$0.00	\$244.58
<i>Postage</i>	\$0.00	\$791.93	3,500	\$2,708.07	77.37%	\$1,046.30	\$2,488.32
<i>Publications & Subscriptions</i>	\$0.00	\$450.95	1,500	\$1,049.05	69.94%	\$738.11	\$1,885.95
<i>Special Events</i>	\$139.00	\$2,436.07	15,000	\$12,563.93	83.76%	\$2,863.18	\$12,307.67
<i>Meetings/Events</i>	\$0.00	\$493.13	5,000	\$4,506.87	90.14%	\$158.66	\$2,787.72
<i>Travel & Training</i>	\$0.00	\$136.56	8,000	\$7,863.44	98.29%	\$1,309.08	\$2,581.83
Total Other	\$1,738.52	\$8,530.23	76,300	\$67,769.77	88.82%	\$10,429.39	\$34,471.80
Contracted Services	\$19,663.92	\$86,959.71	437,950	\$350,990.29	80.14%	\$126,924.05	\$367,623.44
Fees & Service Charges	\$27.50	\$160.00	1,400	\$1,240.00	88.57%	\$455.85	\$1,170.38
Supplies	\$7,803.83	\$37,900.00	107,785	\$69,885.00	64.84%	\$33,660.10	\$64,718.11
Maintenance	\$29,189.27	\$40,968.87	55,500	\$14,531.13	26.18%	\$19,806.26	\$60,047.26
Capital Improvements	\$0.00	\$38,568.58	50,000	\$11,431.42	22.86%	\$300.00	\$0.00
Total Administration	\$106,673.47	\$477,748.76	1,371,760	\$894,011.24	65.17%	\$435,233.60	\$1,083,715

Expenditures by Department - Police

Category	FEB 2026 Expenditures	Year to Date Expenditures	Current Budget	Budget Remaining	% of Budget Remaining	Prior YTD Balance	Prior Year End Balance
Salary & Benefits	\$61,367.05	\$370,686.93	817,850	\$447,163.07	54.68%	\$368,934.39	\$820,506.95
Maintenance	\$3,587.63	\$18,412.38	38,800	\$20,387.62	52.55%	\$20,330.20	\$34,126.93
Contracted Services	\$0.00	\$10,154.65	12,200	\$2,045.35	16.77%	\$0.00	\$8,038.00
<i>Dues & Memberships</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>2,000</i>	<i>\$2,000.00</i>	<i>100.00%</i>	<i>\$459.50</i>	<i>\$942.50</i>
<i>Meetings & Events</i>	<i>\$107.40</i>	<i>\$534.72</i>	<i>1,500</i>	<i>\$965.28</i>	<i>64.35%</i>	<i>\$396.13</i>	<i>\$1,556.86</i>
<i>Travel & Training</i>	<i>\$0.00</i>	<i>\$395.00</i>	<i>4,500</i>	<i>\$4,105.00</i>	<i>91.22%</i>	<i>\$1,118.91</i>	<i>\$2,368.91</i>
Total Other	\$107.40	\$929.72	8,000	\$7,070.28	88.38%	\$2,049.91	\$4,868.27
<i>Fuel & Lubricants</i>	<i>\$1,530.04</i>	<i>\$6,293.76</i>	<i>22,000</i>	<i>\$15,706.24</i>	<i>71.39%</i>	<i>\$4,484.78</i>	<i>\$22,652.74</i>
<i>Operations & Supplies</i>	<i>\$4,096.19</i>	<i>\$14,970.39</i>	<i>20,000</i>	<i>\$5,029.61</i>	<i>25.15%</i>	<i>\$1,878.00</i>	<i>\$18,836.72</i>
<i>Uniforms</i>	<i>\$0.00</i>	<i>\$1,381.99</i>	<i>4,000</i>	<i>\$2,618.01</i>	<i>65.45%</i>	<i>\$35.85</i>	<i>\$1,545.13</i>
Total Supplies	\$5,626.23	\$22,646.14	46,000	\$23,353.86	50.77%	\$8,544.16	\$43,034.59
Total Police	\$70,688.31	\$422,829.82	922,850	\$500,020.18	54.18%	\$399,858.66	\$910,574.74

Call Type Summary:

- Health and Safety (1)
- Loose Animal (1)
- Patrol (8)
- Trapping (11)
- Welfare Check (1)

Call

Address	Notes	Service / Type
2/2/2026 Red Bud Dr	Black lab was reported at large. I patrolled the area and did not locate the dog.	Animal Control Loose Animal
2/9/2026 1027 Broome Rd	Remove skunk from trap.	Animal Control Trapping
2/17/2026 1501 Glenview Ln	Reinvestigated property for code violations because of complaint. Asked animal control to investigate as well.	Code Enforcement Health and Safety
2/16/2026 1027 Broome Rd	Skunk was removed from trap.	Animal Control Trapping
2/18/2026 1027 Broome Rd	Caller stated they had a skunk in a trap and would like it removed. Skunk was removed.	Animal Control Trapping

<p>2/18/2026 918 Noble Champions</p>	<p>Trap recall. Trap was picked up</p>	<p>Animal Control Trapping</p>
<p>2/18/2026 1077 Cardinal Dr.</p>	<p>Trap recall Attempted to recall a trap at this address. Called and text asking to get our trap back. David Howell 940-300-9566.</p>	<p>Animal Control Trapping</p>
<p>2/18/2026 1540 Glenview Ln</p>	<p>Trap recall. No one home and did not see the trap in the bushes.</p>	<p>Animal Control Trapping</p>
<p>2/23/2026 1027 Broome Rd</p>	<p>Caller stated they had a skunk in the trap they needed removed. Skunk was removed.</p>	<p>Animal Control Trapping</p>
<p>2/12/2026 1027 Broome Rd</p>	<p>Skunk in trap. Skunk was removed.</p>	<p>Animal Control Trapping</p>
<p>2/17/2026 1027 Broome Rd</p>	<p>Skunk in trap. Skunk was removed.</p>	<p>Animal Control Trapping</p>
<p>2/17/2026 1501 Glenview Ln</p>	<p>Address was reported to smell of animal feces. There were no problems found at this address, I reported my findings to City Hall.</p>	<p>Animal Control Welfare Check</p>
<p>2/24/2026 510 Oakwood</p>	<p>Skunk in trap. Skunk was removed.</p>	<p>Animal Control Trapping</p>

2/24/2026
1027 Broome Rd

Skunk in trap. Skunk was removed.

Animal Control
Trapping

Patrol

Address	Notes	Service / Type
2/2/2026	Patrolled city limits. Checked in with city hall, took pictures for court. Followed up on previous warnings. No new complaints. 8:30 AM - 10:15 AM Duration: 1.75 hours	Code Enforcement Patrol
2/2/2026	Patrolled Bartonville for any loose, injured, or deceased animals and unable to locate any. Checked in at City Hall with Shari and no issues to report at this time. 9:00 AM - 10:00 AM Duration: 1 hours	Animal Control Patrol
2/9/2026	Patrolled city limits, City Hall closed when I tried to check in. 8:30 AM - 10:30 AM Duration: 2 hours	Code Enforcement Patrol
2/9/2026	Patrolled Bartonville for any loose, injured, or deceased animals and unable to locate any. Checked in at City Hall with Shari and no issues to report at this time. 8:30 AM - 9:30 AM Duration: 1 hours	Animal Control Patrol
2/17/2026	Patrolled city limits. Checked in with city hall. Followed up on received complaint. 10:30 AM - 12:00 PM Duration: 1.5 hours	Code Enforcement Patrol

2/23/2026

Patrolled city limits. Checked in with city hall.

Code Enforcement

9:00 AM - 10:30 AM | Duration: 1.5 hours

Patrol

2/27/2026

I patrolled Bartonville for any loose, injured, or deceased animals. I checked in at City Hall with Shannon who reported no new issues at the time.

Animal Control

10:45 AM - 11:45 AM | Duration: 1 hours

Patrol

2/17/2026

Patrolled Bartonville for any loose, injured, or deceased animals and unable to locate any. Checked in with Shari and Chief Kirk at City Hall and no issues to report at this time.

Animal Control

10:00 AM - 11:00 AM | Duration: 1 hours

Patrol

Town of Bartonville
Municipal Court Council Report
From 2/1/2026 to 2/28/2026

3/2/2026 10

Item G3.

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
143	0	1	0	0	144

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$7,914.00	\$2,773.50	\$8,626.00	\$0.00	\$0.00	\$19,313.50

Warrants

Issued	Served	Closed	Total
0	0	0	0

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
37	0	12	16	22	87

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
7	0	7	14

PermitReport

3/2/2026 10:4

Item G3.

Permit #	Contact	Property	Permit Type	Issued Date	Estimated Value	Square Footage	Paid Amount
1176-01	Sunbelt Rental	Knights Crest Properties	Truck Permit	2/6/2026			\$25.00
25-00588-01	Dreamnest Development LLC	1101 Pitner Court	OSSF Permit - Residential	2/18/2026			\$410.00
26-00049-01	FAST TRAK CONSTRUCTION, INC		Contractor Registration - General	2/9/2026			\$125.00
26-00050-01	On the Hook Fish & Chips	Tractor Supply	Temporary Food Permit	2/4/2026			\$35.00
26-00068-01	Avr Services LLC		Contractor Registration - Irrigation	2/9/2026			\$125.00
26-00069-01	Flores Electrical Services		Contractor Registration - Electrical	2/2/2026			\$0.00
26-00070-01	ABS Electric		Contractor Registration - Electrical	2/2/2026			\$0.00
26-00073-01	Element Systems	201 Knights Crest Barn	OSSF Permit - Residential	2/10/2026		3600	\$410.00
26-00074-01	Kaskade Landscape	201 Knights Crest -House	Sprinkler/Irrigation Permit	2/5/2026	\$27,000.00		\$110.00
26-00075-01	JAMA Custom Outdoor Living	1140 Rockgate	Fence Permit	2/6/2026			\$75.00
26-00078-01	ABS Electric	1140 Rockgate	Electrical Permit	2/11/2026	\$500.00		\$130.00
26-00079-01	Ortiz Landscaping		Contractor Registration - Irrigation	2/18/2026			\$125.00
26-00080-01	L&S Mechanical, LLC		Contractor Registration - Electrical	2/9/2026			\$0.00
26-00081-01	L&S Mechanical, LLC (Mechanical)		Contractor Registration - Mechanical	2/10/2026			\$0.00
26-00082-01	308 Solutions Group		Contractor Registration - Electrical	2/10/2026			\$0.00
26-00083-01	308 Solutions Group Plumbing		Contractor Registration - Plumbing	2/10/2026			\$0.00
26-00084-01	Pipeline Streams		Contractor Registration - Plumbing	2/11/2026			\$0.00
26-00085-01	Virgin Island Pools		Contractor Registration - General	2/13/2026			\$125.00
26-00086-01	SCM Construction		Contractor Registration - General	2/13/2026			\$125.00
26-00087-01	L&S Mechanical, LLC - Plumbing		Contractor Registration - Plumbing	2/12/2026			\$0.00
26-00088-01	Choate USA		Contractor Registration - Irrigation	2/13/2026			\$125.00
26-00089-01	GP Plumbing		Contractor Registration - Plumbing	2/12/2026			\$0.00
26-00090-01	Noble Classic Homes		Contractor Registration - General	2/13/2026			\$125.00
26-00091-01	Reed Burke	1760 Bridle Bit Rd	Demolition Permit - Barn only	2/19/2026	1500	2400	\$125.00
26-00092-01	JZ Welding	900 S Gibbons	Fence Permit	2/13/2026			\$150.00
26-00093-01	G.O. Electrical LLC		Contractor Registration - Electrical	2/13/2026			\$0.00
26-00094-01	JZ Welding		Contractor Registration - General	2/13/2026			\$250.00
26-00095-01	Christmas Air and Plumbing		Contractor Registration - Plumbing	2/17/2026			\$0.00
26-00096-01	Christmas Air and Plumbing	825 Rockgate Rd	Plumbing Permit	2/17/2026	\$3,535.91	1000	\$130.00
26-00097-01	GP Plumbing	811 Noble Champions Way	Plumbing Permit	2/17/2026			\$130.00
26-00098-01	J. Caldwell Custom Pools		Contractor Registration - General	2/18/2026			\$125.00
26-00099-01	Affordable Air		Contractor Registration - Mechanical	2/18/2026			\$0.00
26-00100-01	FARADAY ELECTRIC LLC		Contractor Registration - Electrical	2/18/2026			\$0.00
26-00101-01	White Electric, LLC		Contractor Registration - Electrical	2/18/2026			\$0.00
26-00102-01	JZ Welding	1000 Gibbons Rd S	Fence Permit	2/19/2026			\$75.00
26-00104-01	Ortiz Landscaping	1265 Kentucky Derby Drive	Sprinkler/Irrigation Permit	2/19/2026	\$5,000.00		\$110.00
26-00107-01	RCITX		Contractor Registration - General	2/23/2026			\$125.00
26-00108-01	Steven Moore	601 Seals Rd	Electrical Permit	2/20/2026			\$130.00
26-00109-01	Barnett Signs	1842 FM 407 Unit 1	Sign Permit	2/23/2026			\$75.00
26-00110-01	Barnett Signs	1842 FM 407 Unit 1	Sign Permit	2/23/2026			\$75.00
26-00111-01	Barnett Signs	1842 FM 407 Unit 1	Sign Permit	2/23/2026			\$75.00
26-00112-01	Barnett Signs	1842 FM 407 Unit 1	Sign Permit	2/23/2026			\$75.00
26-00113-01	FUSN LLC	780 Rockgate	Driveway Approach	2/25/2026			\$75.00
26-00114-01	BillyGO DFW, LLC	750 Badminton Dr	Plumbing Permit	2/25/2026			\$130.00
26-00116-01	JP Plumbing		Contractor Registration - Plumbing	2/25/2026			\$0.00
26-00117-01	ICEHVAC		Contractor Registration - Mechanical	2/25/2026			\$0.00
26-00119-01	BillyGO DFW, LLC		Contractor Registration - Plumbing	2/25/2026			\$0.00

Permit #	Contact	Property	Permit Type	Issued Date	Estimated Value	Square Footage	Paid Amount
26-00121-01	Work Environmental Systems		Contractor Registration - Mechanical	2/26/2026			\$0.00
26-00122-01	Work Environmental Systems	1317 Post Oak Ln	Mechanical Permit	2/26/2026	\$21,700.00	4130	\$130.00
26-00123-01	Virgin Island Pools	1418 Clydesdale Road	Pool/Spa (inground)	2/27/2026	\$13,000.00	1250	\$725.00
26-00124-01	Reliance Pro Electric		Contractor Registration - Electrical	2/26/2026			\$0.00
26-00125-01	David Wayne Carroll		Truck Permit	2/26/2026			\$25.00
26-00126-01	Metrotech Electric		Contractor Registration - Electrical	2/26/2026			\$0.00
26-00127-01	Double L Fencing, LLC dba Stand Strong Fencing of Argyle		Contractor Registration - General	2/26/2026			\$125.00
26-00128-01	Mollo Rather Custom Homes		Contractor Registration - General	2/27/2026			\$125.00
26-00129-01	Garden Design		Contractor Registration - General	2/27/2026			\$125.00
26-00131-01	Rich Brown	Knights Crest Properties	Truck Permit	2/27/2026			\$25.00
26-00132-01	K&S Heating and Air		Contractor Registration - Mechanical	2/27/2026			\$0.00
						Total	\$5,205.00

FY2026 Boards and Commission Attendance Report

Item G3.

10/14 11/3 12/1

Special Events Committee (SEC)													
Position	Term	Committee Member											
Chair	2024-2026	Lori Van Alstine (2023)	P	P	P								
Vice Chair	2024-2026	Kathy Daum (2024)	P	P	P								
Member	2025-2027	CM Keith Crandall (2024)	P	P	P								
Member	2025-2027	CM Margie Arens (2023)	P	P	P								
Member	2024-2026	Donna Baumgarner (2024)	P	P	P								
Member	2024-2026	Randy Van Alstine)	P	P	P								
Member	2025-2027	Stephanie Phillips	P	P	P								

P - Present

A - Absent

E - Excused - Staff Notified



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Consider approval of the February 11, 2026 Special Meeting Minutes.

SUMMARY:

The Town Council held a Regular Meeting on February 11, 2026.

RECOMMENDED MOTION OR ACTION:

This item is included on the Consent Agenda and will be approved along with the other Consent Agenda items, unless removed for separate consideration.

ATTACHMENT:

- February 11, 2026 Special Meeting Minutes

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN SPECIAL SESSION ON THE 11TH DAY OF FEBRUARY 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/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.

The following addressed the Town Council:

- Tim House, 96 McMakin, Bartonville, Texas – requested that an item to hear a presentation regarding a request for sewer connections for the businesses located along McMakin be placed on the March Council agenda.

The following individuals spoke IN SUPPORT OF or IN OPPOSITION TO the Council considering placing an item on a future Council agenda to hear a presentation regarding a request for sewer connections for the businesses along McMakin:

- Kathy Daum, 1590 Post Oak Lane, Bartonville, TX – OPPOSED
- Terry Rock, 1408 E Jeter Road, Bartonville, TX – IN SUPPORT
- Marilyn Janke, 74 McMakin, Bartonville, TX – IN SUPPORT
- Pat Adams, 1221 Glenview Lane, Bartonville, TX – OPPOSED
- Kathryn Taylor, 64 McMakin, Bartonville, TX – IN SUPPORT
- Brenda Hoyt-Stenovitch, 1501 E Jeter, Bartonville, TX – OPPOSED
- Jim Langford, 1044 E Jeter Road, Bartonville, TX – IN SUPPORT
- George Dunham, 103 Burghley Court, Bartonville, TX – IN SUPPORT
- Laura Pittman, 1237 Post Oak Court, Bartonville, TX – OPPOSED
- James Hilton, 124 McMakin, Bartonville, TX – IN SUPPORT

- Jim Carter, 204 Fresh Meadow Drive, Trophy Club, TX – IN SUPPORT
- Corey Van Trease, 479 Porter Road, Bartonville, TX – IN SUPPORT
- Tim House, 96 McMakin, Bartonville, TX – concluded is request for Council to add an agenda item on the March Town Council Agenda

The Town received emails, read by Town Secretary Montgomery, regarding the request for sewer connections along McMakin:

- Marty Bryan, 913 Hat Creek Court, Bartonville, TX – IN SUPPORT
- James Pittman, 1237 Post Oak Court, Bartonville, TX – OPPOSED
- LaDonna Foringer, 1451 Post Oak Lane, Bartonville, TX – OPPOSED
- Denise Jenkins, 1554 Post Oak Lane, Bartonville, TX – OPPOSED
- Adrian & Cathy Arnold, 1240 Post Oak Court, Bartonville, TX – OPPOSED
- Sydney Foringer, 1413 Post Oak Lane, Bartonville, TX – OPPOSED
- Marina Foringer, 1451 Post Oak Lane, Bartonville, TX – OPPOSED
- Troy & Cori Bonin, 259 Pin Oak Court, Bartonville, TX – OPPOSED
- Trevor and Ella Bouck, 158 Green Oaks Drive, Bartonville, TX – OPPOSED
- Ralph & Christine Adams, 250 Pin Oak Court, Bartonville, TX - OPPOSED

D. APPOINTED REPRESENTATIVE/LIAISON REPORTS

Council will receive and discuss the following 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 – January 2026 Statistics/Activities.

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

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

Town Secretary Montgomery provided a summary of the monthly and quarterly reports 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 January 20, 2026, Regular Meeting Minutes.

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

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

F. PUBLIC HEARINGS AND REGULAR ITEMS

- 1. **Discuss and consider approval of an Ordinance amending Ordinance No. 778-24 approving the Contract for Collection of Solid Waste between the Town and Frontier Texas Ventures I, LLC as the exclusive franchise agreement for residential and commercial solid waste collection and recycling services by amending the Rates adopted thereby to provide a 2.06% CPI increase for solid waste disposal rates for residential and commercial services pursuant to Section 13 (A) of the franchise agreement and amending the Contract and providing an effective date of March 1, 2026.**

Motion made by Council Member Crandall, seconded by Council Member Arens, to **APPROVE** an Ordinance amending Ordinance No. 778-24 approving the Contract for Collection of Solid Waste between the Town and Frontier Texas Ventures I, LLC as the exclusive franchise agreement for residential and commercial solid waste collection and recycling services by amending the Rates adopted thereby to provide a 2.06% CPI increase for solid waste disposal rates for residential and commercial services pursuant to Section 13 (A) of the franchise agreement and amending the Contract and providing an effective date of March 1, 2026.

VOTE ON THE MOTION

AYES: Roberts, Chapman, Sams, Crandall, and Arens
 NAYS: None
 VOTE: 5-0

The approved Ordinance caption reads as follows:

**TOWN OF BARTONVILLE, TEXAS
 ORDINANCE 794-26**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING ORDINANCE NO. 778-24 APPROVING THE “CONTRACT FOR COLLECTION OF SOLID WASTE” BETWEEN THE TOWN AND FRONTIER TEXAS VENTURES I, LLC AND APPROVING THE EXCLUSIVE FRANCHISE AGREEMENT FOR RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION AND RECYCLING SERVICES IN THE TOWN OF BARTONVILLE, TEXAS, TO AMEND THE RATES FOR SERVICES PURSUANT TO SECTION 13.A, ENTITLED “MODIFICATION OF RATES” OF THE CONTRACT TO APPROVE OF A 2.06% CPI INCREASE IN SOLID WASTE DISPOSAL RATES FOR RESIDENTIAL AND COMMERCIAL SERVICES PURSUANT TO THE TERMS OF THE FRANCHISE AGREEMENT; PROVIDING FOR THE INCORPORATION OR PREMISES; ADOPTING THE “TOWN OF BARTONVILLE TRASH RATE – EFFECTIVE MARCH 1, 2026” AS PROVIDED IN EXHIBIT “A” HERETO; AND PROVIDING AN EFFECTIVE DATE.

- 2. **Discuss and consider acceptance of the 2025 Racial Profiling Report.**

Motion made by Council Member Roberts, seconded by Council Member Chapman, to **ACCEPT** the 2025 Racial Profiling Report.

VOTE ON THE MOTION

AYES: Roberts, Chapman, 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 7:28 pm and reconvened into open session at 8:18 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: intergovernmental agreements.**

No action taken.

- 2. Section 551.074 Personnel Matters to deliberate and consider the duties of a public officer or employee, to wit: Town Administrator/Chief of Police.**

Mayor Carrington shared a couple of the 2026 goals that Council has created for Town Administrator/Chief of Police Riggs.

Motion made by Council Member Chapman, seconded by Council Member Crandall, to **APPROVE** the 2026 Goals and Objectives as discussed for Town Administrator/Chief of Police Riggs, with Human Resources finalizing the list and bringing back to Town Council for approval.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

I. FUTURE ITEMS

Discussion only, no action taken.

J. ADJOURNMENT

Mayor Carrington declared the meeting adjourned at 8:19 pm.

APPROVED this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026
FROM: Shannon Montgomery, Town Secretary
AGENDA ITEM: Consider approval of the February 20, 2026 Special Meeting Minutes.

SUMMARY:

The Town Council held a Regular Meeting on February 20, 2026.

RECOMMENDED MOTION OR ACTION:

This item is included on the Consent Agenda and will be approved along with the other Consent Agenda items, unless removed for separate consideration.

ATTACHMENT:

- February 20, 2026 Special Meeting Minutes

THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE MET IN SPECIAL SESSION ON THE 20TH DAY OF FEBRUARY 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:

Shannon Montgomery, Town Secretary

A. CALL SPECIAL MEETING TO ORDER

Mayor Carrington called the meeting to order at 6:00 pm.

B./C. CLOSED SESSION / RECONVENE INTO OPEN MEETING

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 6:00 pm and reconvened into open session at 7:03 pm in accordance with the Texas Government Code regarding:

- 1. Government Code Section 551.074, Personnel Matters: Deliberate and consider the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public offer or employee, to wit: Interview candidates for the position of Chief of Police.**

Motion made by Council Member Chapman, seconded by Council Member Crandall, to **APPROVE** the appointment of Jeff Ashabranner to Town of Bartonville Chief of Police, subject to a successful background check and acceptance of offer letter.

VOTE ON THE MOTION

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

NAYS: None

VOTE: 5-0

D. ADJOURNMENT

Mayor Carrington declared the meeting adjourned at 7:03 pm.

APPROVED this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of an Ordinance cancelling the May 2, 2026 General Election and accepting the Certification of Unopposed Candidates; and providing an effective date.

SUMMARY:

In accordance with state law, the May 2, 2026, General Election was ordered for the purpose of electing a Mayor, one Council Member for Place 2, and one Council Member for Place 4.

The filing deadline for a place on the ballot (February 13, 2026) and the deadline for declaring write-in candidacy (February 17, 2026) have passed, and each candidate is unopposed. Pursuant to Section 2.053 of the Texas Election Code, the governing body of a political subdivision may declare each unopposed candidate elected and cancel the election by order.

As the authority responsible for preparing the official ballot, the Certification of Unopposed Candidates for the May 2, 2026, General Election has been posted on the Town of Bartonville website and the Town bulletin board. Staff requests that the Town Council consider cancelling the May 2, 2026, General Election.

In accordance with state law, the newly elected candidates may not assume office until after the regular canvassing period. Certificates of Election will be issued and the Oath of Office administered at the May 2026 Town Council meeting.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance cancelling the May 2, 2026 General Election and to accept the Certification of Unopposed Candidates.

ATTACHMENTS:

- Ordinance

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 795-26**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, CANCELLING THE MAY 2, 2026, GENERAL ELECTION; DECLARING EACH UNOPPOSED CANDIDATE ELECTED TO OFFICE; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Bartonville, Texas (the “Town”) is a Type A general law municipality located in Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, in accordance with law a General Election has been ordered for May 2, 2026, for the purpose of electing one Mayor, and two Council Members to Places 2 and 4 to serve on the Town Council of the Town of Bartonville for a two-year term each; and

WHEREAS, the Town Secretary has certified in writing that each candidate on the ballot is unopposed for election to office; and

WHEREAS, the filing deadlines for placement on the ballot has passed; and

WHEREAS, in these circumstances Subchapter C of Chapter 2 of the Election Code authorizes a governing body to declare each unopposed candidate elected to office and to cancel the election.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:

**SECTION 1.
ELECTION CANCELLED**

The May 2, 2026, General Election is hereby cancelled, and the Town Secretary is directed to cause a copy of an Order of Cancellation (Exhibit A) to be posted on Election Day at each polling place that would have been used in the election.

**SECTION 2.
UNOPPOSED CANDIDATES DECLARED ELECTED**

The following candidates, who are unopposed in the May 2, 2026, General Election are hereby declared elected to office and have been provided with a Certification of Unopposed Candidates (Exhibit B), and shall be issued a certificate of election following the time the election would have been canvassed:

Office(s)	Candidate(s)
Mayor	Jaclyn Carrington
Council Member, Place 2	Matt Chapman
Council Member, Place 4	Keith Crandall

**SECTION 3.
REPEAL OF CONFLICTING ORDINANCES**

This Ordinance shall be cumulative of all provisions of Ordinances of the Town of Bartonville, Texas except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed.

**SECTION 4.
SAVINGS**

An offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Town of Bartonville Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 5.
SEVERABILITY**

It is hereby declared to be the intention of the Town Council of the Town of Bartonville that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement of decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 6.
ENROSS AND ENROLL**

The Town Secretary of the Town of Bartonville is hereby directed to engross and enroll this Ordinance by copying the exact Caption and Effective Date clause in the minutes of the Town Council of the Town of Bartonville and by filing this Ordinance in the Ordinance records of the Town.

**SECTION 7.
PUBLICATION**

The Town Secretary of the Town of Bartonville is hereby directed to publish in the Official Newspaper of the Town of Bartonville the Caption, Penalty, and Effective Date of this Ordinance for two (2) days.

**SECTION 8.
EFFECTIVE DATE**

This Ordinance shall take effect and be in full force from and after its passage and publication.

AND IT IS SO ORDAINED.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary

DRAFT

EXHIBIT A

**TOWN OF BARTONVILLE, TEXAS
ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN**

The **Town of Bartonville, Texas** hereby cancels the election scheduled to be held on **May 2, 2026**, in accordance with Section 2.053(a) of the Texas Election Code.

El Town of Bartonville, Texas por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 2 de mayo de 2026 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas.

The following candidates have been certified as unopposed and are hereby elected as follows:

Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Office(s) Cargo(s)	Candidate(s) Candidato(s)
Mayor <i>(Alcaldesa)</i>	Jaclyn Carrington
Council Member, Place 2 <i>(Miembro del Consejo, Lugar 2)</i>	Matt Chapman
Council Member, Place 4 <i>(Miembro del Consejo, Lugar 4)</i>	Keith Crandall

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

Jaclyn Carrington, Mayor *(Alcaldesa)*

(Seal) *(sello)*

Shannon Montgomery, Town Secretary
(Secretaria de pueblo)



March 17, 2026
Date of Adoption *(Fecha de adopción)*

EXHIBIT B

**CERTIFICATION OF UNOPPOSED CANDIDATES
FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on **May 2, 2026**.

*Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el **2 de mayo de 2026**.*

List offices and Names of Candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)	Candidate(s) Candidato(s)
Mayor <i>(Alcaldesa)</i>	Jaclyn Carrington
Council Member, Place 2 <i>(Miembro del Consejo, Lugar 2)</i>	Matt Chapman
Council Member, Place 4 <i>(Miembro del Consejo, Lugar 4)</i>	Keith Crandall

Shannon Montgomery

Signature (Firma)

Shannon Montgomery

Printed name (Nombre en letra de molde)

Town Secretary

Title (Puesto)

March 11, 2026

Date of signing (Fecha de firma)

(Seal) *(sello)*





TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Consider approval of an Ordinance amending the Town’s Budget for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, as adopted by Ordinance No. 787-25 and amended by Ordinance No. 792-25; providing for adjustments to the Bartonville Crime Control and Prevention District (CCPD) budget** *(CCPD approved by a unanimous vote at its March 10, 2026, meeting.)*

SUMMARY:

The Police Department currently operates a 2013 Chevrolet Tahoe that is aging and beginning to require increased maintenance. Due to its age, mileage, and ongoing operational demands, replacement is both fiscally responsible and operationally prudent to ensure reliability.

We have the opportunity to purchase a **demo 2025 Chevrolet Tahoe** at a cost of **\$48,000**, which represents a cost savings compared to ordering a new vehicle at full retail pricing.

Additionally, the Tioga Police Department has agreed to purchase our existing 2013 Tahoe for **\$8,000**, which will directly offset the total acquisition cost.

Financial Impact:

Purchase Price (2025 Demo Tahoe): **\$48,000**, Sale of 2013 Tahoe to Tioga PD: **(\$8,000)**: **Net Cost to the Town: \$40,000.**

TOWN OF BARTONVILLE			
FISCAL YEAR 2025-2026			
BUDGET AMENDMENT #2			
CRIME CONTROL AND PREVENTION DISTRICT			
Revenues			
900-4200	Use of Reserves (from Fund Balance)	\$ 40,000	
Expenditures			
900-20-5753	Vehicle Replacement		\$ 40,000
		<u>\$ 40,000</u>	<u>\$ 40,000</u>

RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance amending the Town’s Budget for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, as adopted by Ordinance No. 787-25 and amended by Ordinance No. 792-25; providing for adjustments to the Bartonville Crime Control and Prevention District budget.

ATTACHMENTS:

- Ordinance

**TOWN OF BARTONVILLE, TEXAS
ORDINANCE NO. 796-26**

FISCAL YEAR 2025-2026 BUDGET AMENDMENT #2

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, AS ADOPTED BY ORDINANCE NO. 787-25; AMENDED BY ORDINANCE NO. 792-25; PROVIDING FOR ADJUSTMENTS TO THE BARTONVILLE CRIME CONTROL AND PREVENTION DISTRICT FUND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AS AMENDED; PROVIDING SAVINGS; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES OF THE TOWN BARTONVILLE; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Bartonville, Texas, (the "Town") is a Type A General Law Municipality located in Denton County, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, an annual budget for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, was duly created, and adopted by the Bartonville Town Council in accordance with Title Four (4), Chapter 102, Sections 102.002 and 102.003 of the Texas Local Government Code; and

WHEREAS, said Annual Budget was adopted by Ordinance 787-25 on September 16, 2025; and

WHEREAS, the Annual Budget was amended by Ordinance 792-25 on November 18, 2025;

WHEREAS, after approval of said Annual Budget, unexpected needs have arisen which require amendment of the Annual Budget.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:

SECTION 1.

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2.

The Annual Budget of the Town of Bartonville, Texas, for the fiscal year beginning on October 1, 2025, and ending on September 30, 2026, as heretofore adopted by Ordinance No. 787-25 and amended by Ordinance No. 792-25, is hereby amended to provide for adjustments to the Bartonville Crime Control and Prevention District Fund, as described below and

incorporated herein, and expenditures for the fiscal year shall be made in accordance with said Annual Budget, as amended.

TOWN OF BARTONVILLE			
FISCAL YEAR 2025-2026			
BUDGET AMENDMENT #2			
CRIME CONTROL AND PREVENTION DISTRICT			
Revenues			
900-4200	Use of Reserves (from Fund Balance)	\$ 40,000	
Expenditures			
900-20-5753	Vehicle Replacement		\$ 40,000
		\$ 40,000	\$ 40,000

SECTION 3.

The expenditures and amendments authorized by this Ordinance are necessary to meet unusual and/or unforeseen conditions or circumstances that could not have been included in the original budget through the use of reasonably diligent thought and attention.

SECTION 4.

This Ordinance shall be cumulative of all provisions of Ordinances of the Town of Bartonville, Texas except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed.

SECTION 5.

It is hereby declared to be the intention of the Town Council of The Town of Bartonville that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 6.

All rights and remedies of the Town of Bartonville are expressly saved as to any and all violations of the provisions of any Ordinances affecting budgets, budget approval, adoption, and/or amendments which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 7.

The Town Secretary of the Town of Bartonville is hereby directed to engross and enroll this Ordinance by copying the exact Caption and the Effective Date clause in the minutes of the Town Council of the Town of Bartonville and by filing this Ordinance in the Ordinance records of the Town. Additionally, pursuant to Section 102.009, this Ordinance amending the Budget shall be filed in the office of the municipal clerk and in the office of the County Clerk.

SECTION 8.

This Ordinance shall be in full force and effect from and after its date of passage.

AND IT IS SO ORDAINED.

PASSED AND APPROVED by a vote of _____ to _____, this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary

State of Texas §
County of Denton §

Before me, Shannon Montgomery, a Notary Public in and for said County and State, on this day personally appeared Jaclyn Carrington, Mayor of the Town of Bartonville, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of the office this the 17th day of March 2025.

Shannon Montgomery,
Notary



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Consider approval of a Resolution adopting a policy to provide general signature authority to the Town Administrator to contract for expenditures and execute contracts without further approval of the Town Council in accordance with the Town of Bartonville's Purchasing Policies; and providing an effective date.

SUMMARY:

In the normal course of municipal operations, the Town enters into a variety of agreements and contracts necessary to support daily services, maintenance, and administrative functions. These agreements may include routine purchases, service contracts, maintenance agreements, and other operational expenditures that have already been approved through the Town's adopted budget and purchasing policies.

Currently, some routine agreements require Town Council approval for execution, even when the expenditure falls within previously approved budget allocations and established purchasing authority. Providing general signature authority to the Town Administrator for contracts within the limits established by the Town's Purchasing Policies can help streamline administrative processes and improve operational efficiency.

The proposed resolution would authorize the Town Administrator to execute contracts and approve expenditures without further Town Council approval, provided those actions are conducted in accordance with the Town of Bartonville's adopted Purchasing Policies and within approved budgetary limits.

This authority would apply only to contracts and expenditures that fall within the administrative authority already established by the Town's purchasing guidelines. Any contracts or expenditures exceeding those thresholds would continue to require Town Council review and approval.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve a Resolution adopting a policy to provide general signature authority to the Town Administrator to contract for expenditures and execute contracts without further approval of the Town Council in accordance with the Town of Bartonville's Purchasing Policies as presented.

ATTACHMENTS:

- Resolution

**TOWN OF BARTONVILLE
RESOLUTION NO. 2026-01**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS ADOPTING A POLICY TO PROVIDE GENERAL AUTHORITY TO THE TOWN ADMINISTRATOR TO CONTRACT FOR EXPENDITURES AND EXECUTE CONTRACTS WITHOUT FURTHER APPROVAL OF THE TOWN COUNCIL IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF BARTONVILLE PURCHASING POLICY ADOPTED VIA RESOLUTION OF THE TOWN COUNCIL AND THE PROVISIONS OF THIS RESOLUTION; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR ADOPTION OF THE “TOWN ADMINISTRATOR SIGNATURE AUTHORITY POLICY” AS SET FORTH HEREIN; PROVIDING A CUMULATIVE/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Bartonville, Texas, is a Type A General Law Municipality located in Denton County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, Section 9.04.034, “Powers and Duties”, of Division 2, “Town Administrator”, of Article 9.04, “Officers and Employees”, of Chapter 9, “Personnel” of the Town of Bartonville Code of Ordinances provides that the Town Administrator shall be responsible to the Town Council for the administration of all affairs of the Town, under the jurisdiction of the Town Administrator: and

WHEREAS, the Town Council has determined it necessary and appropriate for the efficient administration of Town business to adopt this Resolution to provide authority to the Town Administrator in accordance with the Town’s Purchasing Policy, as amended from time to time; and

WHEREAS, in order to facilitate the efficient operation of the Town and the implementation of the budget, the Town Council has determined it necessary and appropriate to adopt this Resolution to authorize the Town Administrator to contract and to execute certain documents to ensure proper administration of Town affairs and the adopted Town budget; and

WHEREAS, the Town Council has determined that pursuant to the Purchasing Policy and this Resolution, the Town Administrator should be authorized to contract and to execute documents in accordance with the guidelines set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1. Incorporation of Premises. That the above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. Town Administrator Signature Authority Policy. The following Town Administrator Signature Authority Policy is hereby adopted:

TOWN ADMINISTRATOR SIGNATURE AUTHORITY POLICY

In accordance with Town policies, including without limitation the Town of Bartonville Purchasing Policies, adopted by Resolution and as amended from time to time, federal and state law including all bidding requirements, the following contracts may be entered into and executed on behalf of the Town by the Town Administrator or a designated Acting or Interim Town Administrator (hereinafter "Town Administrator"), without further Council authorization, provided funds are budgeted therefore:

- A. Contracts for the purchase of goods or services for which funds have been approved by Town Council pursuant to the adopted budget, including all adopted amendments to the budget, in the fiscal year during which payment is due (hereinafter "Budget");
- B. Contracts for the purchase of goods or services which do not require an expenditure of funds, and which are determined necessary for the efficient operation of the Town and the implementation of the Budget;
- C. Contracts for use of bond proceeds, including professional services, which have been included in the Budget;
- D. Contracts for the use of Town owned facilities by a third party when such facilities have been designated by the Town Council as a facility available for public use;
- E. Contracts for which the Town Council has otherwise expressly provided authorization for execution by the Town Administrator, including the Town of Bartonville Purchasing Policies adopted via Resolution No. 2026-02, including all subsequent amendments thereto, on file with the office of the Town Secretary.

SECTION 3. Ratification of Prior Actions. The adoption of this Resolution ratifies prior actions of the Town Administrator for the execution of documents that were taken pursuant to existing policies as well as Council directives, authorizations, and budgetary authorizations.

SECTION 4. Cumulative/Repealer Clause. This Resolution shall be cumulative of all other Resolutions of the Town of Bartonville and shall not repeal any of the provisions of such Resolutions except for those instances where there are direct conflicts with the provisions of this Resolution. Resolutions or parts thereof in force at the time this Resolution shall take effect and that are inconsistent with this Resolution are hereby repealed to the extent that they are inconsistent with this Resolution.

SECTION 5. Severability Clause. If any section, article, paragraph, sentence, clause, phrase or word in this Resolution or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Resolution, and the Town Council hereby declares it would have passed such remaining portions of this Resolution despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 6. Effective Date. This Resolution shall take effect immediately from and after its passage.

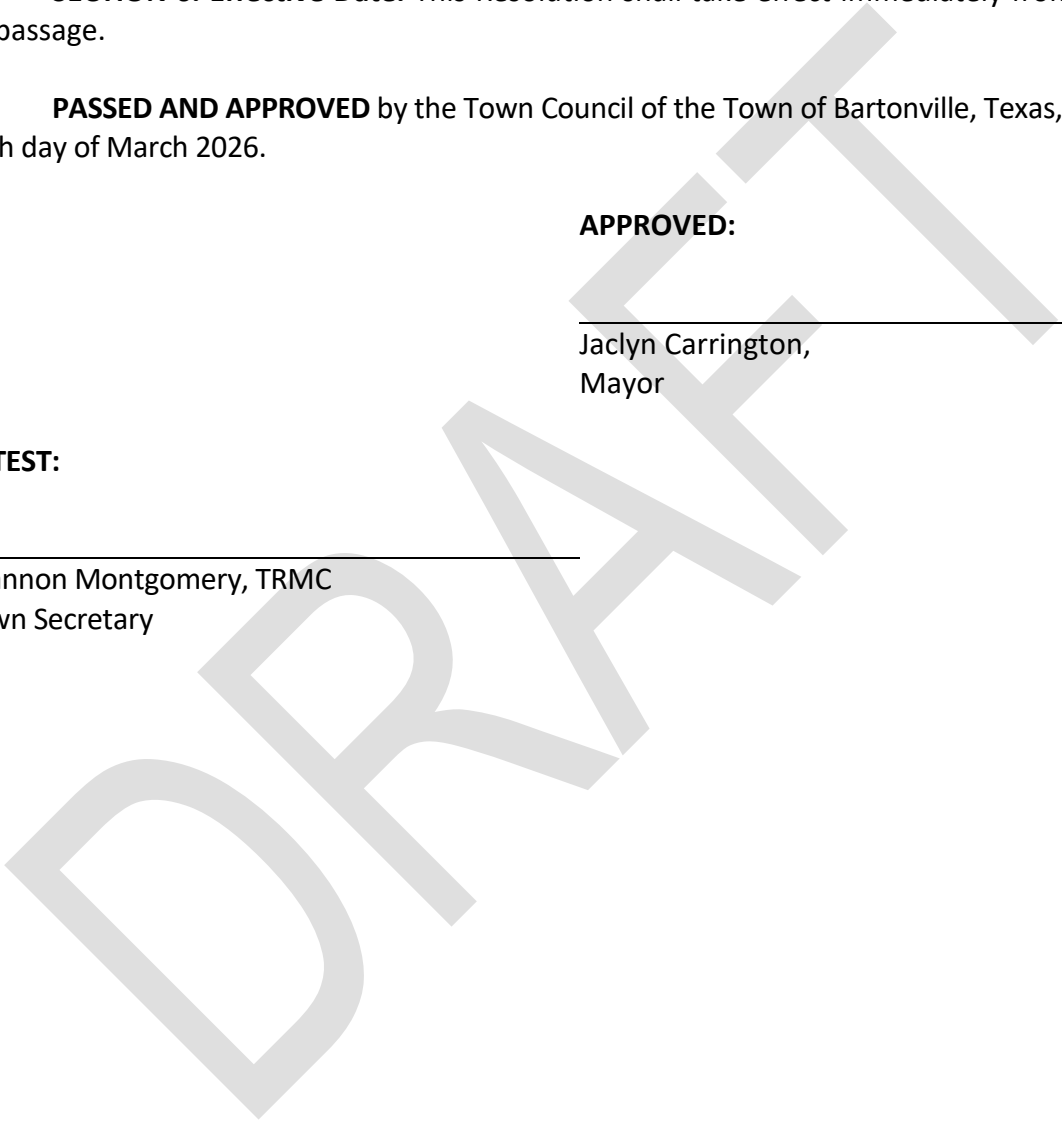
PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary





TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the Town Administrator Fiscal Year 2025-2026 Goals.

SUMMARY:

During the February 11, 2026 Town Council meeting, the Council discussed goals for the Town Administrator to complete during Fiscal Year 2025–2026. Human Resources has drafted a list of those goals and is presenting them to the Town Council for consideration and approval.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve the Town Administrator Fiscal Year 2025-2026 Goals as presented.

ATTACHMENTS:

- Goals



Town Administrator Fiscal Year 2025-2026 Goals

- Review/Update Code of Ordinances for Legislative Updates
- Review/Update Personnel Policies
- Review/Update Purchasing Policy
- Review/Update Schedule of Fees
- Conduct Chief of Police Search
- Review Roads
- Send Council Update at least once a month

Date Approved By Town Council:

Mayor Signature:

Date Accepted by Town Administrator:

Town Administrator Signature:



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Ratify the approval of a Building Inspection Services Agreement between the Town of Bartonville and Texas Power Inspections, LLC.

SUMMARY:

Staff recommends transitioning our Building Inspection Services Agreement between the Town of Bartonville and Texas Power Inspections, LLC. Texas Power Inspections, LLC has extensive experience providing municipal building inspection services and will assist the Town in ensuring compliance with applicable building codes, inspections, and permitting requirements.

The proposed agreement formalizes the provision of building inspection services and ensures the Town continues to have qualified professional support to perform required inspections, plan reviews, and related building code enforcement services.

FISCAL INFORMATION: FY25–26 \$72,000.

RECOMMENDED MOTION OR ACTION:

Motion to ratify the approval of a Building Inspection Services Agreement between the Town of Bartonville and Texas Power Inspections, LLC.

ATTACHMENTS:

- Building Inspection Services Agreement

AGREEMENT FOR BUILDING INSPECTION SERVICES

This Agreement ("Agreement") is made and entered into by and between Texas Power Inspections, LLC, a Texas limited liability company and duly registered Texas engineering/inspection firm, acting through its authorized representative (hereinafter referred to as "Contractor"), and the Town of Bartonville, Texas, a Type A General Law municipality located in Denton County, Texas (hereinafter referred to as "Town").

RECITALS

WHEREAS, the Town is authorized pursuant to Chapter 214 of the Texas Local Government Code to regulate building construction and to enforce building codes within its corporate limits and, where applicable, its Extraterritorial Jurisdiction (ETJ);

WHEREAS, the Town has adopted certain building, residential, electrical, mechanical, plumbing, energy, fire, and related codes, including the most current editions adopted by ordinance;

WHEREAS, Contractor represents that it and its personnel are properly registered with the Texas Department of Licensing and Regulation (TDLR), the Texas Commission of Licensing and Regulation, and/or any other state regulatory body as required by law to perform building inspection services in the State of Texas;

WHEREAS, the Town desires to contract for third-party building inspection services in compliance with Texas law; and

WHEREAS, Contractor desires to provide such services subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. Term

This Agreement shall commence March 1, 2026, and shall expire September 30, 2026, unless earlier terminated as provided herein.

The Agreement may be renewed for additional one-year terms upon written approval by the Town Council.

Section 2. Scope of Services

Contractor shall provide professional building inspection and plan review services in accordance with:

- Texas Local Government Code Chapter 214
- Texas Occupations Code (as applicable to inspectors and related trades)
- All codes adopted by ordinance of the Town
- All other applicable state and federal laws

2.1 Plan Review

Contractor shall review residential and commercial construction plans for compliance with all adopted codes and ordinances prior to permit issuance. The Town's Permit Technician shall issue permits only after Contractor's written approval.

2.2 Inspections

Contractor shall perform required inspections, including but not limited to:

- Building
- Electrical
- Plumbing
- Mechanical
- Energy compliance
- Foundation and structural inspections
- Civil, drainage, and engineering infrastructure inspections (excluding TxDOT or County ROW unless specifically authorized)

All inspections shall be documented in writing in the Town's permitting software system or approved reporting format.

2.3 Code Enforcement Support

Contractor may assist in enforcement actions, including written notices of violation and testimony in Municipal Court, when requested.

2.4 Meetings

Contractor shall attend meetings with staff, Planning & Zoning, Town Council, or the public as reasonably requested.

Section 3. Licensing and Compliance

Contractor warrants that:

1. All inspectors are properly certified and registered as required by Texas law.
2. All required continuing education is maintained.
3. Contractor shall immediately notify the Town of any lapse, suspension, or revocation of licenses.
4. All work shall be performed in accordance with professional standards applicable in Texas.

Section 4. Independent Contractor Status

Contractor is an independent contractor. Nothing herein shall be construed to create an employment relationship. Contractor shall be solely responsible for payroll taxes, workers' compensation, unemployment insurance, and all employment-related obligations.

Section 5. Compensation

The Town shall compensate Contractor in accordance with Exhibit A (Fee Schedule), incorporated herein by reference.

Payment shall be made biweekly upon submission of invoice and supporting documentation.

The Town retains all permit fees and enforcement-related revenues.

Section 6. Records and Public Information

All inspection reports, plans, and related documents are public records subject to the Texas Public Information Act. Contractor agrees to maintain records in accordance with Texas law and provide copies to the Town upon request.

Section 7. Insurance

Contractor shall maintain at minimum:

- Commercial General Liability: \$1,000,000 per occurrence
- Professional Liability (Errors & Omissions): \$1,000,000
- Automobile Liability: \$500,000
- Workers' Compensation (if applicable under Texas law)

Certificates of Insurance shall name the Town of Bartonville as an Additional Insured where permitted by law.

Section 8. Indemnification

To the extent permitted by Texas law, Contractor shall indemnify and hold harmless the Town and its officers, agents, and employees from claims arising out of Contractor's negligent acts, errors, or omissions.

Nothing herein waives any governmental immunity or defenses available to the Town under the Texas Tort Claims Act or the Texas Constitution.

Section 9. Termination

9.1 Termination Without Cause

Either party may terminate upon thirty (30) days written notice.

9.2 Immediate Termination

The Town may terminate immediately upon:

- Loss of required licensure
- Failure to maintain insurance
- Material breach of contract

Contractor shall be compensated for services performed through the effective date of termination.

Section 10. Venue and Governing Law

This Agreement shall be governed by the laws of the State of Texas. Venue shall lie exclusively in Denton County, Texas.

Section 11. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. Amendments must be in writing and approved by the Town Council.

EXECUTION

IN WITNESS WHEREOF, the parties have executed this Agreement on this 2ND day of MARCH 2026.

TOWN OF BARTONVILLE

TEXAS POWER INSPECTIONS LLC



Kirk H. Riggs,
Town Administrator



Scott Leavelle,
Owner/Authorized Representative

ATTEST:



Shannon Montgomery, TRMC
Town Secretary

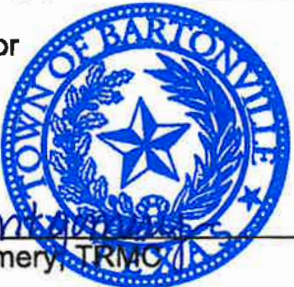


Exhibit A
Plan Review and Inspection Fees
Texas Power Inspection, LLC

Residential:

All Inspections \$70 (Re-Inspection Fee \$50)

Commercial:

\$85

Estimated Number of Inspections for Projects: This is an Estimate only. The exact number of inspections will be determined at the plan review for each Project. This does Not include failed inspection fees. All fails will be a re-inspection fee.

New Single Family Dwelling:	12
Addition with all trades:	10
Patio cover- with electric and gas:	6
Detached building with all trades:	8
Pool	7
Hanger	7
Generator	3
Short Term Rental Inspection	1 (\$175)

Miscellaneous inspections: The following require a permit and only one final inspection:

- Solar panels
- Fence
- Windows
- A/C unit
- Water Heater
- Irrigation
- Driveway

Plan Review Fees:

New Single Family Dwelling:	\$225
Addition:	\$85
Patio cover:	\$85
Detached building:	\$85
Hanger:	\$85
Pool:	\$85
Generator:	\$55

Solar Panels:	\$55
Driveway:	\$55
Fence:	\$40
Irrigation:	\$40

Other:

Onsite appearance with Code Enforcement Officer Report Provided	\$275
Consultation fee per hour	\$75

Commercial Projects: An estimate of the plan review cost and number of inspections will be provided prior to review.

Plan Review Times: Two (2) business days.

Inspection Request and Inspection Times: Inspections are on Demand (Choose any time and day provided in the portal, M-F 8:00 am to 5:00 pm).



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2025

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider awarding a contract for the E Jeter Road, Phase 3 Reconstruction Project to Cook's Rock Solid, Inc. in an amount not to exceed \$1,000,145.36, which includes a ten percent (10%) contingency amount for any additional or unforeseen items that may arise during construction; and authorize the Town Administrator to sign necessary documents.

SUMMARY:

The Town of Bartonville solicited sealed bids for the East Jeter Road Phase 3 Reconstruction Project. The project includes the reconstruction of approximately 2,400 linear feet of East Jeter Road.

The scope of work consists of approximately 6,600 square yards of 6-inch Hot Mix Asphalt Concrete (2-inch Type D surface over 4-inch Type B binder) pavement placed on a 6-inch flexible base subgrade. In addition, the project includes the installation of two double 24-inch diameter culvert crossings beneath Jeter Road to improve drainage capacity and roadway stability.

This phase continues the Town's ongoing efforts to maintain and improve roadway infrastructure and ensure long-term durability and safety for residents.

FISCAL INFORMATION:

\$909,223.05 with a contingency in the amount of \$90,922.31 for a total not to exceed \$1,000,145.36.

RECOMMENDED MOTION OR ACTION:

Motion to award a contract for the E Jeter Road, Phase 3 Reconstruction Project to Cook's Rock Solid, Inc. in an amount not to exceed \$1,000,145.36, which includes a ten percent (10%) contingency amount for any additional or unforeseen items that may arise during construction; and authorize the Town Administrator to sign necessary documents.

ATTACHMENTS:

- Westwood Recommendation
- Contract Reference Inquiries
- Bid Tabulation

Kirk Riggs
Town Administrator
TOWN OF BARTONVILLE
1941 E Jeter Road
Bartonville, Texas 76226

Re: **EAST JETER ROAD RECONSTRUCTION PHASE 3**
RECOMMENDATION OF AWARD
Town of Bartonville, Denton County, Texas

Dear Mr. Riggs:

BID RESULTS

Attached is the Bid Tabulation for the bids received February 24, 2026, for the referenced project for your use.

Upon checking the bids, there were discrepancies that affected the bid total order. The lowest bid received for the project was from Cook's Rock Solid, Inc. Based on the estimated quantities in the Bid Proposal and the unit prices bid by Cook's Rock Solid, Inc, the total amount of the bid for contract award is \$909,223.05.


CONTRACTOR QUALIFICATIONS

Cook's Rock Solid, Inc. provided a list of experience and references for this project. Westwood called some of the various references to verify experience and the references' opinion of the work performed by the contractor.

RECOMMENDATION

Based on the information we have received to date, we see no reason not to award a contract for the referenced project to Cook's Rock Solid, Inc. for the total amount bid of \$909,223.05.

Should you have any questions about the information contained herein, please do not hesitate to call.



Craig Turner

Attachments:
Bid Tabulation
Contractor Reference Inquiry

CONTRACTOR REFERENCE INQUIRY

Job No.: 0072057

By: CKT

Item 11.

Date: 02-27-2026 Contact: Clay Lipscomb Phone: 972-941-7767

Time: 8:42 A.M. Representing: City of Plano

Contact was named as a reference by: Rock Solid

Who placed a bid on: E. Jeter Road Reconstruction Phase 3

Bid Date: February 24, 2026

1. Prior project by Contractor that Contact is familiar with:

Commerce Drive Reconstruction

2. Project successfully completed?

Yes

3. Projects completed on time?

No, but not because of Rock Solid. After the original contractor defaulted, Rock Solid had to deal with the surety.

4. Problems?

Original Contract with another contractor was defaulted on. Rock Solid came in and completed the project.

5. How many change orders?

6. Other comments by Contact:

They did a good job. Good to work with. Would not mind working with them again.

CONTRACTOR REFERENCE INQUIRY

Job No.: 0072057

By: CKTDate: 02-26-2026 Contact: Brian Salvesson Phone: 972-294-2312Time: 8:45 A.M. Representing: City of Oak PointContact was named as a reference by: Rock SolidWho placed a bid on: E. Jeter Road Reconstruction Phase 3Bid Date: February 24, 2026

1. Prior project by Contractor that Contact is familiar with:

2024 HMAC Pavement Maintenance

2. Project successfully completed?

Substantially Complete

3. Projects completed on time?

4. Problems?

More internal issues than on the contractor.

5. How many change orders?

6. Other comments by Contact:

They kept the site clean. Compliments from the residents.
The construction might have been smoother if the city would have done better preparing.

TOWN OF BARTONVILLE
E. Jeter Road Reconstruction Phase 3
Westwood # 72057

BID TABULATION

BIDS OPENED: February 24, 2026
CONTRACT TIME: 180 Calendar Days

HD COOKS'S ROCK SOLID, INC
 1741 N HWY 377, STE 133
 ROANOKE, TX 76262

TEJAS CUTTERS, LLC
 1562 CR 4127
 DECATUR, TX 76234

REYNOLDS ASPHALT & CONST CO
 8713 AIRPORT FREEWAY
 NORTH RICHLAND HILLS, TX 76180

GROD CONSTRUCTION, LLC
 889 E. ROCK ISLAND AVE
 BOYD, TX 76023

ITEM	DESCRIPTION	BID QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Mobilization	1	LS	\$ 40,000.00	40,000.00	\$ 42,350.00	42,350.00	\$ 44,800.00	44,800.00	\$ 75,000.00	75,000.00
2	Traffic Control	1	LS	\$ 15,000.00	15,000.00	\$ 15,870.00	15,870.00	\$ 52,750.00	52,750.00	\$ 10,000.00	10,000.00
3	Temporary Erosion, Sedimentation And Water Pollution Prevention (SWPPP)	1	LS	\$ 8,000.00	8,000.00	\$ 10,450.00	10,450.00	\$ 15,600.00	15,600.00	\$ 17,000.00	17,000.00
4	Pavement Marking And Markers Complete In Place	1	LS	\$ 7,500.00	7,500.00	\$ 15,120.00	15,120.00	\$ 15,025.00	15,025.00	\$ 16,800.00	16,800.00
5	Preparing ROW	25	STA	\$ 1,000.00	24,500.00	\$ 565.71	13,859.90	\$ 1,840.00	45,080.00	\$ 1,200.00	29,400.00
6	Project Signs	3	EA	\$ 500.00	1,500.00	\$ 690.00	2,070.00	\$ 815.00	2,445.00	\$ 700.00	2,100.00
7	Remove Asphalt Pavement	6,091	SY	\$ 8.55	52,078.05	\$ 7.43	45,256.13	\$ 5.70	34,718.70	\$ 8.35	50,859.85
8	Remove Gravel Driveway	87	SY	\$ 5.00	435.00	\$ 9.45	822.15	\$ 23.00	2,001.00	\$ 5.00	435.00
9	Remove Asphalt Driveway	52	SY	\$ 5.00	260.00	\$ 10.57	549.64	\$ 95.00	4,940.00	\$ 6.00	312.00
10	Remove Concrete Driveway	271	SY	\$ 22.50	6,097.50	\$ 14.55	3,943.05	\$ 23.45	6,354.95	\$ 30.00	8,130.00
11	Unclassified Roadway Excavation	2,200	CY	\$ 40.00	88,000.00	\$ 32.24	70,928.00	\$ 44.20	97,240.00	\$ 29.00	63,800.00
12	2" HMAC Type "D"	6,580	SY	\$ 15.50	101,990.00	\$ 17.99	118,374.20	\$ 14.55	95,739.00	\$ 15.50	101,990.00
13	4" HMAC Type "B"	6,580	SY	\$ 31.50	207,270.00	\$ 29.25	192,465.00	\$ 26.40	173,712.00	\$ 29.00	190,820.00
14	6" Flex Base Subgrade	7,109	SY	\$ 17.50	124,407.50	\$ 19.00	135,071.00	\$ 17.00	120,853.00	\$ 16.00	113,744.00
15	Tensar HX5.5 Geogrid	7,109	SY	\$ 3.00	21,327.00	\$ 3.50	24,881.50	\$ 3.80	27,014.20	\$ 4.50	31,990.50
16	Remove and Replace Mailbox	2	EA	\$ 550.00	1,100.00	\$ 402.50	805.00	\$ 410.00	820.00	\$ 350.00	700.00
17	Remove, Salvage and Reset Brick Mailbox	2	EA	\$ 2,000.00	4,000.00	\$ 1,725.00	3,450.00	\$ 1,900.00	3,800.00	\$ 1,150.00	2,300.00
18	6" Concrete Driveway Approach	223	SY	\$ 70.00	15,610.00	\$ 80.94	18,049.62	\$ 121.60	27,116.80	\$ 115.00	25,645.00
19	6" Asphalt Driveway Approach	107	SY	\$ 150.00	16,050.00	\$ 45.76	4,896.32	\$ 98.00	10,486.00	\$ 77.00	8,239.00
20	4" Topsoil	6,400	SY	\$ 6.00	38,400.00	\$ 5.00	32,000.00	\$ 6.95	44,480.00	\$ 6.00	38,400.00
21	Seeding Hydromulch	6,400	SY	\$ 3.50	22,400.00	\$ 2.78	17,792.00	\$ 1.15	7,360.00	\$ 2.00	12,800.00
22	Remove, Salvage and Replace Street Signs	10	EA	\$ 500.00	5,000.00	\$ 798.00	7,980.00	\$ 880.00	8,800.00	\$ 750.00	7,500.00
23	Remove 12" - 24" RCP	127	LF	\$ 31.00	3,937.00	\$ 26.02	3,304.54	\$ 18.40	2,336.80	\$ 25.00	3,175.00
24	Remove 12" - 24" CMP	62	LF	\$ 24.00	1,488.00	\$ 26.65	1,652.30	\$ 18.85	1,168.70	\$ 25.00	1,550.00
25	Remove Concrete Structure	5	EA	\$ 1,025.00	5,125.00	\$ 1,900.00	9,500.00	\$ 360.00	1,800.00	\$ 600.00	3,000.00
26	24" Reinforced Concrete Pipe Class III	279	LF	\$ 150.00	41,850.00	\$ 177.97	49,653.63	\$ 110.00	30,690.00	\$ 151.00	42,129.00
27	Safety End Treatment (TY II) (24 in) (RCP) (3:1) (CD)	4	EA	\$ 1,500.00	6,000.00	\$ 1,570.80	6,283.20	\$ 1,335.00	5,340.00	\$ 1,550.00	6,200.00
28	Safety End Treatment (TY II) (24 in) (RCP) (4:1) (CD)	4	EA	\$ 1,600.00	6,400.00	\$ 1,723.28	6,893.12	\$ 1,560.00	6,240.00	\$ 1,700.00	6,800.00
29	Safety End Treatment (TY II) (24 in) (RCP) (6:1) (PD)	7	EA	\$ 1,900.00	13,300.00	\$ 1,766.96	12,368.72	\$ 1,880.00	13,160.00	\$ 2,100.00	14,700.00
30	12" Rock Riprap (18" Thick)	152	CY	\$ 195.00	29,640.00	\$ 293.17	44,561.84	\$ 210.00	31,920.00	\$ 620.00	94,240.00
31	Trench Safety	279	LF	\$ 2.00	558.00	\$ 10.35	2,887.65	\$ 3.50	976.50	\$ 8.00	2,232.00
	BASE BID				\$ 909,223.05		\$ 914,088.51		\$ 934,767.65		\$ 981,991.35
	5% BID SECURITY				5% BOND		5% BOND		5% BOND		5% BOND
	ADDENDA ACKNOWLEDGED				1		1		1		1

TOWN OF BARTONVILLE
E. Jeter Road Reconstruction Phase 3
Westwood # 72057

Westwood

BID TABULATION

BIDS OPENED: February 24, 2026
CONTRACT TIME: 180 Calendar Days

JLC EXCAVATION, LLC
 15301 I-20
 CANTON, TX 75103

PAVECON PUBLIC WORKS LP
 3022 ROY ORR BLVD.
 GRAND PRAIRIE, TX 75050

JAGOE-PUBLICCK COMPANY
 3020 FORT WORTH DRIVE
 DENTON, TX 76205

OVERLAND COPORATION
 534 US HWY 77 S
 ARDMORE, OK 73402

ITEM	DESCRIPTION	BID QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Mobilization	1	LS	\$ 52,000.00	52,000.00	\$ 10,055.99	10,055.99	\$ 61,500.00	61,500.00	\$ 70,500.00	70,500.00
2	Traffic Control	1	LS	\$ 13,000.00	13,000.00	\$ 40,086.61	40,086.61	170,000.00	170,000.00	95,300.00	95,300.00
3	Temporary Erosion, Sedimentation And Water Pollution Prevention (SWPPP)	1	LS	\$ 2,535.00	2,535.00	\$ 23,589.54	23,589.54	55,000.00	55,000.00	85,495.00	85,495.00
4	Pavement Marking And Markers Complete In Place	1	LS	\$ 16,844.27	16,844.27	\$ 17,848.54	17,848.54	10,000.00	10,000.00	35,000.00	35,000.00
5	Preparing ROW	25	STA	\$ 523.72	12,831.14	\$ 3,596.09	88,104.21	5,000.00	122,500.00	8,750.00	214,375.00
6	Project Signs	3	EA	\$ 845.00	2,535.00	\$ 776.27	2,328.81	500.00	1,500.00	2,500.00	7,500.00
7	Remove Asphalt Pavement	6,091	SY	\$ 12.50	76,137.50	\$ 5.99	36,485.09	7.00	42,637.00	10.00	60,910.00
8	Remove Gravel Driveway	87	SY	\$ 23.36	2,032.32	\$ 11.76	1,023.12	22.00	1,914.00	12.00	1,044.00
9	Remove Asphalt Driveway	52	SY	\$ 39.09	2,032.68	\$ 14.16	736.32	90.00	4,680.00	15.00	780.00
10	Remove Concrete Driveway	271	SY	\$ 17.95	4,864.45	\$ 10.29	2,788.59	55.00	14,905.00	15.00	4,065.00
11	Unclassified Roadway Excavation	2,200	CY	\$ 24.86	54,692.00	\$ 43.05	94,710.00	55.00	121,000.00	38.54	84,788.00
12	2" HMAC Type "D"	6,580	SY	\$ 20.99	138,114.20	\$ 15.48	101,858.40	15.00	98,700.00	18.00	118,440.00
13	4" HMAC Type "B"	6,580	SY	\$ 39.11	257,343.80	\$ 49.21	323,801.80	23.00	151,340.00	32.00	210,560.00
14	6" Flex Base Subgrade	7,109	SY	\$ 18.34	130,379.06	\$ 20.11	142,961.99	20.50	145,734.50	18.00	127,962.00
15	Tensar HX5.5 Geogrid	7,109	SY	\$ 6.17	43,862.53	\$ 5.07	36,042.63	3.75	26,658.75	4.00	28,436.00
16	Remove and Replace Mailbox	2	EA	\$ 721.96	1,443.92	\$ 558.47	1,116.94	400.00	800.00	2,500.00	5,000.00
17	Remove, Salvage and Reset Brick Mailbox	2	EA	\$ 1,443.89	2,887.78	\$ 1,954.63	3,909.26	4,000.00	8,000.00	35.00	70.00
18	6" Concrete Driveway Approach	223	SY	\$ 98.59	21,985.57	\$ 147.90	32,981.70	125.00	27,875.00	290.00	64,670.00
19	6" Asphalt Driveway Approach	107	SY	\$ 96.17	10,290.19	\$ 100.13	10,713.91	115.00	12,305.00	90.00	9,630.00
20	4" Topsoil	6,400	SY	\$ 8.02	51,328.00	\$ 9.72	62,208.00	7.00	44,800.00	7.10	45,440.00
21	Seeding Hydromulch	6,400	SY	\$ 2.21	14,144.00	\$ 1.99	12,736.00	2.00	12,800.00	2.50	16,000.00
22	Remove, Salvage and Replace Street Signs	10	EA	\$ 256.62	2,566.20	\$ 575.22	5,752.20	750.00	7,500.00	1,500.00	15,000.00
23	Remove 12" - 24" RCP	127	LF	\$ 65.66	8,338.82	\$ 25.25	3,206.75	45.00	5,715.00	35.00	4,445.00
24	Remove 12" - 24" CMP	62	LF	\$ 67.25	4,169.50	\$ 20.19	1,251.78	45.00	2,790.00	30.00	1,860.00
25	Remove Concrete Structure	5	EA	\$ 2,006.75	10,033.75	\$ 1,238.61	6,193.05	1,200.00	6,000.00	2,500.00	12,500.00
26	24" Reinforced Concrete Pipe Class III	279	LF	\$ 143.12	39,930.48	\$ 133.47	37,238.13	95.00	26,505.00	119.50	33,340.50
27	Safety End Treatment (TY II) (24 in) (RCP) (3:1) (CD)	4	EA	\$ 3,133.91	12,535.64	\$ 1,335.57	5,342.28	2,000.00	8,000.00	1,195.75	4,783.00
28	Safety End Treatment (TY II) (24 in) (RCP) (4:1) (CD)	4	EA	\$ 3,231.41	12,925.64	\$ 1,690.40	6,761.60	2,100.00	8,400.00	1,513.25	6,053.00
29	Safety End Treatment (TY II) (24 in) (RCP) (6:1) (PD)	7	EA	\$ 3,153.65	22,075.55	\$ 1,690.40	11,832.80	2,000.00	14,000.00	1,513.45	10,594.15
30	12" Rock Riprap (18" Thick)	152	CY	\$ 128.50	19,532.00	\$ 311.62	47,366.24	160.00	24,320.00	302.20	45,934.40
31	Trench Safety	279	LF	\$ 23.30	6,500.70	\$ 27.41	7,647.39	7.00	1,953.00	5.00	1,395.00
	BASE BID				\$ 1,049,891.69		\$ 1,178,679.67		\$ 1,239,832.25		\$ 1,421,870.05
	5% BID SECURITY				5% BOND		5% BOND		5% BOND		5% BOND
	ADDENDA ACKNOWLEDGED				1		1		1		1



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider an Ordinance repealing Article 1.07, "Finances," Division 2, "Purchasing Policy and Procedures" in its entirety and approving a Resolution establishing and adopting a Purchasing Policy for the Town to include procedures and a capitalization threshold of \$5,000 for capital assets; and providing an effective date.

SUMMARY:

Staff is requesting Town Council approval of an ordinance repealing Article 1.07, "Finances" of the Town of Bartonville Code of Ordinances and a resolution establishing and adopting a Town Purchasing Policy, including procedures and a capitalization threshold of \$5,000 for capital assets.

The Capitalization Threshold is increased from \$1,000 to \$5,000.

The Town is required to maintain this policy in accordance with GAAP and GASB standards. The recommended change aligns with common municipal practices, reflects increased asset costs, and will reduce administrative workload while maintaining accurate financial reporting.

The resolution updates the policy, ensures proper financial statement disclosure, includes standard severability language, and takes effect upon approval.

FINANCIAL IMPACT:

The change is administrative in nature and is not expected to have any fiscal impact.

RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance Repealing Article 1.07, "Finances," in its entirety and approving a Resolution establishing and adopting a Purchasing Policy for the Town to include procedures and a capitalization threshold of \$5,000 for capital assets as presented.

ATTACHMENTS:

- Ordinance Repealing Article 1.07, Finances
- Resolution Establishing and Adopting a Purchasing Policy

**TOWN OF BARTONVILLE
ORDINANCE NO. 797-26**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, REPEALING ARTICLE 1.07, "FINANCES," OF CHAPTER 1, "GENERAL PROVISIONS," OF THE TOWN OF BARTONVILLE CODE OF ORDINANCES IN ITS ENTIRETY; PROVIDING FOR THE INCORPORATION OF THE PREMISES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Bartonville, Texas, is a Type A General Law Municipality located in Denton County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, it is the Town Council's belief that in order to facilitate future adjustments to the Town's purchasing policies and procedures that the policy be removed from the Code of Ordinances and be adopted, in its entirety, by Resolution; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:

**SECTION 1.
INCORPORATION OF PREMISES**

The above and foregoing premises are true and correct legislative determinations and are incorporated herein and made a part hereof for all purposes.

**SECTION 2.
ARTICLE 1.07, "FINANCES," OF CHAPTER 1, "GENERAL PROVISIONS" REPEALED**

From and after the effective date of this Ordinance, the Town of Bartonville Code of Ordinances, Chapter 1, "General Provisions," Article 1.07, "Finances," is hereby repealed.

**SECTION 3.
SEVERABILITY**

It is hereby declared to be the intention of the Town Council of the Town of Bartonville, Texas, that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 4.
SAVINGS**

An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Town of Bartonville Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for that purpose.

**SECTION 5.
ENGROSS AND ENROLL**

The Town Secretary of the Town of Bartonville is hereby directed to engross and enroll this Ordinance by copying the exact Caption and the Effective Date clause in the minutes of the Town Council of the Town of Bartonville and by filing this Ordinance in the Ordinance records of the Town.

**SECTION 6.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect upon passage and publication of its caption, as the law in such cases provides.

AND IT IS SO ORDAINED.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary

**TOWN OF BARTONVILLE
RESOLUTION NO. 2026-02**

**A RESOLUTION OF THE TOWN OF BARTONVILLE, ESTABLISHING AND ADOPTING
A PURCHASING POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Bartonville, Texas, is a Type A General Law Municipality located in Denton County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town of Bartonville, Texas (“Town”), is a general law municipality empowered under the Texas Local Government Code, Section 51.001, to adopt an ordinance or rule that is for the good government of the Town; and

WHEREAS, purchasing is a critical component of transforming the authorized Town budget into the delivery of municipal services, and such processes must be structured to enable staff to achieve maximum value with limited resources while ensuring compliance with all applicable local, state, and federal laws and regulations. The nature of each purchase—including the budgeted item, fund, and funding source—shall determine the appropriate procurement method; and

WHEREAS, the Town of Bartonville is required to establish and maintain a capitalization policy for capital assets in accordance with generally accepted accounting principles and the requirements of the Governmental Accounting Standards Board (GASB); and

WHEREAS, the Town Council has determined that increasing the capitalization threshold for capital assets is in the best interest of the Town to promote efficient financial reporting and streamlined administrative processes; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1.

That the foregoing recitals are hereby found to be true and correct findings of the Town of Bartonville, Texas, and are fully incorporated into the body of this resolution.

SECTION 2.

Section 2. That the Town of Bartonville does hereby adopt a Purchasing Policy. The Purchasing Policy attached hereto as Exhibit A (“Purchasing Policy of the Town of Bartonville, Texas”) and made a part hereof for all purposes is hereby reviewed and adopted as the Purchasing Policy of the Town of Bartonville, Texas.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary

DRAFT

EXHIBIT "A"



**TOWN OF BARTONVILLE, TEXAS
PURCHASING POLICY**

DRAFT

I. Purpose.

This division establishes purchasing policies and procedures for the Town in compliance with applicable federal laws, the Texas Local Government Code, and generally accepted public-sector procurement standards. Responsibility for initiating purchases rests with the department head requesting goods or services necessary to carry out approved and budgeted Town operations.

All purchases, regardless of dollar amount, shall be treated as contractual obligations of the Town and shall be conducted in a manner that promotes transparency, accountability, fiscal responsibility, and fair competition. These procedures are designed to minimize costs, ensure compliance with procurement laws, and maximize value to the Town through appropriate competition, negotiation where permitted, and effective contract administration.

Timely approvals, documentation, and communication are required to support efficient operations. The Town's overall objective is to provide high-quality services to its residents while ensuring responsible stewardship of public funds.

II. Overview of Purchasing Procedures.

- (a) Purchasing activities shall be conducted in accordance with the annual budget adopted by the Town Council. Departments may initiate purchases only for goods and services that are budgeted or otherwise authorized.
- (b) Department heads are responsible for ensuring sufficient funds are available prior to initiating any purchase. The Town Administrator and/or Town Secretary shall provide oversight and guidance for purchases subject to competitive procurement requirements under state or federal law.
- (c) Department heads may designate qualified employees to assist with purchasing functions. All personnel involved in purchasing must be familiar with this policy and applicable federal and state procurement laws.
- (d) Internal approval thresholds are as follows and do not supersede statutory procurement requirements:
 - Purchases over \$500 and under \$3,000 require advanced approval by the department head.
 - Purchases of \$3,000 or more require prior approval from the Town Administrator.
 - Purchases that meet or exceed state or federal competitive procurement thresholds shall follow the applicable statutory process regardless of internal approval levels.

III. Summary of Purchasing Thresholds.

- (a) Purchases under \$500.00. Purchases under \$500 may be approved verbally or electronically by the department head prior to purchase.

- (b) Purchases from \$500.00 to \$2,999.99. All purchases within this range must be approved in writing by the department head prior to purchase.
- (c) Purchases from \$3,000.00 to \$99,999.99. Purchases within this range require prior approval by the Town Administrator. Departments shall seek competitive pricing when practicable and submit documentation identifying the item, vendor, pricing, budget account, and justification.
- (d) Purchases of \$100,000.00 or More. Purchases meeting or exceeding the statutory threshold shall be procured through competitive sealed bidding, competitive sealed proposals, or another method authorized by state law, with Town Council approval.

IV. Competitive Procurement Procedures.

- (a) Departments are responsible for ensuring best value is obtained for all purchases. Competitive procurement shall be conducted when required by law or when deemed in the best interest of the Town.
- (b) For purchases estimated to exceed \$3,000 but remain below the statutory bidding threshold, departments shall:
 1. Identify and describe the goods or services;
 2. Solicit pricing or proposals from multiple vendors when practicable;
 3. Make good faith efforts to include historically underutilized businesses, as required by law;
 4. Submit documentation to the department head and Town Administrator for approval prior to purchase;
 5. Complete the purchase only after approval;
 6. Verify receipt and satisfactory performance;
 7. Submit proper documentation for payment;
 8. Monitor warranty, maintenance, and performance obligations.

V. Requests for Purchase and Payment.

- (a) Requests for purchases exceeding \$3,000 but below the statutory competitive threshold shall include:
 1. Description of goods or services;
 2. Vendor information;
 3. Pricing documentation or quotes, when applicable;
 4. Budget account number;

5. Estimated delivery date;
6. Department head approval;
7. Any additional approvals required.

(b) Requests for payment must be submitted by the department head and include vendor information, invoice documentation, budget account, and evidence of approval.

VI. Purchases Subject to Competitive Sealed Bidding or Proposals.

- (a) All purchases in excess of \$100,000 shall be conducted in accordance with Texas Local Government Code Chapter 252.021 and any applicable federal requirements.
- (b) The Town Secretary shall coordinate publication, receipt, and opening of bids or proposals in compliance with statutory notice requirements.
- (c) Contracts shall be awarded by the Town Council to the lowest responsible bidder or the proposer providing the best value to the Town, as permitted by law.

VII. Budget Transfers or Amendments.

- (a) If sufficient funds are not available within an existing budget line item, the department head shall not proceed with the purchase and shall submit a request for a budget amendment or transfer in accordance with Town policy and applicable law.
- (b) A requested budget transfer or amendment must be fully explained in writing, including justification for the expenditure, and be submitted to the Town Administrator for review and recommendation to the Town Council.
- (c) No purchase shall be made until the budget amendment or transfer has been approved by the Town Council, as required by state law.

VIII. Sole Source Purchases.

- (a) Purchases for goods or services that are available from only one source ("sole source") shall be permitted only when justified in writing and approved in advance.
- (b) A sole source justification memorandum must clearly document the conditions supporting the determination, including why no other vendor or product can reasonably meet the Town's requirements. Requests for a specific make or model must also be justified using the same criteria.
- (c) Sole source determinations must comply with applicable state and federal procurement laws and shall be approved by the Town Administrator prior to purchase. Supporting documentation shall be retained with the purchase and payment records.

IX. Open Account Purchases.

- (a) Open accounts may be established with approved vendors for routine, recurring purchases required for day-to-day operations.
- (b) Charges to open accounts shall be limited to small purchases not exceeding \$500 per transaction and must be approved by the department head.
- (c) Open account usage shall be monitored to ensure compliance with this policy and shall not be used to circumvent competitive procurement requirements.

X. Credit Card Purchases.

- (a) Town-issued credit cards may be used by authorized employees for official business purposes only and in accordance with this policy.
- (b) Credit card purchases are subject to the same monetary thresholds, approval requirements, and procurement rules as other purchasing methods.
- (c) Personal use of Town-issued credit cards is strictly prohibited and may result in disciplinary action, up to and including termination.
- (d) All credit card transactions must be supported by itemized receipts and proper documentation and are subject to audit.

XI. Emergency Purchases.

- (a) Emergency purchases may be made only when necessary to protect public health, safety, or property, or to address unforeseen circumstances requiring immediate action.
- (b) Emergency purchases must be approved by the Town Administrator or designee, or by the department head when immediate action is required and approval cannot be obtained in advance.
- (c) Emergency purchasing authority shall not be used to avoid competitive procurement requirements when the emergency results from poor planning or lack of foresight.
- (d) Documentation describing the nature of the emergency and the justification for the purchase shall be prepared and retained.

XII. Warranties.

Department heads are responsible for ensuring that warranties associated with purchased goods or services are properly documented, monitored, and enforced so that repair or replacement costs covered by the vendor are not incurred by the Town.

XIII. Authorization to Execute Documents.

Contracts, agreements, applications for title, tax exemption certificates, and utility service agreements shall not be executed by any employee unless expressly authorized in writing by the Town Administrator or Town Council, as applicable.

XIV. Partial Receipts.

When goods are received in partial shipment, the department head or designee shall document the quantity received, date, condition, and any discrepancies. Final payment shall not be authorized until receipt of all goods or satisfactory resolution of outstanding issues.

XV. Invoice Review and Payment.

Invoices shall be reviewed against the approved purchase documentation to verify accuracy of quantity, pricing, and compliance with contract terms. If discrepancies are identified, the invoice shall be returned to the department head for resolution prior to payment.

XVI. Grant-Funded Purchases.

- (a) Purchases made with grant funds shall comply with all applicable grant requirements, including federal procurement standards when applicable.
- (b) When grant requirements differ from standard Town procedures, those requirements shall take precedence and be documented in the project file.
- (c) Grant-related procurement records shall be retained in accordance with the applicable grant agreement and record retention laws, but not less than five (5) years unless otherwise required.

XVII. Vendor Relations and Ethics.

- (a) All purchasing activities shall be conducted in a manner that reflects integrity, professionalism, and public accountability.
- (b) Employees involved in purchasing shall:
 - 1. Act fairly and impartially;
 - 2. Avoid conflicts of interest or personal benefit;
 - 3. Maintain confidentiality of vendor information, as required by law;
 - 4. Treat vendors courteously and respectfully;
 - 5. Promote competition and the best interests of the Town.
- (c) Employees shall not accept gifts, gratuities, favors, or anything of value from vendors or potential vendors, except as permitted by Town ethics policies and state law.

- (d) Purchasing decisions shall be conducted at arm's length, and no employee shall participate in a purchasing decision involving a vendor with whom they have a personal or financial relationship.

XVIII. Capitalization Threshold

The capitalization threshold for capital assets is \$5000, effective for all capital asset acquisitions.

DRAFT



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider approval of an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), "Agenda" of the Town of Bartonville Code of Ordinances relative to Council procedures; and providing an effective date.

SUMMARY:

From time to time, requests are made for items to be placed on the Town Council agenda. As the Town continues to work toward efficient and productive meetings, it is helpful to periodically review procedural policies to ensure they support effective governance and the best use of Council's time.

Many municipalities have adopted procedures requiring that more than one council member request an item before it is placed on a future agenda. This approach helps ensure that items brought forward for Council consideration reflect a broader interest among the governing body and allows staff to prioritize resources appropriately when preparing agendas.

The proposed ordinance would amend Article 1.03, Town Council, Section 1.03.036(a), "Agenda," of the Town of Bartonville Code of Ordinances to require that at least two Council Members, rather than one, request an item before it is placed on a future Town Council agenda, unless the item is requested by the Mayor, required by law, or brought forward by staff for operational or administrative purposes.

The intent of this amendment is to:

- Ensure that agenda items reflect matters of broader interest to the governing body.
- Assist staff in managing agenda preparation and allocating resources effectively.
- Promote efficient and focused Council meetings.

This approach is not intended to limit discussion or ideas from individual Council Members, but rather to provide a structured and consistent process for bringing items forward for formal Council consideration.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), "Agenda" of the Town of Bartonville Code of Ordinances relative to Council procedures as presented.

ATTACHMENTS:

- Ordinance

**TOWN OF BARTONVILLE
ORDINANCE NO. 798-26**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING THE TOWN OF BARTONVILLE CODE OF ORDINANCES, CHAPTER 1, "GENERAL PROVISIONS," ARTICLE 1.03, "TOWN COUNCIL," DIVISION 2, "MEETINGS AND RULES OF PROCEDURE," SECTION 1.03.036, "ORDER OF BUSINESS; AGENDA; PRESENTATIONS," SUBSECTION (A), "AGENDA," BY INCREASING THE NUMBER OF COUNCIL MEMBERS NEEDED TO HAVE A TOPIC PLACED ON THE AGENDA FROM ONE TO TWO; 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.

WHEREAS, the Town of Bartonville, Texas, is a Type A General Law Municipality located in Denton County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town of Bartonville, Texas ("Town"), is a general law municipality empowered under the Texas Local Government Code, Section 51.001, to adopt an ordinance or rule that is for the good government of the Town; and

WHEREAS, the Town Council has determined that amending Section 1.03.036 (a), "Agenda" to increase the number of Council Members required to place an item on the agenda from one to two will help ensure agenda items reflect matters of broader interest to the governing body, assist staff in managing agenda preparation and allocating resources effectively, and promoting efficient and focused Council meetings.

WHEREAS, the Town Council has determined that it is in the best interest of the health, safety, and welfare of its citizens to amend Chapter 1, "General Provisions", of the Code of Ordinances to modify the agenda process for the good government of the Town, to amend the Town Code as specified herein.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, THAT:

**SECTION 1.
INCORPORATION OF PREMISES**

The above and foregoing premises are true and correct legislative determinations of the Town Council and are incorporated herein and made a part hereof for all purposes.

SECTION 2. AMENDMENT

Chapter 1, "General Provisions", Article 1.03, "Town Council," Division 2, "Meetings and Rules of Procedure," Section 1.03.036, "Order of Business; Agenda; Presentations," Subsection (a), "Agenda" of the Code of Ordinances of the Town of Bartonville is hereby amended to be and read in its entirety as follows, and all other subsections and paragraphs of Section 1.03.036 not expressly amended hereby shall remain in full force and effect:

CHAPTER 1 General Provisions

ARTICLE 1.03 Town Council

DIVISION 2 Meetings and Rules of Procedure

SECTION 1.03.036 Order of Business; Agenda; Presentations

"(a) Agenda. The order of business of each meeting shall be as contained in the agenda prepared by the Town Secretary as approved by the Mayor. The agenda shall be a listing by topic of subjects to be considered by the Council. Any two members of the Council may, upon request, have any topic or subject placed on the agenda, unless prohibited by law. Conduct of business at special meetings will likewise be governed by an agenda and rules of procedure contained herein in accordance with State law.

..."

SECTION 3. SEVERABILITY

It is hereby declared to be the intention of the Town Council of the Town of Bartonville, Texas, that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 4. CUMULATIVE REPEALER

This Ordinance shall be cumulative of all other Ordinances of the Town and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance takes effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other

Ordinances on this date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

**SECTION 5.
ENGROSS AND ENROLL**

The Town Secretary of the Town of Bartonville is hereby directed to engross and enroll this Ordinance by copying the exact Caption and the Effective Date clause in the minutes of the Town Council of the Town of Bartonville and by filing this Ordinance in the Ordinance records of the Town.

**SECTION 6.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect upon passage and publication of its caption, as the law in such cases provides.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington,
Mayor

ATTEST:

Shannon Montgomery, TRMC
Town Secretary



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Patricia Adams, Town Attorney

AGENDA ITEM: Discuss and consider approval of a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator.

SUMMARY:

On April 15, 2025, the Town Council appointed Kirk Riggs to serve in the dual role of Town Administrator and Chief of Police. Since that time, Mr. Riggs has consistently demonstrated the leadership, qualifications, and professional experience necessary to fulfill the responsibilities of both positions.

To support the continued advancement of the Town's administrative priorities and long-term strategic initiatives, Mr. Riggs has voluntarily elected to step down from the position of Chief of Police with the full support of the Mayor and Town Council. The Town Council recognizes and appreciates the leadership and service Mr. Riggs provided during his tenure as Chief of Police and supports his transition to focusing on the responsibilities of Town Administrator in order to continue strengthening the Town's operations and future planning.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator as presented.

ATTACHMENTS:

- Resolution

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION NO. 2026-03**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING RESOLUTION NO. 2025-03; ACKNOWLEDGING THE VOLUNTARY DECISION OF KIRK RIGGS TO STEP DOWN FROM THE POSITION OF CHIEF OF POLICE WITH THE SUPPORT OF THE MAYOR AND TOWN COUNCIL; AFFIRMING THE CONTINUED APPOINTMENT OF KIRK RIGGS AS TOWN ADMINISTRATOR; REQUIRING A SURETY BOND IN THE AMOUNT OF \$50,000.00; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on April 15, 2025, desiring to appoint a qualified and capable individual to serve as Town Administrator in accordance with the Town's policies and ordinances, the Town Council of the Town of Bartonville, Texas ("Town Council"), adopted Resolution No. 2025-03 appointing Kirk Riggs to serve in the dual role of Town Administrator and Chief of Police (collectively, "Town Administrator/Chief of Police"); and

WHEREAS, at the time of adoption of Resolution No. 2025-03, Kirk Riggs had been serving as Chief of Police since March 1, 2024, and was serving as Acting Town Administrator; and

WHEREAS, since the adoption of Resolution No. 2025-03, Kirk Riggs has continued to demonstrate the leadership, qualifications, and professional experience necessary to fulfill the responsibilities of the Town Administrator/Chief of Police position; and

WHEREAS, to support the continued advancement of the Town's administrative priorities and long-term strategic initiatives, Mr. Riggs has voluntarily elected to step down from the position of Chief of Police with the full support of the Mayor and Town Council.; and

WHEREAS, the Town Council recognizes and appreciates the leadership and service provided by Kirk Riggs during his tenure as Chief of Police and supports his decision to focus his efforts on the responsibilities of Town Administrator; and

WHEREAS, the Town Council has appointed a person to serve in the position of Chief of Police pursuant to Article 9.05, "Police Department," of the Code of Ordinances, and Mr. Riggs will continue to maintain his commission as a peace officer for the Town; and

WHEREAS, having appointed a person to serve as Chief of Police, the Town Council hereby affirms the continuation of the appointment of Kirk Riggs as the Town Administrator; and

WHEREAS, the terms of compensation and employment for the Town Administrator shall be as established pursuant to personnel policies and the adopted Town budget consistent with the offer letter presented to and accepted by Kirk Riggs; and

WHEREAS, the Town Council finds and determines that the continued appointment of Kirk Riggs as Town Administrator is authorized by Town policy, ordinance, and Texas law, and is necessary to ensure the efficient operation of the Town without interruption of services, thereby serving the health, safety, and welfare of the residents of the Town and the general public; and

WHEREAS, pursuant to applicable laws and regulations, a surety bond is required for the Town Administrator in the amount of \$50,000.00 to ensure the faithful performance of duties.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1. That the recitals above are true and correct and are incorporated into this resolution as if fully set forth herein.

SECTION 2. That the voluntary decision of Kirk Riggs to step down from the position of Chief of Police is hereby acknowledged and supported by the Mayor and Town Council.

SECTION 3. That the appointment of Kirk Riggs to serve as the Town Administrator shall continue without interruption, effective immediately upon passage of this resolution.

SECTION 4. That Town Administrator Kirk Riggs shall continue to serve pursuant to and consistent with Division 2, "Town Administrator," of Article 9.04, "Officers and Employees," of the Code of Ordinances and the adopted personnel policies of the Town, with compensation approved by the Town Council pursuant to the adopted Town Budget, and shall also continue as a licensed peace officer for the Town of Bartonville Police Department.

SECTION 5. That Kirk Riggs shall be bonded in the amount of \$50,000.00 as a surety for the faithful performance of duties pursuant to Section 9.04.033, with the cost of the bond to be paid by the Town.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discuss and consider rescheduling the May 19, 2026, Council Meeting due to Primary Run-Off Early Voting being scheduled for May 18, 2026 through May 22, 2026.

SUMMARY:

Town Hall will be used as a polling location for the Primary Runoff Early Voting from May 18–22, 2026, and Election Day, Tuesday, May 25, 2026. Staff is requesting that the May meeting be moved to the week of May 11, 2026.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Discuss alternative meeting dates and consider a motion to reschedule the May meeting to a mutually agreed upon date.

ATTACHMENTS: N/A