



# SPECIAL EVENTS ADVISORY COMMITTEE MEETING AGENDA

March 19, 2025 at 5:00 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 Committee, please fill out a "Public Meeting Appearance Card" and present it to the Recording Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Committee 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 Committee during the Public Presentation portion of the meeting or when the item is considered by the Committee.*

**D. REGULAR ITEMS**

1. Discuss and consider approval of the March 4, 2025 Regular Meeting Minutes.
2. Discussion of the Bartonville Spirit Day celebration.
3. Discuss and schedule the next Special Events Advisory Committee meeting.
4. Committee to walk event space and diagram layout.

**E. ADJOURNMENT**

### 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/ Andrea Carpenter, Deputy Town Secretary

Posted: March 14, 2025 prior to 4:00 PM

Agenda Removed from Town of Bartonville Bulletin Board on: \_\_\_\_\_

By: \_\_\_\_\_, Title: \_\_\_\_\_



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE**                    March 19, 2025

**FROM:**                    Andrea Carpenter, Deputy Town Secretary

**AGENDA ITEM:**    Discuss and consider approval of the March 4, 2025 Regular Meeting Minutes.

**SUMMARY:**

The Special Events Committee held a meeting on March 4, 2025.

**RECOMMENDED MOTION OR ACTION:**

Approve the March 4, 2025 Special Events Committee Meeting Minutes.

**ATTACHMENTS:**

- March 4, 2025 Special Events Committee Meeting Minutes.

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 4<sup>th</sup> DAY OF MARCH 2025, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT, CONSTITUTING A QOURUM:**

Lori Van Alstine, Chair  
Kathy Daum, Vice Chair  
Margie Arens, Committee Member/Council Member Place 5  
Donna Baumgarner, Committee Member  
Sean Stenovitch, Committee Member  
Randy Van Alstine, Committee Member

*Committee Member Absent:*

Keith Crandall, Committee Member/Council Member Place 4

*Town Staff Present:*

Andrea Carpenter, Deputy Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 5:00 p.m.

**B. PLEDGE OF ALLEGIANCE**

Chair Van Alstine led the Pledge of Allegiance.

**C. PUBLIC PARTICIPATION**

*If you wish to address the Committee, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins.*

There was none.

**D. REGULAR ITEMS**

**1. Discuss and consider approval of the February 4, 2025 meeting minutes.**

Motion made by Committee Member Van Alstine, seconded by Committee Member Stenovitch to approve the February 4, 2025 meeting minutes as presented. Motion carried unanimously.

**2. Discussion of Spirit Day celebration.**

The Committee discussed options and cost for food vendors and balloons. A strategy for blocking Jeter Road for the celebration was determined, and a fire truck being present at the event was considered. Invoices for a bounce house and face painter were reviewed, and logistics of a car show were discussed. The Committee mentioned the need for a design for postcards and signs/banners, as well as a timeline for marketing notices.

**E. ADJOURNMENT**

Chair Van Alstine adjourned the meeting at 5:59 p.m.

**APPROVED this the 19th day of March 2025.**

APPROVED:

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Lori Van Alstine, Chair

ATTEST:

\_\_\_\_\_  
Andrea Carpenter, Deputy Town Secretary

DRAFT