



SPECIAL EVENTS ADVISORY COMMITTEE AGENDA

November 14, 2023 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

D. REGULAR ITEMS

1. Discuss and consider approval of the May 17, 2023 Regular Meeting Minutes.
2. Discuss and consider approval of the October 23, 2023 Regular Meeting Minutes.
3. Recap of the Town's 50th Anniversary Celebration.
4. Discussion of the Christmas Tree Lighting Celebration.
5. Discussion of the Memorial Day Celebration.

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: November 8, 2023 at 4:15 PM

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



SPECIAL EVENTS COMMITTEE COMMUNICATION

DATE November 14, 2023

FROM: Andrea Carpenter, Deputy Town Secretary

AGENDA ITEM: Discuss and consider approval of the May 17, 2023 Regular Meeting Minutes.

SUMMARY:

The Special Events Committee held a meeting on May 17, 2023.

RECOMMENDED MOTION OR ACTION:

Approve the May 17, 2023 Special Events Committee Meeting Minutes.

ATTACHMENTS:

- May 17, 2023 Special Events Committee Meeting Minutes.

THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE HELD ON THE 17th DAY OF MAY 2023, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, AT 6:30 P.M.

The Special Events Advisory Committee met in a meeting with the following members present:

Margie Arens, Committee Member/Council Member Place 5
Melissa DeWitt, Alternate
Jim Roberts, Committee Member/Councilmember Place 1
Lori Van Alstine, Committee Member
Randy Van Alstine, Chair

With the following member(s) absent:

Brenda Brown, Committee Member
Sean Stenovitch, Committee Member

Also present: Thad Chambers, Town Administrator.

A. CALL TO ORDER

Randy Van Alstine called the meeting to order at 6:30 p.m.

B. PUBLIC PARTICIPATION

There was none.

C. REGULAR ITEMS

1. Consider approval of the May 2, 2023, meeting minutes.

Lori Van Alstine moved to approve the May 2, 2023, meeting minutes. The motion was seconded by Councilman Arens. The motion carried 5 to 0.

2. Discussion on the Town's 50th Anniversary Celebration.

The Committee considered holding the event on private property, as well as the date and time for the celebration. Blocking off Jeter Road was discussed, as was ensuring that the mailbox at Town Hall would be accessible. The Committee determined that a 'Save the Date' would be sent out, and considered which activities would be available at the celebration.

3. Discussion on Christmas Tree Lighting event/celebration:

The committee discussed the possibility of partnering with the Bartonville Town Center on this event, and considered alternate venues.

F. ADJOURNMENT

Randy Van Alstine adjourned the meeting at 7:30 p.m.

APPROVED this the 14th day of November 2023.

Approved:

Randy Van Alstine, Chair

Attest:

Andrea Carpenter, Deputy Town Secretary



SPECIAL EVENTS COMMITTEE COMMUNICATION

DATE November 14, 2023

FROM: Andrea Carpenter, Deputy Town Secretary

AGENDA ITEM: Discuss and consider approval of the October 23, 2023 Regular Meeting Minutes.

SUMMARY:

The Special Events Committee held a meeting on October 23, 2023.

RECOMMENDED MOTION OR ACTION:

Approve the October 23, 2023 Special Events Committee Meeting Minutes.

ATTACHMENTS:

- October 23, 2023 Special Events Committee Meeting Minutes.

THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 23rd DAY OF OCTOBER 2023, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT, CONSTITUTING A QOURUM:

Margie Arens, Committee Member/Council Member Place 5
 Brenda Brown, Committee Member
 Melissa DeWitt, Alternate
 Jim Roberts, Committee Member/Council Member Place 1
 Sean Stenovitch, Committee Member
 Lori Van Alstine, Committee Member
 Randy Van Alstine, Chair

Committee Member Absent:

None

Town Staff Present:

Thad Chambers, Town Administrator
 Andrea Carpenter, Deputy Town Secretary

A. CALL MEETING TO ORDER

Chair Van Alstine called the meeting to order at 5:02 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 October 10, 2023 meeting minutes.

Motion made by Committee Member Van Alstine, seconded by Committee Member Stenovitch to approve the October 10, 2023 meeting minutes as presented. Motion carried unanimously.

2. Discussion of the Town's 50th Anniversary Celebration.

The Committee noted that this was the last meeting before the celebration, and decided that if there is bad weather the day of the event, they will proceed as planned. The Committee discussed setting up for the event beginning the day before, and decided to cancel the T-shirt raffle. It was decided that Mayor Carrington would welcome everyone to the event by reading a Proclamation and introducing the band. Delivery of trash receptacles, balloons, and barricades was confirmed, and payment method for vendors was considered.

3. Discussion of Christmas Tree Lighting Celebration.

The Committee discussed moving the tree to its permanent storage location. The Committee noted that the planned location for the tree at the event site would have to change, and a site visit was discussed. The possibility of moving the event to Town Hall was considered.

E. ADJOURNMENT

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

APPROVED this the 14th day of November 2023.

APPROVED:

ATTEST:

Randy Van Alstine, Chair

Andrea Carpenter, Deputy Town Secretary