



## SPECIAL EVENTS ADVISORY COMMITTEE MEETING AGENDA

February 20, 2024 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 January 30, 2024 Regular Meeting Minutes.
2. Discussion of Memorial Day Celebration.
3. Discussion of Town time capsule.
4. Discussion of Christmas Tree Lighting Celebration 2024.

**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: February 15, 2024 at 11:30 AM

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

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



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** February 20, 2024

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

**AGENDA ITEM:** Discuss and consider approval of the January 30, 2024 Regular Meeting Minutes.

**SUMMARY:**

The Special Events Committee held a meeting on January 30, 2024.

**RECOMMENDED MOTION OR ACTION:**

Approve the January 30, 2024 Special Events Committee Meeting Minutes.

**ATTACHMENTS:**

- January 30, 2024 Special Events Committee Meeting Minutes.

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 30<sup>th</sup> DAY OF JANUARY 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT, CONSTITUTING A QUORUM:**

Margie Arens, Committee Member/Council Member Place 5  
 Melissa DeWitt, Alternate  
 Sean Stenovitch, Committee Member  
 Lori Van Alstine, Committee Member  
 Randy Van Alstine, Chair

*Committee Member Absent:*

Brenda Brown, Committee Member  
 Jim Roberts, Committee Member/Councilmember Place 1

*Town Staff Present:*

Andrea Carpenter, Deputy Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 5:03 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 November 14, 2023 meeting minutes.**

Motion made by Committee Member Arens, seconded by Committee Member Stenovitch to approve the November 14, 2023 meeting minutes as presented. Motion carried unanimously.

**2. Discussion of Memorial Day Celebration.**

The Committee considered the date of the celebration and decided on Monday May 27<sup>th</sup>. Advertising for the event was discussed as were decorations & activities. A car show, carnival games, bounce houses, and a live band and dance floor were all considered. The Committee discussed asking local restaurants to donate food for the event. A farmers market and cooking competition were also considered. It was determined that there would be a veteran's appreciation at the event, and the possibility of including boy scouts and JROTC members was considered.

**3. Discussion of Town time capsule.**

The Committee discussed which items to include in the time capsule. A t-shirt and pictures from the 50<sup>th</sup> Anniversary Celebration were considered, as well as older pictures and a copy of the Town land use plan. It was decided that the time capsule would be established at the Memorial Day Celebration and would be housed permanently at Town Hall.

**4. Discussion of Christmas Tree Celebration for 2024.**

The location and date of the celebration were discussed, and an area next to Town Hall was found to be most favorable. Deputy Town Secretary Carpenter informed the Committee that the proposed area is owned primarily by a private property owner and not the Town, and proposed an agreement with said property owner which would allow the Town to hold the event at that location. The Committee discussed having the tree set-up take place November 23<sup>rd</sup> or 24<sup>th</sup>, and the Celebration take place December 1<sup>st</sup>. It was decided that the current size of the tree is sufficient, and no additional parts need to be purchased at this time.

**E. ADJOURNMENT**

Randy Van Alstine adjourned the meeting at 5:52 p.m.

**APPROVED this the 20<sup>th</sup> day of February 2024.**

APPROVED:

ATTEST:

\_\_\_\_\_  
Randy Van Alstine, Chair

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