



## **SPECIAL EVENTS ADVISORY COMMITTEE AGENDA**

**April 11, 2023 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**

**D. REGULAR ITEMS**

- 1.** Consider approval of the March 29, 2023, meeting minutes.
- 2.** Discussion on the Town's 50th Anniversary Celebration.
- 3.** Discussion on Christmas Tree Lighting event/celebration.

**E. ADJOURNMENT**

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/ Tammy Dixon, Town Secretary

Posted: April 7, 2023 at 11:30 AM



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** April 11, 2023

**FROM:** Tammy Dixon, Town Secretary

**AGENDA ITEM:** Consider approval of the March 29, 2023, meeting minutes.

**SUMMARY:**

A meeting was held on March 29, 2023.

**ATTACHMENTS:**

Draft meeting minutes.

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE HELD ON THE 29<sup>TH</sup> DAY OF MARCH 2023, AT BARONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, AT 6:30 P.M.**

Item D1.

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

Jim Roberts, Councilmember Place 1  
Keith Crandall, Councilmember Place 4  
Randy Van Alstine  
Lori Van Alstine  
Brenda Brown  
Sean Stenovitch  
Melissa DeWitt, Alternate

and Margie Arens, Councilmember Place 5 Elect

Also present: Thad Chambers, Town Administrator; and Tammy Dixon, Town Secretary.

**A. CALL TO ORDER**

Keith Crandall called the meeting to order at 6:30 p.m.

**B. PUBLIC PARTICIPATION**

There was none.

**C. REGULAR ITEMS**

1. Discuss and consider nominations and election of Chair.

Jim Roberts moved to nominate Randy Van Alstine as Chair. The motion was seconded by Keith Crandall. The motion carried 6 to 0.

2. Discuss and consider nominations and election of Vice Chair.

Jim Roberts moved to nominate Brenda Brown as Vice Chair. The motion was seconded by Lori Van Alstine. The motion carried 6 to 0.

3. Discussion on procedures and meeting dates.

The Committee discussed meeting more frequently in the beginning before setting up regularly scheduled meetings. It was agreed that the next meeting would be held on April 11, 2023. Keith Crandall explained Marjorie Arens, Councilmember Elect, was present and providing input as she will assume the Council position on the Board once she is sworn into office in May and he or Jim Roberts would then step down.

4. Discussion on ideas for and planning of the Town's 50th Anniversary Celebration.

The Committee discussed dates and possible locations for the event including the Lantana Community Church, the Bartonville Town Center, or possibly a resident's private property.

The following dates were selected in order of preference: Saturday, October 28<sup>th</sup>, Saturday, October 14<sup>th</sup>, and Saturday, November 4<sup>th</sup>, with a time frame between 9 am – 6 pm, with the event to be held 12:00 p.m.– 4 p.m.

Ms. Dixon stated she would provide to the Committee members a document with links and information she came across regarding city anniversary celebrations.

Following discussion, Ms. Dixon stated she would verify with the Town's Insurance carrier and the Town Attorney regarding answers to the following questions:

1. *If the Town sponsors an event, can the Town prevent non-residents from attending?*
2. *What would be required for the Town to utilize private property (a resident's property) for a Town sponsored event?*
3. *What type of insurance coverage would be required?*
4. *Can the Town accept and/or solicit donations/sponsorships for a Town sponsored event?*
5. *Would the Town be able to have a vendor provide beer and wine?*

Ms. Dixon stated she would also contact the Lantana Community Church and the Bartonville Town Center for availability to utilize their facilities for the 50<sup>th</sup> Anniversary Celebration with the proposed dates and times.

A discussion ensued regarding a theme and activities which included a picnic type celebration in reflection of the former Spirt Days event, a car show, chili cookoff, corn hole, etc.

Brenda Brown provided a summary of the Texas Food Establishment Rules which prohibits homemade food items for an event and explained there were strict requirements for food vendors. She volunteered to provide her catering services for the event at no charge.

Additional discussion items included providing T-shirt sales utilizing Pan Ector who can provide live printing; and contacting the Denton County Emergency Services District to provide a first-aid area.

A brief discussion then ensued regarding a Christmas Tree Lighting event/celebration. Ms. Dixon stated the Bartonville Town Center management had expressed interest in the past to co-sponsor such an event with the Town. She stated she would reach out to them to coordinate a meeting.

**F. ADJOURNMENT**

Keith Crandall adjourned the meeting at 6:45 p.m.

APPROVED this the \_\_\_\_\_ day of April 2023.

Approved:

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

Attest:

\_\_\_\_\_  
Tammy Dixon, Town Secretary



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** April 11, 2023  
**FROM:** Tammy Dixon, Town Secretary  
**AGENDA ITEM:** Discussion on the Town's 50<sup>th</sup> Anniversary Celebration.

**SUMMARY:**

**Suggested Locations:** The Committee suggested the following: Lantana Community Church, the Bartonville Town Center, or possibly private property within the Town.

**Suggested Dates:** Saturday, October 28<sup>th</sup>, Saturday, October 14<sup>th</sup>, and Saturday, November 4<sup>th</sup>

**Suggested Time:** Event: 12:00 p.m. – 4:00 p.m. (Setup/Teardown 9 a.m. – 6 p.m.)

The Lantana Community Church parking lot and fields are available on October 14<sup>th</sup> and November 4<sup>th</sup>.

The Bartonville Town Center has not confirmed use of location as of this writing.

**Private Residence:** If a private residence is utilized, the Town must have an approved written agreement between the property owner and the Town.

Staff will present additional information at the meeting with respect to the questions that were asked during the March 29<sup>th</sup> meeting regarding insurance coverage and other legal matters.



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** April 11, 2023

**FROM:** Tammy Dixon, Town Secretary

**AGENDA ITEM:** Discussion on Christmas Tree Lighting event/celebration.

**SUMMARY:**

At the March 29<sup>th</sup> meeting, the committee discussed having a Christmas Tree Lighting event/celebration.

Staff received a response from the Bartonville Town Center property management company regarding a meeting request to discuss co-sponsoring this event.