



Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, March 25, 2024, at 6:30 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Commission Members

Brenda Medcalf, Chair
Darrell Debish, Vice Chair
Susan Warwick, Secretary
Brian Daniel
Lisa Garza
Sharon Goss
Mark Handley
Clinton Holtzendorf
Dee Marsh
Michael Monaghan
Jeff Shindler
Brad Thomas
Brian Varnell

Staff, Consultants, & Appointed/Elected Officials

Parks & Community Services Director Andy Binz
Community Events Coordinator Johnna Krantz
Content Marketing Specialist Stephanie Hartnett
Council Member Sherrie Parks

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Commission on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Commission that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Commission must present the documents to the City Secretary or City Attorney providing at least fifteen (15) copies; if fifteen (15) copies are not provided, the Commission will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

MINUTES

- 1. Approval of the March 11, 2024, Founders Day Commission regular meeting minutes.**

BUSINESS

- 2. Discuss and consider possible action regarding Founders Day Commission meetings for April and May.**

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

- 3. Arts & Crafts Committee**
Commissioner Monaghan
- 4. Carnival & Food Committee**
Commissioners Goss and Warwick
- 5. Entertainment Committee**
Commissioners Daniel, Holtzendorf and Thomas
- 6. Parade Committee**
Commissioners Medcalf and Varnell
- 7. Publicity Committee**
Commissioners Daniel, Holtzendorf, Marsh and Thomas
- 8. Sanitation Committee**
Commissioners Debish, Holtzendorf and Shindler
- 9. Security Committee**
Commissioners Debish, Handley and Medcalf
- 10. Site Plan Committee**
Commissioners Debish, Medcalf, Monaghan and Shindler
- 11. Sponsorship & Underwriting Committee**
Commissioners Daniel, Debish and Marsh
- 12. Traffic Committee**
Commissioners Debish and Medcalf
- 13. Volunteer Committee**
Community Events Coordinator Johnna Krant
- 14. Budget Committee**
Commissioners Garza and Medcalf, and Community Events Coordinator Johnna Krantz

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

UPCOMING MEETINGS

Founders Day Commission Meetings

April 20, 2024, at 9:00 a.m. (Stephenson Building)

April 22, 2024, at 6:30 p.m.

May 13, 2024, at 6:30 p.m.

City Council Meetings

April 2, 2024, at 6:00 p.m.

April 16, 2024, at 6:00 p.m.

May 7, 2024, at 6:00 p.m.

May 21, 2024, at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING

*I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, www.cityofdrippingsprings.com, on **March 22, 2024, at 4:00 p.m.***

Cathy Gieselman, Deputy City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, March 11, 2024, at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Commission Vice Chair Debish called the meeting to order at 6:31 pm.

Commission Members present

Brenda Medcalf, Chair
 Darrell Debish, Vice Chair
 Susan Warwick, Secretary
 Lisa Garza
 Sharon Goss
 Clinton Holtzendorf
 Dee Marsh
 Michael Monaghan
 Jeff Shindler

Commission Members absent

Brian Daniel
 Mark Handley
 Brad Thomas
 Brian Varnell

Staff, Consultants, & Appointed/Elected Officials present

Parks & Community Services Director Andy Binz
 Community Events Coordinator Johnna Krantz
 Content Marketing Specialist Stephanie Hartnett
 City Attorney Laura Mueller
 Deputy City Attorney Aniz Alani
 Deputy City Administrator Shawn Cox

A motion was made by Commissioner Holtzendorf to excuse tonight's absences of Commissioners Daniel, Handley, Thomas, and Varnell. Commissioner Goss seconded the motion which carried unanimously 8 to 0.

PRESENTATION OF CITIZENS

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Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Commission must present the documents to the City Secretary or City Attorney providing at least fifteen (15) copies; if fifteen (15) copies are not provided, the Commission will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

Joe Peterson and the DS Rotary Club are in charge of the Ninja Shuttle Buses on Saturday of the event. He wanted to clarify specific opening and closing times for booths, carnival, and bands on Saturday. He also requested that someone contact DSISD to be sure the parking lot lights be left until midnight on Saturday evening.

MINUTES

1. **Discuss and consider approval of the February 26, 2024, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Monaghan to approve the February 26, 2024, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 8 to 0.

BUSINESS AGENDA

2. **Presentation, discussion, and possible action regarding the Founders Day Commission Fiscal Year 2025 recommendation and Budget Committee appointments.**

The Founders Commission subcommittee together with Shawn Cox and Johnna Krantz will prepare the preliminary Founders Day Commission Fiscal Year 2025 budget in May so that the budget can be finalized in June.

3. **Discuss and consider City Council recommendations regarding Amendments to Code of Ordinances Article 6.02, Division 2 Itinerant Vendor's License, and Division 3 Special Events.**

For Founders 2024, it is anticipated that only one new Itinerant Vendor License will be granted (that being to Flight Ice Cream being hosted at Acopon). Failure of an Itinerant License holder to adhere to the rules will result in the License holder having his license revoked. After Founders 2024 has concluded, Laura Mueller, Aniz Alani, Johnna Krantz, Commissioner Monaghan, and possibly others will update the Code of Ordinances Article 6.02, Itinerant Vendor's License, and Division 3 Special Events to clarify policy and eliminate loopholes.

Johnna Krantz will be in charge of the itinerant vendors, and will make sure they have insurance, are aware of festival rules, street closures, times to enter and exit the festival area, rules for food vendors, etc. City staff will also be available to assist if needed. The Commission requested to be informed of any special licenses issued, or anything that pertains to the Founders Day Festival.

4. Discuss and consider City Council recommendation regarding a Founders Day Participation Agreement between the City of Dripping Springs and the Knights of Columbus regarding Beer Sales for the 2024 Founders Day Festival.

Laura Mueller will draft the Participation Agreement between the City of Dripping Springs and the Knights of Columbus regarding Beer Sales for the Founders Day Festival according to the request of the Knights and the Founders Day Commission.

A motion was made by Commissioner Shindler to recommend City Council approval of a Founders Day Participation Agreement between the City of Dripping Springs and the Knights of Columbus regarding Beer Sales for the 2024 Founders Day Festival with the following conditions:

- a. \$600 for booth space for Beer Sales each year; and
- b. the agreement is to cover 4 years with 90-day written notice if the Knights choose not to participate in the event.

Commissioner Garza seconded the motion which carried unanimously 8 to 0.

5. Discuss and consider possible action regarding the location of Sponsorship Booths.

Commissioners Debish and Marsh and Coordinator Krantz are continuing to work on the best locations for several sponsors.

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

6. Arts & Crafts Committee
Commissioner Monaghan

Arts & Crafts vendor booths are full, with a waitlist.

7. Carnival & Food Committee
Commissioners Goss and Warwick

The Food vendor booths are full, with a waitlist.

8. Entertainment Committee
Commissioners Daniel, Holtzendorf and Thomas

Bands are locked in. Commissioner Thomas will determine measurements for Mercer Street stage banner.

9. Parade Committee
Commissioners Medcalf and Varnell

51 applications for parade entries have been received. PEC is the Parade Presenting Sponsor.

10. Publicity Committee

Commissioners Daniel, Holtzendorf, Marsh and Thomas

Marketing Specialist Hartnett will post real-time on social media during the event.

11. Sanitation Committee

Commissioners Debish, Holtzendorf and Shindler

Sanitation plans are in place.

12. Security Committee

Commissioners Debish, Handley and Medcalf

Everything is set with Spears Safeguard for security. Commission Chair Medcalf is communicating with Sheriff and Constable departments so that she has all information necessary to have checks ready to pay the officers at the completion of their shifts.

13. Site Plan Committee

Commissioners Debish, Medcalf, Monaghan and Shindler

FDC will be providing a 20' X 30' VIP Sponsors tent to be located in Roxie's parking lot. New sponsor Lifestyle Magazine will provide adult beverages and other furnishings for this area. Meaty Boys BBQ will provide sandwiches. There will also be a VIP Sponsors tent for seating near the stage (10'x20'), located behind the Flower Shop in the parking lot at Mercer Street and Old Fitzhugh Rd, similar to last year. The Commission needs contact information for the Day Care located in the DSISD building as they may be affected by the parade on Friday afternoon and evening.

14. Sponsorship & Underwriting Committee

Commissioners Daniel, Debish and Marsh

The committee is on track to have \$106,000 in sponsorships. Commissioners Marsh and Debish should be able to give a final list of sponsors to Marketing Specialist Hartnett by March 22.

15. Traffic Committee

Commissioners Debish and Medcalf

The Traffic Control Plan has been submitted to and approved by City Council and has been sent to TXDOT.

16. Volunteer Committee

Community Events Coordinator Johnna Krantz

Johnna Krantz has again asked that any additions and/or changes to the Volunteer Sign-Up Genius page be sent to her or Content Marketing Specialist Hartnett.

17. Budget Committee

Commissioners Garza and Medcalf, and Community Events Coordinator Johnna Krantz

Commissioner Garza requested that any expenditure numbers be sent to her.

The Founders Day Commission is saddened by the loss of Brian Daniel who passed away on Wednesday, March 6. Brian was a valuable member of the Commission for 8 years. He was a friend to us all and he will be missed.

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

The Commission did not meet in Closed Session.

UPCOMING MEETINGS

The Founders Day Commission needs to schedule another meeting during the first two weeks of April. The date will need to be determined.

Founders Day Commission Meetings

March 25, 2024, at 6:30 p.m.

April 20, 2024, at 9:00 a.m. (Saturday)

April 22, 2024, at 6:30 p.m.

City Council Meetings

March 19, 2024, at 6:00 p.m.

April 2, 2024, at 6:00 p.m.

April 16, 2024, at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Holtzendorf to adjourn the meeting. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:17 pm.

Susan Warwick

Susan Warwick, Founders Day Commission Secretary



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham, City Secretary

Commission Meeting Date: March 25, 2024

Agenda Item Wording: **Discuss and consider possible action regarding Founders Day Commission meetings for April and May.**

Agenda Item Requestor: Johnna Krantz, Events Coordinator

Summary/Background: In 2023, FDC meetings were amended to be held on the 2nd and 4th Monday, January – May, and the 2nd Monday, October – December.

April Meetings

During approval of the annual meeting calendar, the Commission selected to have the first meeting in April on Saturday, April 20th, as the regular meeting date of April 8th is the Eclipse Event and City Hall is closed. The second monthly meeting is scheduled for April 22nd. Staff is requesting an additional meeting in April prior to the Founders Day Festival, which will be a special called meeting. The following dates are available for a 6:30 p.m. meeting:

- Wednesday, April 3rd – Friday, April 5th
- Tuesday, April 9th – Friday, April 12th
- Monday, April 15th, and Thursday, April 18th – Friday, April 19th

May Meetings

During approval of the annual meeting calendar, the Commission selected to have only one meeting in May on the 13th which would be dedicated to Founders Day Wrap-Up and the 2025 Budget Recommendation. Staff is requesting an additional meeting in May for budget discussions, which would be a special called meeting. The following dates are available for a 6:30 p.m. meeting:

- Wednesday, May 1st – Friday, May 3rd
- Monday, May 6th, and Wednesday, May 8th – Friday, May 10th
- Monday, May 20th – Friday, May 24th
- Tuesday, May 28th – Friday, May 31st

**Recommended
Commission Actions:**

Staff is recommending that the Commission select additional meeting days in April and May in which at least a quorum of the Commission will be able to attend.

Attachments:

1. April Meeting Room Calendar
2. May Meeting Room Calendar
3. Approved Budget Calendar

Next Steps/Schedule:

1. Create meeting invites for selected meetings, and secure Council Chambers
2. Create special meetings in Essential
3. Add meeting to City website calendar

April 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2 6:00pm City Council & Board of Adjustment Meeting (cou) - Andrea Cunningham	3 9:30am CC Wrap Up & Agenda Planning Meeting (Zoom) - Andrea Cunningham	4 4:00pm Historic Preservation Commission Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	5	6
7	8 HOLIDAY: Eclipse	9 4:00pm TIRZ Board Agenda Planning Meeting (Zoom) - Andrea Cunningham	10 11:00am DSRP Board Regular Meeting (DSRP Event Center) - Andrea Cunningham	11	12	13
14	15 4:00pm TIRZ Board No. 1 & No. 2 Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	16 6:00pm City Council Regular Meeting (Council Chamber) - Andrea Cunningham	17 9:30am CC Wrap Up & Agenda Planning Meeting (Zoom) - Andrea Cunningham 6:00pm Parks & Recreation Commission Regular	18 10:00am Farmers Market Committee Regular 12:00pm Emergency Management 4:00pm Utility Commission Regular	19	20 6:30pm Founders Day Commission Regular Meeting (City Hall Council Chambers) - Andrea Cunningham
21	22 3:30pm Transportation Committee Regular Meeting (City Hall) 6:30pm Founders Day Commission Regular Meeting (City Hall)	23 6:00pm Planning & Zoning Commission Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	24 4:00pm Economic Development Committee Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	25	26	27
28	29	30	May 1	2	3	4

May 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2 4:00pm Historic Preservation Commission Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	3	4
5	6 4:00pm TIRZ Board Agenda Planning Meeting (Zoom) - Andrea Cunningham	7 6:00pm City Council & Board of Adjustment Meeting (cou) - Andrea Cunningham	8 9:30am CC Wrap Up & Agenda Planning Meeting (Zoom) - 11:00am DSRP Board Regular Meeting (DSRP Event Center) -	9	10	11
12	13 4:00pm TIRZ Board No. 1 & No. 2 Regular Meeting (City Hall) 6:30pm Founders Day Commission Regular Meeting (City Hall)	14 6:00pm Planning & Zoning Commission Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	15 6:00pm Parks & Recreation Commission Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	16 10:00am Farmers Market Committee Regular 12:00pm Emergency Management 4:00pm Utility Commission Regular	17	18
19	20 3:30pm Transportation Committee Regular Meeting (City Hall Council Chambers) - Andrea Cunningham	21 6:00pm City Council Regular Meeting (Council Chamber) - Andrea Cunningham	22 9:30am CC Wrap Up & Agenda Planning Meeting (Zoom) - 4:00pm Economic Development Committee Regular	23	24	25
26	27 HOLIDAY: Memorial Day	28	29	30	31	Jun 1