



FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX
Monday, March 27, 2023 at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Medcalf called the meeting to order at 6:34 pm.

Commission Members present were:

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

Staff, Consultants & Appointed/Elected Officials present were:

Parks & Community Services Director Andy Binz
Community Events Coordinator Johnna Krantz
City Treasurer Shawn Cox
Emergency Management Coordinator Roman Baligad
People & Communications Director Lisa Sullivan
Content Marketing Specialist Stephanie Hartnett
Council Member Sherrie Parks

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address

the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

No citizens spoke during the Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the February 27, 2023, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Debish to approve the February 27, 2023, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 13 to 0.

BUSINESS

- 2. Discuss and consider possible action regarding the use of Hotel Occupancy Tax (HOT) Funds for activities related to the Founders Day Festival.**

A motion was made by Commissioner Adams that the Founders Day Commission request HOT Funds for activities (transportation, the arts, and advertising) related to Founders Day Festival 2023. Commissioner Debish seconded the motion which carried unanimously 13 to 0.

City Treasurer Cox requested that Commissioner Adams send him an email outlining the categories, the specific way we would address that category, any information to back up the request, and the amounts of the Hotel Occupancy Tax Funds request. The City Attorney would review the request before it is presented it to the City Council at the April 4 meeting. If approved, the HOT Funds Budget and the Founders Day Budget would then be amended.

- 3. Discuss and consider possible amendment to the 2023 Founders Day site plan to include the parking lot at 299 Mercer Street as an in-kind sponsorship from the property owner, Scott Roberts.**

A motion was made by Commissioner Debish to approve the amendment to the 2023 Founders Day site plan to include the parking lot at 299 Mercer Street as an in-kind sponsorship from the property owner, Scott Roberts. Commissioner Marsh seconded the motion which carried unanimously 13 to 0.

Topics to be discussed at the next Commission Meeting include the two areas of the lot, electricity, entrance into the area, cleaning up the area, etc.

- 4. Discuss and consider approval for DSHS Stream Team to provide recycle bins for Founders Day.**

A motion was made by Commissioner Thomas to give approval for the DSHS Stream Team to provide recycle bins for Founders Day Festival. Commissioner Shindler seconded the motion which carried unanimously 13 to 0. They will concentrate in the cook-off area. Sponsor and students will monitor the bins, remove the recycle from the area, and replace the bags through-out the event.

STANDING COMMITTEE REPORTS

The following reports relate to the administration and planning of the Founders Day Festival. The Commission may provide staff direction; however, no action may be taken.

5. Arts & Crafts Committee

Commissioner Monaghan

Arts & Crafts vendor booths are full, with a waiting list.

6. Carnival & Food Committee

Commissioners Goss and Warwick

Food vendor booths are full, with a waiting list. Carnival tickets will go on sale 2 weeks prior to the event. A list of locations for ticket sales will be available for publication soon.

7. Entertainment Committee

Commissioners Thomas, Daniel and Holtzendorf

Agreements have been executed with and payment approved for most of the entertainers. Commissioner Thomas will be sure the last one(s) will be submitted this week. The line-up will be available for publication this next week.

8. Parade Committee

Commissioners Medcalf and Daniel

Fifty-one parade entries have been approved. Deadline for parade entries is this Friday, March 31. Trophies need to be ordered. The meeting with parade participants will be Thursday, April 13, at 6:30 pm at Dripping Springs Ranch Park.

9. Publicity Committee

Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan

FAQs have been updated. Entertainment line-up and location of carnival ticket sales will be added soon. Poster and banner of sponsors should be prepared this week. Articles about Founders Day are in the April issues of *City Magazine* and *DS Neighbors*.

10. Sanitation Committee

Commissioner Hans

Arrangements for dumpsters, hand washing stations and portable bathrooms are all completed. Commissioner Hans asked that the carnival use JBar for the portable toilets in the carnival if at all possible.

11. Security Committee

Commissioners Medcalf and Debish

A meeting on security will be on April 14, 2023 at 10:00 am. Arrangements for security are all completed.

12. Site Plan Committee

Commissioners Monaghan, Shindler and Medcalf

The parking lot at 299 Mercer St will be added to the site plan.

13. Sponsorship & Underwriting Committee

Commissioners Adams, Debish, Daniel and Marsh

Sponsorship money in-hand as of Monday, 3/27, is \$70,600. The banner recognizing sponsors should go up in the triangle at 12 and 290 during the second week of April. We are still looking for a parade sponsor.

14. Traffic & Parking Committee

Commissioners Medcalf and Debish

Bike racks have been ordered for the parade. They will be picked up after midnight on Friday.

15. Volunteer Committee

Community Events Coordinator Johnna Krantz

No report given.

UPCOMING MEETINGS

All members of the Founders Day Commission will meet at the Stephenson Building at 9 am on Saturday, April 22 to set-up for the event.

Founders Day Commission Meetings

April 10, 2023, at 6:30 p.m.

April 24, 2023, at 6:30 p.m.

May 8, 2023, at 6:30 p.m.

June 12, 2023, at 6:30 p.m.

City Council Meetings

April 4, 2023, at 6:00 p.m.

April 18, 2023, at 6:00 p.m.

May 2, 2023, at 6:00 p.m.

May 16, 2023, at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Daniel to adjourn the meeting. Commissioner Thomas seconded the motion which carried unanimously 12 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:28 pm.

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission