



# Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, January 22, 2024, at 6:30 PM

---

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Commission Chair Medcalf called the meeting to order at 6:33 pm.

#### *Commission Members present*

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

#### *Commission Members absent*

Brian Daniel  
Jeff Shindler

#### *Staff, Consultants, & Appointed/Elected Officials present*

Parks & Community Services Director Andy Binz  
Community Events Coordinator Johnna Krantz  
Content Marketing Specialist Stephanie Hartnett  
Deputy Public Works Director Craig Rice  
Emergency Management Coordinator Roman Baligad  
Mayor Bill Foulds

A motion was made by Commissioner Debish to excuse tonight's absences of Commissioners Daniel and Shindler. Commissioner Marsh seconded the motion which carried unanimously 10 to 0.

## **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.*

No one spoke during the Presentation of Citizens

## **MINUTES**

- 1. Discuss and consider approval of the January 8, 2024, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Debish to approve the January 8, 2024, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 10 to 0.

## **BUSINESS AGENDA**

- 2. Discuss and consider recommendation regarding budget for General Event Supplies related to the 2024 Founders Day Festival.**

Discussion continued about specifications and quantities of needed supplies and best vendor for each. These supplies will be ordered by Event Coordinator Krantz as early as possible prior to the event. If supplies are needed during the event, Coordinator Krantz asked that she be the one to purchase them.

- 3. Presentation and recommendation regarding Sanitation and Safety related to the 2024 Founders Day Festival Mighty Thomas Carnival. *John Hanschen***

Mighty Thomas Carnival owner and operator John Hanschen attended the meeting. Commissioners and Mr. Hanschen discussed dumpsters, portable toilets, location of scissor lift, security officers, etc. Mr. Hanschen will order his portable toilets from the same company as the Commission does. The Commission will send a map to Mr. Hanschen showing probable locations of dumpsters, portable toilets, scissor lift, etc. as soon as it is prepared. He indicated he could and would be easy to work with.

**4. Discuss and consider recommendations regarding the 2024 Founders Day Festival Traffic Control and Site Plan.**

All Committees need to provide any and all information that is needed to be included in the Site Plan so that the map can be finalized and the Traffic Control Plan can be finished, presented to City Council, and then submitted to TXDOT.

## **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.*

**5. Arts & Crafts Committee**

*Commissioner Monaghan*

Requests for Arts & Crafts booths are coming in. Ten spots on Mercer are being saved for sponsors.

**6. Carnival and Food Committee**

*Commissioners Goss and Warwick*

Food vendors are full. We are maintaining a waiting list. Carnival was discussed in item #3.

**7. Entertainment Committee**

*Commissioners Thomas, Daniel and Holtzendorf*

Most of the acts are booked. Entertainment should come in under budget. Committee is still planning to meet with the Masons concerning the use of their parking lot for the stage. One large RV, or possibly two smaller, will be rented instead of the three rented last year. We are not having the videographer this year so we will not need an RV for him.

**8. Parade Committee**

*Commissioners Varnell and Medcalf*

All commissioners need to come up with ideas for this year's theme for the parade. Application forms will be posted March 1. Last year's parade sponsor Abacus Plumbing, AC & Electrical will be offered the parade sponsorship for half the price (because we were unable to have the parade last year.)

**9. Publicity Committee**

*Commissioners Marsh, Thomas, Daniel, and Holtzendorf*

The Commission feels the festival attendance is already large enough crowds that additional advertising for the event is unnecessary.

**10. Sanitation Committee**

*Commissioners Shindler, Holtzendorf, and Debish*

Sanitation committee will meet with Coordinator Krantz to go over quotes for sanitation services and make final decisions. The committee is getting a quote in the \$10,000 price range for a comprehensive clean-up service.

**11. Security Committee**

*Commissioners Debish, Handley, and Medcalf*

2024 Participation Agreements for security companies and all other services are being prepared. DS Rental will be an in-kind sponsor at the silver or gold level. Coordinator Krantz will follow up with Sunbelt this week. Invoices for Fire and EMS should come in before the next meeting. Chair Medcalf will work on the draft list for the off-duty officers.

**12. Site Plan Committee**

*Commissioners Metcalf, Debish, Shindler, and Monaghan*

Coordinator Krantz will arrange for the hiring of the shuttle busses. Joe Peterson with the DS Rotary Club will supervise the shuttle busses on Saturday of the event. The route and pick-up and drop-off areas will be the same as last year. The agreement with DSISD for busses using DSISD parking lots will be rolled into the Lions Club agreement along with the carnival being partially placed on DSISD property.

**13. Sponsorship & Underwriting Committee**

*Commissioners Debish, Marsh and Daniel*

Early Bird specials are continuing through January 31. After January 31, prices will increase from \$250 to \$300 for the Family Level, from \$500 to \$600 for the Bronze Level, from \$1000 to \$1500 for the Silver Level, and \$2500 to \$3000 for the Gold Level. The city is recommending some stipulations on sponsorships involving alcohol sales: a minimum sponsorship of \$10,000 plus a percentage of the weekend alcohol sales or an increased fee to possibly \$12,000 or \$15,000 if no percentage is taken. City Council recommended no more than 5 such sponsorships permitting alcohol sales should be allowed at the event per year. The Committee feels that the increased fee would be the preferred option for alcohol sales sponsorships.

**14. Traffic Committee**

*Commissioners Medcalf and Debish*

Discussed in Item #4.

**15. Volunteer Committee**

*Community Events Coordinator Krantz*

List of volunteers with duties will be finalized at the next meeting so that the Sign-up Genius can be set up.

**16. Budget Committee**

*Commissioners Medcalf, Garza, and Community Events Coordinator Johnna Krantz*

If proposed figures hold, we are still looking for \$48,750 in sponsorships. Commissioners Medcalf and Garza will handle acquiring the golf carts for the event.

**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.*

There was no closed session.

**UPCOMING MEETINGS**

**Founders Day Commission Meetings**

February 26, 2024, at 6:30 p.m.

March 11, 2024, at 6:30 p.m.

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

April, 20, 2024, at 6:30 p.m.

**City Council Meetings**

February 6, 2024, at 6:00 p.m.

February 20, 2024, at 6:00 p.m.

March 5, 2024, at 6:00 p.m.

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

**ADJOURN**

A motion was made by Commissioner Holtzendorf to adjourn the meeting. Commissioner Thomas seconded the motion which carried unanimously 10 to 0.

This regular meeting of the Founders Day Commission was adjourned at 7:54 pm.

*Susan Warwick*

*Susan Warwick, Founders Day Commission Secretary*