



# FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, October 23, 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 6:35 p.m.

**Commission Members present were:**

Brenda Medcalf, Chair  
Susan Warwick, Secretary  
Darrell Debish  
Lisa Garza  
Sharon Goss  
Clinton Holtzendorf  
Michael Monaghan  
Jeff Shindler  
Brian Varnell

**Commission Members absent were:**

Jake Adams, Vice Chair  
Brian Daniel  
Dee Marsh  
Brad Thomas

**Staff, Consultants & Elected/Appointed Officials present were:**

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

A motion was made by Commissioner Debish to excuse tonight's absences of Commissioners Adams Daniel, Marsh, and Thomas. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

### 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 September 11, 2023, Founders Day Commission**

A motion was made by Commissioner Debish to approve the September 11, 2023, Founders Day Commission regular meeting minutes. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

## **BUSINESS**

### **2. Discuss and consider possible action regarding the 2024 Founders Day Event site plan.**

Discussion included the possibility of early voting occurring at either the old DSISD Administration Building or at the old Walnut Springs Elementary School during the Founders Day Event and what adjustments the Commission would make to accommodate the voting on Friday, April 26, from approximately 3:00 pm to 7:15 pm. Changes to the Traffic Control Plan will be sent to the City Engineer so he can finalize the plan.

### **3. Discuss and consider possible action regarding Appointment recommendation for At-Large Commissioners with terms expiring June 30, 2023.**

Commission Chair Medcalf and Events Coordinator Krantz will set up Zoom interviews of possible candidates for At-Large Commissioner.

### **4. Discuss and consider approval of a recommendation regarding Amendments to the Founders Day Commission annual meeting schedule.**

A motion was made by Commissioner Debish to approve the Amendments to the Founders Day Commission annual meeting schedule. Commissioner Garza seconded the motion which carried unanimously 8 to 0.

### **5. Discuss and consider approval of the 2024 Founders Day Commission meeting calendar.**

Via unanimous consent the Commission approved the schedule with the following changes:

- February 19: reschedule to Monday, February 26
- April 8: reschedule to Saturday 9:00 am on April 20
- May 27: cancel
- October 14: reschedule to Monday, October 28
- November 11: cancel

## **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.*

**6. Arts & Crafts Committee**

*Commissioner Monaghan*

Working on dates to post forms.

**7. Carnival & Food Committee**

*Commissioners Goss and Warwick*

Food vendors are set.

The Carnival Committee will talk with John at the carnival about the need for extra security in the carnival area. Security Committee will help with this.

**8. Entertainment Committee**

*Commissioners Thomas, Daniel and Holtzendorf*

Entertainment committee is planning to meet in the next month or so.

**9. Parade Committee**

*Commissioners Medcalf and Holtzendorf*

No report given.

**10. Publicity Committee**

*Commissioners Holtzendorf, Daniel, Marsh and Stephanie Hartnett*

Remove Commissioner Adams from the committee as he is resigning from the Commission. A new chairman of the Publicity Committee needs to be named. Can Marketing Specialist Hartnett be added to this Publicity Committee please.

No report given.

**11. Sanitation Committee**

*Commissioners Holtzendorf (Chair), Debish, and Shindler*

Searching for a company to do clean-up that we can afford. We might have to consider only Sunday night clean-up by a company. Also, adding a dumpster and more portable toilets to the carnival area.

**12. Security Committee**

*Commissioners Medcalf and Debish*

Getting bids on renting a scissor-lift for the event to be placed in the carnival area. Need City Treasurer Cox's name on bid requests. Events coordinator Krantz requested that Commissioner Debish to send list of rental equipment needed so she can seek bids under the City's account with Sunbelt Rentals.

**13. Site Plan Committee**

*Commissioners Monaghan, Shindler and Medcalf*

Please place the following two items on the agenda for the next meeting:

- (1) Discuss the Roxie parking lot.
- (2) Where are the property boundaries surrounding the Masonic Lodge?

**14. Sponsorship & Underwriting Committee**

*Commissioners Debish, Daniel and Marsh*

Remove Adams from this committee. A new chairman needs to be named.

Committee is in the process of acquiring sponsors.

**15. Traffic & Parking Committee**

*Commissioners Medcalf and Debish*

Changes to the Traffic Control Plan will be sent to the City Engineer so he can finalize the plan.

**16. Volunteer Committee**

*Community Events Coordinator Johnna Krantz*

Committees need to let Coordinator Krantz know if volunteers are needed, and if so, how many, what times, and what is the job description.

**17. Budget Committee Report**

*Commissioner Medcalf (Chair) and Garza, and Community Events Coordinator Johnna Krantz*

Budget Committee requested a detailed copy of 2022 - 2023 fiscal year accounting. Coordinator Krantz sent the link.

An article in Community Impact gave the perception that the City funds the Founders Day Event. It is causing a problem with acquiring sponsors for the event because the potential sponsor doesn't see a need to sponsor if the city is paying for the event. The Founders Day Commission requests that the city follow up with Community Impact and request that CI corrects this misperception.

**UPCOMING MEETINGS**

**Founders Day Commission Meetings**

November 13, 2023, at 6:30 p.m.

December 11, 2023, at 6:30 p.m.

**City Council Meetings**

November 7, 2023, at 6:00 p.m. (CC & BOA)

November 21, 2023, at 6:00 p.m. (CC)

December 5, 2023, at 6:00 p.m. (CC & BOA)  
December 19, 2023, at 6:00 p.m. (CC)

## **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 8:07 pm.

*Susan Warwick*

---

Susan Warwick, Secretary  
Founders Day Commission