



# PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, April 03, 2023 at 6:00 PM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Paul Fushille, Chair  
Matthew Fougerat, Vice Chair  
Olivia Barnard  
Hope Boatright  
Kristy Caldwell  
Dustin Cloutier  
Tara Satine  
Joe Wright

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

Parks & Community Services Director Andy Binz  
DSRP Manager Emily Nelson  
Farmers Market Manager Charlie Reed  
Aquatics & Athletics Manager Mack Rusick  
Community Events Coordinator Johnna Krantz  
Deputy City Secretary Cathy Gieselman

### 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 the 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 Commission. It is the request of the Commission 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. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.*

### MINUTES

- 1. Discuss and consider approval of the March 6, 2023, Parks & Recreation Commission regular meeting minutes.**

## BUSINESS

- 2. Discuss and consider recommendation to City Council to select a firm and authorize staff to negotiate an agreement for the procurement of the Rathgeber Natural Resources Park Master Plan.**
- 3. Discuss and consider a recommendation of approval for a Special Event Permit Application requesting use of the Parking Lot at Founders Memorial Park on Saturday, April 29, 2023 from 6-10pm for a private event at the Pound House. Applicant: The Polkinghorn Group.**
- 4. Presentation and discussion on the Parks & Recreation Commission 2024 Budget.**

## REPORTS

*The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.*

- 5. Parks & Community Services Report**  
*Andrew Binz, PCS Director*
- 6. Aquatics & Athletics Report**  
*Mack Rusick, Aquatics & Athletics Manager*
- 7. Community Events Report**  
*Johnna Krantz, Community Events Coordinator*
- 8. Farmers Market Report**  
*Charlie Reed, Farmers Market Manager*
- 9. Dripping Springs Ranch Park & Event Center Report**  
*Emily Nelson, DSRP Manager*

## PARKS STANDING COMMITTEE REPORTS

*The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however no action may be taken.*

- 10. Veterans Memorial Park Committee**  
*Commissioner Kristy Caldwell*
- 11. Charro Ranch Park Committee**  
*Commissioners Paul Fushille and Matt Fougerat*
- 12. Dripping Springs Ranch Park Committee**  
*Commissioner Hope Boatright*
- 13. Founders Memorial Park Committee**  
*Commissioners Olivia Barnard and Joe Wright*

14. **Rathgeber Natural Resources Park Committee**  
*Commissioners Kristy Caldwell, Paul Fushille, and Matthew Fougerat*
  
15. **Sports & Recreation Park Committee**  
*Commissioners Dustin Cloutier and Tara Satine*

## **EXECUTIVE SESSION**

*The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

## **UPCOMING MEETINGS**

### **Parks & Recreation Commission Meetings**

April 3, 2023, at 6:00 p.m.

May 1, 2023, at 6:00 p.m.

June 5, 2023, at 6:00 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**

## **TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING**

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **March 31, 2023, at 3:00 p.m.***

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*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.*



# PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, March 06, 2023 at 6:00 PM

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Fushille called the meeting to order at 6:03 p.m.

**Commission Members present were:**

Paul Fushille, Chair  
 Matthew Fougerat, Vice Chair  
 Olivia Barnard  
 Hope Boatright  
 Kristy Caldwell  
 Dustin Cloutier  
 Tara Satine  
 Joe Wright (arrived @ 6:04 p.m.)

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

Parks & Community Services Director Andy Binz  
 City Treasurer Shawn Cox  
 Aquatics & Athletics Manager Mack Rusick  
 Deputy City Secretary Cathy Gieselmann

### PRESENTATION OF CITIZENS

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Dennis Baldwin, Nifa Kaniga, Taylor Van De Walle, Zain Khan, Walt Bristol, Margo Stewart, and Stephanie Meyer spoke regarding the life of Dorian Kweiler and requested that the city consider naming the Dripping Springs Skate Park in honor of his life.

The Commission directed staff to review city policy and procedure regarding the naming of city parks and to provide an action item for consideration at the next Parks & Recreation Commission meeting on April 3, 2023.

## MINUTES

- 1. Discuss and consider approval of the February 6, 2023, Parks & Recreation Commission regular meeting minutes.**

A motion was made by Commissioner Satine to approve the February 6, 2023, Parks & Recreation Commission regular meeting minutes. Commissioner Boatright seconded the motion which carried unanimously 8 to 0.

## BUSINESS

- 2. Presentation and discussion on the Parks & Recreation Commission 2024 Budget.**

Andy Binz presented the staff report which is on file. Staff will meet with the PRC Budget Sub-Committee to discuss any budget recommendations by the Parks & Recreation Commission. Shawn Cox addressed budget questions from the Commissioners.

- 3. Discuss and consider approval of the installment of informational signage for the chimney swift tower at Dripping Springs Ranch Park by Alexander Seshan for his Boy Scout Project.**

Alexander Seshan was not in attendance, Andy Binz will continue working with Alexander and final design will go to City administration for review. No action was taken.

## REPORTS

*The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.*

Reports are on file and available for review upon request.

- 4. Parks & Community Services Report**  
*Andrew Binz, PCS Director*
- 5. Aquatics & Athletics Report**  
*Mack Rusick, Aquatics & Athletics Manager*
- 6. Community Events Report**  
*Johnna Krantz, Community Events Coordinator*
- 7. Dripping Springs Ranch Park & Event Center Report**  
*Emily Nelson, DSRP Manager*
- 8. Farmers Market Report**  
*Charlie Reed, Farmers Market Manager*

## **PARKS STANDING COMMITTEE REPORTS**

*The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however, no action may be taken.*

No Committee reports for this meeting.

- 9. Veterans Memorial Park Committee**  
*Commissioner Kristy Caldwell*
- 10. Charro Ranch Park Committee**  
*Commissioners Paul Fushille and Matt Fougerat*
- 11. Dripping Springs Ranch Park Committee**  
*Commissioner Hope Boatright*
- 12. Founders Memorial Park Committee**  
*Commissioners Olivia Barnard and Joe Wright*
- 13. Sports & Recreation Park Committee**  
*Commissioners Dustin Cloutier and Tara Satine*
- 14. Rathgeber Natural Resources Park Committee**  
*Commissioners Kristy Caldwell, Paul Fushille and Matthew Fougerat*

## **EXECUTIVE SESSION**

*The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

The Commission did not meet in Executive Session.

## **UPCOMING MEETINGS**

### **Parks & Recreation Commission Meetings**

April 3, 2023, at 6:00 p.m.

May 1, 2023, at 6:00 p.m.

June 5, 2023, at 6:00 p.m.

### **City Council Meetings**

March 7, 2023, at 6:00 p.m.

March 21, 2023, at 6:00 p.m.

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

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

**ADJOURN**

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

This regular meeting adjourned at 7:48 p.m.



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

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**Submitted By:** Andrew Binz, Parks and Community Services Director

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**Parks & Recreation Commission Meeting Date:** April 3, 2023

**Agenda Item Wording:** Discuss and consider recommendation to City Council to select a firm and authorize staff to negotiate an agreement for the procurement of the Rathgeber Natural Resources Park Master Plan.

**Agenda Item Requestor:** Andrew Binz

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**Summary/Background:** Nine firms submitted a Statement of Qualifications in response to the Rathgeber Natural Resources Park Master Plan RFQ. A City Staff committee reviewed the submittals and scored them based on the criteria in the RFQ. Two firms were chosen to be interviewed on Thursday, March 30<sup>th</sup> with an interview panel consisting of representatives from City Staff, City Council, and the Parks and Recreation Commission.

The FY 2023 Budget includes \$100,000 for the master plan which includes the site analysis. Site analysis would include identifying natural and cultural resources, topography, geology, drainage patterns, potential archaeological sites, etc. It is anticipated that additional funding in the FY 2024 Budget will be necessary to complete the master plan including visioning, program development and construction documents.

**Staff Recommendations:** Recommend an agency to City Council for approval to negotiate an agreement for the procurement of the Rathgeber Natural Resources Park Master Plan.

**Attachments:** Statement of Qualifications Scoresheet  
Statement of Qualification - Agency

**Next Steps/Schedule:** Place this item on the next available City Council meeting agenda for approval.



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

**Submitted By:** Johnna Krantz, Community Events Coordinator

**Commission Meeting Date:** April 3, 2023

**Agenda Item Wording:** Discuss and consider a recommendation of approval for a Special Event Permit Application requesting use of the Parking Lot at Founders Memorial Park on Saturday, April 29, 2023 from 6-10pm for a private event at the Pound House. Applicant: The Polkinghorn Group.

**Agenda Item Requestor:** Johnna Krantz, Community Events Coordinator

**Summary/Background:** The Polkinghorn Group is requesting use of the parking lot at Founders Memorial Park for their Annual Crawfish Boil to be held at the Pound House on Saturday, April 29<sup>th</sup> 2023 from 6-10pm. This a private event with an expected attendance of approximately 250 guests or roughly 100 vehicles.

The north end of the parking lot at Founders Memorial Park is scheduled to be under construction beginning April 6 and concluding no later than May 5. The construction will block access to 48 parking spaces, leaving 108 total parking spaces available.

This parking lot is historically also used by the public for overflow parking during Founders Day Festival (April 28-30, 2023).

**Staff Recommendations:** Recommend approval of Special Event use of Founders Memorial Parking Lot, with no restrictions on public access to the lot for parking or park use.

**Recommended Council Actions:**

**Attachments:** 2023 Event Parking Permit Within City Limits – Polkinghorn Group  
 Polkinghorn Group – COI

**Next Steps/Schedule:** Bring Commission recommendation to City Council.



Date Received: \_\_\_\_\_ Accepted By: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Conditions: \_\_\_\_\_  
 \_\_\_\_\_

Name of Event: Polkinghorn Group Architects Annual Crawfish Boil  
 Contact Name: Renita Works Phone Number: 512.656.4652

**PERMIT FOR SPECIAL EVENT WITHIN CITY LIMITS CHECKLIST:**

- Site Plan NA
- Sound Control Plan NA
- Maintenance and Clean Up Plan NA
- Monitoring and Security Plan NA
- Neighborhood Notification Letter and Documentation of Notification NA
- Refundable Deposit NA
- Certificate of Liability Insurance NA
- Licensing NA

**Additional Permits If Applicable:**

- Street Closure Permit - \$250+ NA
- Itinerant Vendor Permit - \$35 - \$70 per Vendor NA
- Special Event Food Vendor Permit - \$30 - \$150 per Vendor NA
- Facility Rental Application - Various Fees NA
- Commercial Activity in DS Parks - \$30-\$800 NA



### **A Letter to Event Coordinators:**

The City of Dripping Springs is eager to assist you in the coordination of your special event. This information packet is designed to help you understand and comply with City rules, regulations, and ordinances related to the production of a special event. It is the responsibility of the Event Coordinator to review all information contained in the packet and comply with all rules, regulations, ordinances, and conditions.

The City of Dripping Springs Parks & Community Services Department requires that an application be filled out and submitted at least 30 days prior to the start of the event. The purpose of this application is to review the content and focus of your event, how it will impact city services and patrons, and ultimately ensure that participants enjoy a safe and well-planned experience.

Applications will not be accepted if your event is less than 30 days away.

As an Event Coordinator, you are undertaking a large responsibility for the production of your special event. Remember that advance planning will help ensure that your event runs smoothly.

Thank you,  
City of Dripping Springs Parks & Community Services Department



### PERMIT FOR SPECIAL EVENT WITHIN CITY LIMITS

City Code §6.02.071 requires a permit for a Special Event. Such events can and often do impact surrounding properties and public rights of way, as well as the general health, safety, and welfare of the public. Sponsors of an activity open to the public expected to have fifty (50) or more people in attendance need a permit. A permit applicant must complete the following information prior to being issued a permit and must conform to permit requirements and conditions.

**Name of the Event:** Polkinghorn Group Architects Annual Crawfish Boil **Estimated Attendance:** 200

**Summary of Event:** Crawfish Boil for Polkinghorn Clients

**Location:** The Pound House

**Date(s) of Event:** Saturday, April 29

**Start Time:** 5:00 pm **End Time:** 10:00 pm **Set Up Begins:** April 26 **Clean Up Begins:** April 30

Applicant

Property Owner

**Name:** Renita Works Friends of the Pound House

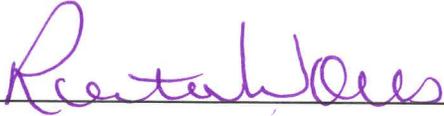
**Entity(if applicable):** Polkinghorn Group Architects 419-B Founders Park Road

**Mailing Address:** 925 S Capital of Texas Hwy Ste A200 Dripping Springs, Texas 78620  
West Lake Hills, Texas 78746

**Phone:** 512.327.4404

**Email:** renitaw@pgarchitects.com

All actual events must be in compliance with the descriptions, disclosures, and other representations of the applicant, and the applicant warrants by the signature below that all material facts are fully described in this permit application and attached submittals. The approval of this permit does not relieve the sponsor, tenant, or owner from abiding by any other law applicable to the use of the property, including but not limited to applicable zoning, or applicable to the conduct of activity during the event. The City's sole action is to deny, approve, or approve with conditions the event as described; and the City is in no way responsible or liable for acts and omissions of the permitted or others associated with the event.

**Applicant's Signature:**  **Date:** 03/28/2023

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPLICATION CONTINUED ON NEXT PAGE →

**As the Event Coordinator, you are responsible for the safety of all participants. Consideration of safety must be a top priority in all aspects of event planning. If the topics mentioned are not applicable to your event, please notate with N/A. Please attach documentation that the Special Event complies with the following standards. Be sure to include dimensions on all plans.**

- **Submit the completed application with all supporting documents to the Community Events Coordinator Johnna Krantz - [jkrantz@cityofdrippingsprings.com](mailto:jkrantz@cityofdrippingsprings.com)**
- The completed application must be submitted at least 30 days prior to the start of the event.
- The applicant will remove all temporary furnishings, fixtures, equipment, and signs installed for the event within 24 hours of the cessation of the event, unless the applicant shows a good cause for the City Administrator to allow additional time.

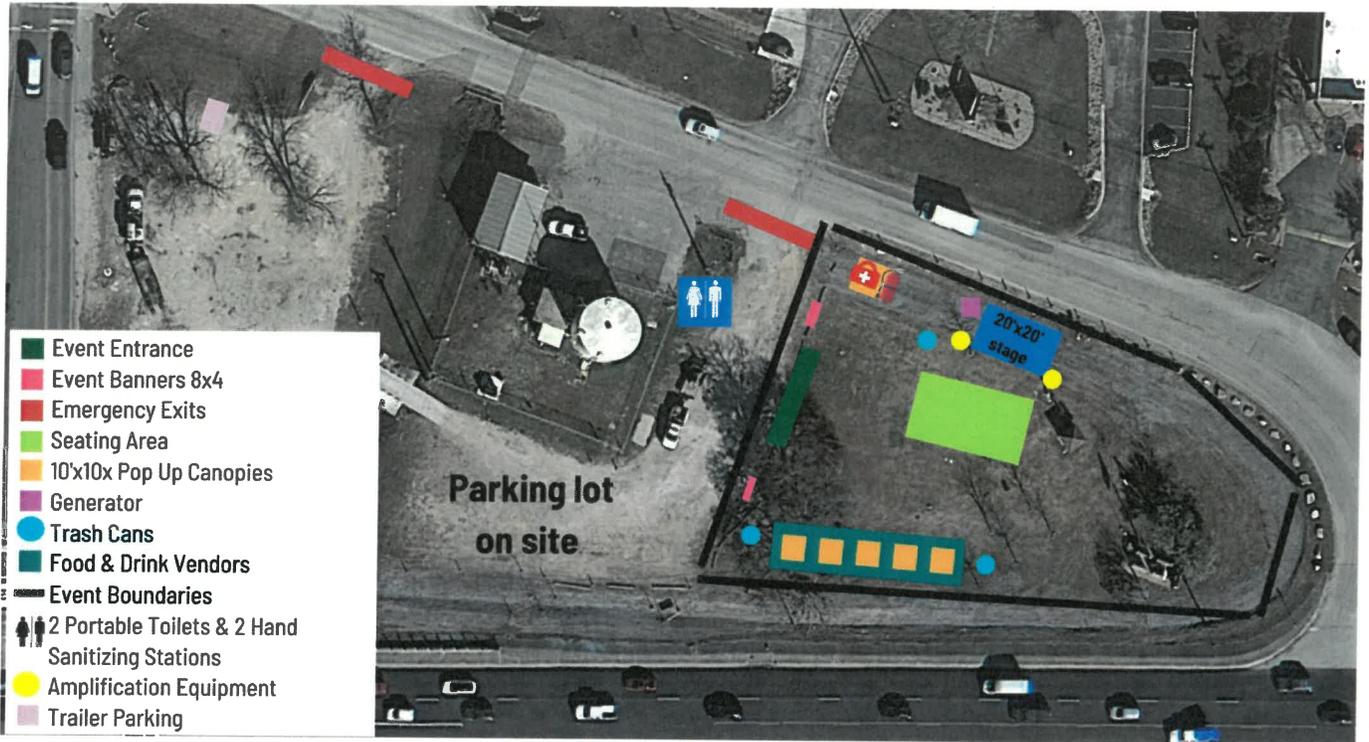
1) Site Plan:

- i. **On a map, please provide a reasonably accurate representation of the boundaries of the site and location where the event is to occur.** For each of the following items, notate where they will be located and provide plans for traffic control if applicable.

- \*First Aid and/or EMS – At a minimum, a first aid kit is required at all events
- \*Fire extinguisher – Required at all events
- Toilets- At least one toilet for each 250 attendees with substantiation that the toilets will be clean, sanitary, functioning, and useable throughout the event. Additional portable toilets may be required at parks or locations that do not have restroom facilities
- Hand washing sinks
- Parking – Verify that parking is lawful and sufficient for the anticipated attendance
- Tents and Canopies – Please include dimensions, anything larger than 10x10 will require a fire inspection. If tent/canopy is located on city owned property or the city co-sponsors the event, each tent/canopy must comply with the city's Canopy Safety Ordinance.
- Food vendors – Vendors will be required to apply for a special event food vendor license
- Beverage vendors – Vendors will be required to apply for a special event food vendor license
- Alcoholic beverage vendors – including type (draft beer, canned beer, or wine) and provide proper TABC permits
- Stages – Include dimensions. Stages may require a Building Permit.
- Bleachers – Include dimensions
- Retail merchants- Merchants will be required to apply for an Itinerant Vendor License
- Garbage receptacles
- Recycling containers
- Location and number of barricades
- Trailers, vehicles, storage facilities
- Fire lane
- Signs or banners- Include dimensions and image(s) of design
- Temporary lighting (must be shielded and comply with City Code)
- Security
- Generator/electricity
- Assembly areas

**APPLICATION CONTINUED ON NEXT PAGE →**

Sample Site Plan:



2) Monitoring and security:

- i. **Provide a description of the method for monitoring activity and general crowd movement including pedestrian safety, as well as a description of security measures and personnel.**
- ii. Include at a minimum the names, placement, duties, and authority of personnel.
- iii. Provide owners' and tenants' written authorization. The signatures of the property owner and tenant or other lawful occupant, if different from the owner, or a written affirmation that they are both aware of the event and that they authorize the occurrences.
- iv. Provide contacts for nearby occupants and owners.

3) Sound Control

- i. **Provide workable plans to mitigate and limit the sound from the event so that the effects of excessive noise are minimized.**
- ii. Abide by the plans and control excessive noise which occurs despite the plan.
- iii. All noise associated with the event shall cease by 10:00 p.m.
- iv. Provide voice and music amplification schedule, including start and finish times as well as any sound check times.

Please note a Hays County Sheriff's Department Deputy or other Peace Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop or reduce

activities causing the noise. Also, the City of Dripping Springs may order an event to cease because it may incite a crowd to become unruly and risks injury.

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4) Maintenance and Clean Up

- i. **Provide a workable plan for the control of solid waste during the event and a cleanup plan for after the event.**
- ii. Include at a minimum the names, placement, duties, and authority of personnel

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5) Neighborhood Notification - Required for all Special Events

- i. Include a drafted Notification Letter with the permit application. Upon review of the application, delivery of letter will be based on the impact of your event.
  - Contact persons owning and occupying property within 200 feet of the event site and provide neighbors with Special Event contact information: name, telephone numbers (including a phone number that will be available and operating during the event) and hours of special event operation.
  - Provide a list of addresses that were notified and attach it to the permit application.**

6) Bond: Provide a bond or other acceptable security deposit of \$200.00 to cover the costs attributable to the costs of clean up and repair of nearby streets, other public property, and private property for litter and damage reasonably attributable to event sponsors of attendees. Absent a need to draw down upon the bond, it will be released in full within 48 hours of the event.

7) Proof of Insurance: Provide proof that insurance has been obtained to cover this event. If the event is on City Property the insurance policy must name the **City of Dripping Springs** as additional insured.

WILL ITEMS (MERCHANDISE, FOOD AND/OR DRINKS) BE SOLD AT THIS EVENT?       YES       NO

WILL YOUR EVENT REQUIRE STREET CLOSURE?       YES       NO

Unavailable/Under Construction  
April 6th - May 5th

50 Spaces

34 spaces

24 Spaces







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

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**Submitted By:** Andrew Binz, Parks and Community Services Director

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**Parks & Recreation Commission Meeting Date:** April 3, 2023

**Agenda Item Wording:** Presentation and discussion on the Parks & Recreation Commission 2024 Budget.

**Agenda Item Requestor:** Andrew Binz

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**Summary/Background:** The Parks and Community Services Director will be presenting a preview of the Parks & Community Services 2024 Budget including possible projects, park improvements, and staffing levels. Revenue projections and operating expenses will also be presented.

**Staff Recommendations:** No recommendation at this time.

**Attachments:**

**Next Steps/Schedule:** Staff will meet with the PRC Budget Sub-Committee to discuss any budget recommendations by the Parks & Recreation Commission.

