



DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Ranch Park Event Center, 1042 Event Center Drive

Wednesday, October 04, 2023 at 11:00 AM

Agenda

CALL TO ORDER AND ROLL CALL

Board Members

Todd Purcell, Chair
Terry Polk, Vice Chair
Pam Owens, Secretary
Penny Reeves
Mike Carroll

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andy Binz
DSRP Manager Emily Nelson
DSRP Assistant Manager Lily Sellers
Council Member Sherrie Parks

PRESENTATION OF CITIZENS

A member of the public who desires to address the Board 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 Board'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.

MINUTES

- 1. Discuss and consider approval of the April 5, 2023, DSRP Board of Directors regular meeting minutes.**
- 2. Discuss and consider approval of the August 8, 2023, DSRP Board of Directors regular meeting minutes.**

BUSINESS

- 3. Discuss and consider approval of the 2024 DSRP Board of Directors meeting calendar.**

4. Discuss and consider possible action regarding Board of Directors Membership as stated in Section 2.04.123(b).

EXECUTIVE SESSION

The Dripping Springs Ranch Park Board of Directors 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 Dripping Springs Ranch Park Board of Directors 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

DSRP Board Meetings

November 1, 2023, at 11:00 a.m.

December 6, 2023, at 11:00 a.m.

City Council Meetings

October 17, 2023, at 6:00 p.m.

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

November 21, 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 Board may consider a vote to excuse the absence of any Board Member 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.cityofdrippingpsrings.com, on **September 29, 2023, at 1:30 p.m.***

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.



DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Ranch Park Event Center, 1042 Event Center Drive

Wednesday, April 05, 2023 at 11:00 AM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Purcell called the meeting to order at 11:08 a.m.

Board Members present were:

Todd Purcell, Chair
Pam Owens, Secretary
Penny Reeves
Mike Carroll

Board Member absent was:

Terry Polk, Vice Chair

Staff, Consultants & Appointed/Elected Officials present were:

Parks & Community Services Director Andy Binz
DSRP Manager Emily Nelson
DSRP Assistant Manager Lily Sellars
IT Director Jason Weinstock

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

BUSINESS

1. Discuss and consider a recommendation of approval of a Banner Co-Sponsorship Agreement with Pride of Dripping Springs.

A motion was made by Board Member Reeves to approve a Banner Co-Sponsorship Agreement with Pride of Dripping Springs. Secretary Owens seconded the motion which carried unanimously 4 to 0.

2. Discuss and consider recommendation regarding a Professional Services & Use Agreement with Hell Country Productions, Inc. for a Haunted House at Dripping Springs Ranch Park.

A motion was made by Board Member Reeves to recommend approval of a Professional Services & Use Agreement with Hell Country Productions, Inc. for a Haunted House at Dripping Springs Ranch Park. Board Member Carroll seconded the motion which carried unanimously 4 to 0.

REPORTS

The following reports relate to the administration of the Dripping Springs Ranch Park Event Center. The Board may provide staff direction; however, no action may be taken.

3. DSRP Audio Video/Network Report

Jason Weinstock, IT Director

Jason Weinstock provided an update on IT activities at DSRP.

4. DSRP Vision & Staffing Report

Andy Binz, Parks & Community Services Director

Andy Binz reviewed new positions for DSRP and the vision for the event center.

5. DSRP Manager's Report

Emily Nelson, DSRP Manager

Report is on file and available for review upon request.

EXECUTIVE SESSION

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The Board did not meet in Executive Session.

UPCOMING MEETINGS

DSRP Board Meetings

May 3, 2023 at 11:00 a.m.

June 7, 2023 at 11:00 a.m.

July 5, 2023 at 11:00 a.m.

City Council Meetings

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

Via unanimous consent, this regular meeting adjourned at 11:40 a.m.



DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

City of Dripping Springs

Ranch Park Event Center, 1042 Event Center Drive

Wednesday, August 02, 2023 at 11:00 AM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Vice Chair Polk called the meeting to order at 11:05 a.m.

Board Members present were:

Terry Polk, Vice Chair
Pam Owens, Secretary
Penny Reeves
Mike Carroll

Board Member absent was:

Todd Purcell, Chair

Staff, Consultants & Appointed/Elected Officials present were:

Parks & Community Services Director Andy Binz
DSRP Manager Emily Nelson
DSRP Assistant Manager Lily Sellers
DSRP Program Coordinator Caylie Houchin

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the May 3, 2023, Dripping Springs Ranch Park Board regular meeting minutes.**

A motion was made by Board Member Reeves to approve the May 3, 2023, Dripping Springs Ranch Park Board regular meeting minutes. Secretary Owens seconded the motion which carried unanimously 4 to 0.

BUSINESS

- 2. Discuss and consider recommendation regarding a Co-Sponsorship Agreement Between the City of Dripping Springs and the Dripping Springs Methodist Church regarding the Wild Game Dinner.**

A motion was made by Secretary Owens to recommend City Council approval of a Co-Sponsorship Agreement Between the City of Dripping Springs and the Dripping Springs Methodist Church regarding the Wild Game Dinner. Board Member Reeves seconded the motion which carried unanimously 4 to 0.

- 3. Discuss and consider recommendation regarding a Co-Sponsorship Agreement between the City of Dripping Springs and Dripping Helping Hands for the Empty Bowl Project.**

A motion was made by Board Member Reeves to recommend City Council approval of a Co-Sponsorship Agreement between the City of Dripping Springs and Dripping Helping Hands for the Empty Bowl Project. Secretary Owens seconded the motion which carried unanimously 4 to 0.

- 4. Discuss and consider recommendation regarding a Co-Sponsorship Agreement between the City of Dripping Springs and LOOMC Charities, Inc. for the Goat Couture Event on September 9, 2023, at Dripping Springs Ranch Park.**

A motion was made by Secretary Owens to recommend City Council approval of a Co-Sponsorship Agreement between the City of Dripping Springs and LOOMC Charities, Inc. for the Goat Couture Event on September 9, 2023, at Dripping Springs Ranch Park. Board Members Reeves seconded the motion which carried unanimously 4 to 0.

- 5. Discuss and consider a recommendation regarding a budget amendment to host an ice rink at Dripping Springs Ranch Park from December 7, 2023-January 7, 2024; and to recommend City Council accept the bid and negotiate a contract.**

A motion was made by Board Member Reeves to recommend City Council approval with the condition that staff provide more details to show the event will pay for itself. Board Member Carroll seconded the motion which carried unanimously 4 to 0.

REPORTS

The following reports relate to the administration of the Dripping Springs Ranch Park Event Center. The Board may provide staff direction; however, no action may be taken.

Reports are on file and available for review upon request.

6. Eclipse Report regarding Primitive Camping and RV Plan.

7. Dripping Springs Ranch Park & Event Center Report

Emily Nelson, DSRP Manager

EXECUTIVE SESSION

The Dripping Springs Ranch Park Board of Directors 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 Dripping Springs Ranch Park Board of Directors 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 Board did not meet in Executive Session.

UPCOMING MEETINGS

DSRP Board Meetings

September 6, 2023, at 11:00 a.m.

October 4, 2023, at 11:00 a.m.

November 1, 2023 at 11:00 a.m.

City Council Meetings

August 15, 2023, at 6:00 p.m.

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

September 19, 2023, at 6:00 p.m.

ADJOURN

A motion was made by Board Member Reeves to adjourn the meeting. Board Member Carroll seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 11:58 a.m.



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

Submitted By: Andrea Cunningham, City Secretary

Board Meeting Date: October 4, 2023

Agenda Item Wording: **Discuss and consider approval of the 2024 DSRP Board of Directors meeting calendar.**

Agenda Item Requestor: Emily Nelson, DSRP Manager

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the DSRP Board. Meeting dates are scheduled using the frequency as stated in the Board's ordinance. The ordinance calls for monthly meetings on the 1st Wednesday of each month. Meetings are held at 11:00 a.m. at the Ranch Park Event Center.

Attached for review is the proposed 2024 meeting calendar with approved city holidays. There are no conflicts between meetings and city holidays; however, should the Board select to move a meeting for any reason they may do so now. Meetings can also be rescheduled throughout the year as the Board sees fit.

Committee Recommendations: Staff recommends approval of the calendar as presented. Should there be any changes to meeting dates, please provide for those changes in a motion.

Attachments: 1. DSRP 2024 Proposed Calendar

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to calendars:
 - a. DSRP Board Meeting Calendar
 - b. City website main calendar
 - c. Municode Agenda (automatically populates Agendas and Minutes webpage with upcoming meetings)
3. Provide final calendar to Board and Staff

2024 DSRP Board of Directors

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CITY HOLIDAYS
DSISD HOLIDAYS

DSRP Board Meetings

- 01/03/24** Regular Meeting
- 02/07/24** Regular Meeting
- 03/06/24** Regular Meeting
- 04/03/24** Regular Meeting
- 05/01/24** Regular Meeting
- 06/05/24** Regular Meeting
- 07/03/24** Regular Meeting
- 08/07/24** Regular Meeting
- 09/04/24** Regular Meeting
- 10/02/24** Regular Meeting
- 11/06/24** Regular Meeting
- 12/04/24** Regular Meeting



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

Submitted By: Andrea Cunningham, City Secretary

Board Meeting Date: October 4, 2023

Agenda Item Wording: **Discuss and consider possible action regarding an amendment to Board of Directors Membership, Chapter 2, Article 2.04, Division 5 DSRP Board of Directors, Section 2.04.123(b) (City of Dripping Springs Code of Ordinances).**

Agenda Item Requestor: Emily Nelson, DSRP Manger

Summary/Background: Chapter 2, Article 2.04, Division 5 DSRP Board of Directors, Section 2.04.123(b) of the Dripping Springs Code of Ordinances provides for the number of members on the DSRP Board of Directors at five (5) members. Due to increase interest and activity at the Event Center, staff would like to propose an expansion of membership with the following two scenarios:

Scenario A – Expansion of Membership

To allow for majority vote/quorum for meetings, staff recommends membership in odd numbers. Currently there are 5 members, so 7 or 9, etc. would be the most ideal number of members. This scenario would require an amendment to the ordinance to be approved by City Council.

Scenario B – Expansion and/or Seat Designations

Several boards, commissions, and committees of the City require certain qualifications for members. These requirements are generally applied to those bodies that have a specific and targeted scope. The DSRP Board scope applies strictly to the Dripping Springs Ranch Park & Event Center, which has many partners and sponsors related to operation and events. This scenario expands the membership and designates requirements for each seat. The following is an example of this scenario, which can be tailored to the needs of the DSRP Manager in order to obtain approvals from Administration and the City Council as necessary or ordained.

1. Seat Designation with 5 members – no expansion:
 - a. 1 Seat Hays County Livestock Exposition Representative
 - 1) Currently held by Terry Polk
 - b. 1 Seat Equine Activities & Events
 - 1) Currently held by Penny Reeves
 - c. 1 Seat Hays County Naturalists
 - d. 1 Seat DS Mountain Bike Team
 - e. 1 At-Large Member

2. Seat Designation with 7 members
 - a. 1 Seat Hays County Livestock Exposition Representative
 - 1) Currently held by Terry Polk
 - b. 1 Seat Equine Activities & Events
 - 1) Currently held by Penny Reeves
 - c. 1 Seat Hays County Naturalists
 - d. 1 Seat DS Mountain Bike Team
 - e. 3 At-Large Members
 - 1) Currently held by Todd Purcell, Pam Owens, and Mike Carroll

Recommended Board Actions:

Staff recommends review only at this time. Should the Board decide to act, staff does recommend expansion with seat designation as the Board and DSRP Manager see fit.

Attachments:

1. DSRP Board Ordinance

Next Steps/Schedule:

1. If action taken – prepare ordinance and amended code section for review by City Attorney and placement on a City Council agenda.

DIVISION 5. DRIPPING SPRINGS RANCH PARK BOARD OF DIRECTORS

Sec. 2.04.121. Scope.

This division shall apply throughout the city limits.

(Ord. No. 2020-34 , § 2, 6-24-2020)

Sec. 2.04.122. Definitions.

The terms listed below shall have the following meaning for purposes of this division. Any term not herein defined but defined elsewhere in this code shall have the meaning given by the code. Terms not otherwise defined by the city's code shall be given the ordinary and common meaning:

Board : The city's Dripping Springs Ranch Park Board of Directors, as created by this division.

Board member : An appointed member of the city's Dripping Springs Ranch Park Board of Directors.

City : The City of Dripping Springs, an incorporated municipality located in Hays County, Texas.

City council : The governing body (i.e., board of aldermen) of the city.

Community events : Events organized in the city to enhance the community and encourage unity among residents.

Dripping Springs Ranch Park : A municipally-owned and operated recreational facility located in the city.

Park : The Dripping Springs Ranch Park, a recreational facility owned and operated by the city.

(Ord. No. 2020-34 , § 2, 6-24-2020)

Sec. 2.04.123. Board of directors created.

- (a) Formation. There is hereby created the board of directors.
- (b) Membership. The board shall consist of and be governed by five members.
- (c) Appointment and removal. Members of the board shall be appointed by the city council. Board members may be removed by the city council for any reason. Any board member absent for three or more consecutive regular meetings, or more than four regular meetings within a fiscal year, unless excused, shall be deemed to have automatically and voluntarily resigned, and thus vacated the board member's position on the board.
- (d) Terms of office. Each board member will serve a two-year term and may be reappointed upon application. Vacancies on the board may be filled by appointment of the city council for the unexpired term. Upon the creation of the board, the first three members appointed shall serve a two-year term and the other two members appointed shall serve a one-year term initially.
- (e) Municipal officers. Board members are not municipal officers but shall be obligated to comply with all ethical standards applied to officers of the city.

- (f) Management. The presiding officer of the board shall be a chair appointed by the city council from among the board members. The presiding officer shall serve a term of two years.
- (g) Voting. A quorum for all meetings of the board shall consist of a simple majority. The chair shall have the right to vote in matters before the board.
- (Ord. No. 2020-34 , § 2, 6-24-2020)

Sec. 2.04.124. Authority and responsibilities.

- (a) Meetings. The board members shall conduct meetings once a month. Meetings shall be conducted at the Dripping Springs Ranch Park, unless otherwise deemed appropriate by the chair. The board members may hold public hearings as deemed necessary and appropriate. Other meeting times and locations can be selected by the chairperson, as deemed necessary and appropriate. All meetings are subject to the Open Meetings Act, chapter 551 of the Texas Government Code.
- (b) Policies and implementation. The board members shall advise the city council on recommended policies and application of policies for the development, operation and management of the park and event center. Policy review may be undertaken by the board member upon its own initiative, or at the direction of the city council. The chair may be asked to appear in person to report on specific issues if requested to do so by the parks and recreation commission or the city council.
- (c) Duties and responsibilities. The board shall:
- (1) Review and make recommendations related to fees, events, forms, and policies of the Dripping Springs Ranch Park.
 - (2) Review, approve, and finalizes sponsorship agreements where the city sponsors an event in an amount in excess of what is allowed in the Dripping Springs Ranch Park Sponsorship Policy (Resolution No. 2017-63) or the city fee schedule. All sponsorships that fall within the sponsorship policy or the city fee schedule may be approved by the event center manager. All approved sponsorship agreements shall be filed with the city administrator and parks and community services director.
 - (3) Work with event center manager and parks and community services director to establish and oversee an operating budget for Dripping Springs Ranch Park, contingent upon approval of the city council.
 - (4) The board shall interview all qualified finalists seeking the event center manager position. Following interviews of the event center manager position, the board shall make recommendations to the city council stating which (if any) candidate should be engaged by the city.
 - (5) Work with DSRP event center manager and parks and community services director to provide the city council with monthly financial statements showing income, expenditures, and profit or loss for Dripping Springs Ranch Park facilities.
 - (6) Budget. The board may determine expenditures related to the Dripping Springs Ranch Park. All expenditures shall be in accordance with the city's purchasing policy, city budget, and state law. Any expenditure that has not been authorized in the budget, is in excess of the authorized amount, or in an amount in excess of what is authorized by the purchasing policy, shall be submitted to city council before the expenditure may be made. Any approved expenditure shall be submitted to the city's event center manager or the maintenance director, as appropriate, for completion of a purchase order or agreement as required by the city's purchasing policy. If city staff desires a different vendor or product for a purchase, the board and staff's recommendations will be forwarded to the city administrator by city staff. The city administrator's decision shall be final. Any completed purchase of equipment shall immediately also be reported to the city administrator for inclusion in the city's liability coverage.

(Ord. No. 2020-34 , § 2, 6-24-2020; Ord. No. 2020-57 , § 2, 11-17-2020)

Sec. 2.04.125. Support.

- (a) City staff will provide logistical support to the board, as defined by access to city facilities for purposes of public meetings, access to city resources for purposes of copies and communications, and a designated staff liaison to coordinate and direct such support.
- (b) The city website will provide a page via the staff liaison upon which the board may post:
 - (1) Meeting information;
 - (2) Agendas and minutes; and
 - (3) Resource materials, if any.

(Ordinance 2020-32, adopted 6/24/20; Ord. No. 2020-34 , § 2, 6-24-2020)

Secs. 2.04.126—2.04.150. Reserved.