



# PARKS & RECREATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, June 05, 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

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

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

### 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. Approval of the May 1, 2023, Parks & Recreation Commission regular meeting minutes.**

## BUSINESS

- 2.** Discuss and consider recommendations regarding Special Event Permit Application for the 2023 Dripping Springs Pumpkin Festival to take place at the Dr. Pound Farmstead and utilizing Founders Memorial Park for parking.
- 3.** Discuss and consider possible action regarding a recommendation to amend the Master Fee Schedule: Section 9: Parks & Community Services.
- 4.** Discuss and consider possible action regarding the Master Naturalist Bird Blind Project by Tina Adkins.
- 5.** Discuss and consider possible action regarding the Professional Service Agreement between the City of Dripping Springs and RVi Planning for the Rathgeber Natural Resources Park Vision Plan.
- 6.** Discuss and consider possible action regarding the Parks and Facilities Naming Policy.
- 7.** Discuss and consider action regarding rescheduling the Monday, July 3, 2023 Parks & Recreation Commission meeting to a later date in July.

## 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.*

- 8. Parks & Community Services Report**  
*Andrew Binz, PCS Director*
- 9. Aquatics & Athletics Report**  
*Mack Rusick, Aquatics & Athletics Manager*
- 10. Community Events Report**  
*Johnna Krantz, Community Events Coordinator*
- 11. Farmers Market Report**  
*Charlie Reed, Farmers Market Manager*
- 12. 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.*

- 13. Veterans Memorial Park Committee**  
*Commissioner Kristy Caldwell*
- 14. Charro Ranch Park Committee**  
*Commissioners Paul Fushille and Matt Fougerat*

15. **Dripping Springs Ranch Park Committee**  
*Commissioner Hope Boatright*
16. **Founders Memorial Park Committee**  
*Commissioners Olivia Barnard and Joe Wright*
17. **Rathgeber Natural Resources Park Committee**  
*Commissioners Kristy Caldwell, Paul Fushille, and Matthew Fougerat*
18. **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**

July 3, 2023, at 6:00 p.m.  
August 7, 2023, at 6:00 p.m.  
September 4, 2023, at 6:00 p.m.

### **City Council Meetings**

June 6, 2023, at 6:00 p.m.  
June 20, 2023, at 6:00 p.m.  
July 5, 2023, at 6:00 p.m.  
July 18, 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 **June 2, 2023 at 10:30 AM**.*

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*Deputy 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, May 01, 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 6:01 p.m.

**Commission Members present were:**

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

**Commission Member absent was:**

Hope Boatright

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

Parks & Community Services Director Andy Binz  
Deputy City Secretary Cathy Gieselman  
Community Events Coordinator Johnna Krantz  
Public Works Director Aaron Reed  
Aquatics and Athletics Manager Mack Rusick

### 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.*

Tina Atkins, Master Naturalist, spoke about submitting a proposal to have bird identification signs posted at the DSRP and Charro Ranch Park with a \$1,100 grant received, 6” square signs with color pictures of both female and male birds would be proposed.

## MINUTES

1. **Discuss and consider approval of the April 3, 2023 Parks & Recreation Commission regular meeting minutes.**

A motion was made by Commissioner Fougerat to approve the March 6, 2023, Parks & Recreation Commission regular meeting minutes. Commissioner Satine seconded the motion which carried unanimously 7 to 0.

## BUSINESS

Chair Fushille grouped Business Items #2 & #3 together for consideration.

Aaron presented the staff report which is on file. Staff recommends approval of the resolutions.

2. **Discuss and Consider Approval of a Resolution of Support for a Grant Application to the Texas Department of Transportation for the Creation of Pedestrian Connections from the Founders Ridge Subdivision to DSISD Elementary School, Dripping Springs Ranch Park, and Surrounding Area.**

**Filed as Resolution No. 2023-PRC01**

3. **Discuss and Consider Approval of a Resolution of Support for a Grant Application to the Texas Department of Transportation for the Creation of Pedestrian Connections from Mercer St. to Ranch Road 12 and Surrounding Area.**

**Filed as Resolution No. 2023-PRC02**

A motion was made by Commissioner Barnard to approve of a Resolution of Support for a Grant Application to the Texas Department of Transportation for the Creation of Pedestrian Connections from the Founders Ridge Subdivision to DSISD Elementary School, Dripping Springs Ranch Park, and Surrounding Area as well as to approve of a Resolution of Support for a Grant Application to the Texas Department of Transportation for the Creation of Pedestrian Connections from Mercer St. to Ranch Road 12 and Surrounding Area. Commissioner Satine seconded the motion which carried unanimously 7 to 0.

4. **Discuss and consider possible action regarding the Fiscal Year 2024 Parks & Recreation Commission budget recommendation.**

A motion was made by Commissioner Caldwell to approve the Fiscal Year 2024 Parks & Recreation Commission budget recommendation with an adjustment to the bottom-line total for Utilities from \$59,000 to \$49,000. Commissioner Satine seconded the motion which carried unanimously 7 to 0.

## 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.

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.*

No Committee Reports for this meeting.

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.*

The Commission did not meet in Executive Session.

**UPCOMING MEETINGS****Parks & Recreation Commission Meetings**

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

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

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

**City Council Meetings**

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

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

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

June 20, 2023, at 6:00 p.m.

**ADJOURN**

A motion was made by Vice Chair Fougerat to adjourn the meeting. Commissioner Wright seconded the motion which carried unanimously 7 to 0.

This regular meeting adjourned at 8:52 p.m.



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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

**Commission Meeting Date:** June 5, 2023

**Agenda Item Wording:** Discuss and consider recommendations regarding Special Event Permit Application for the 2023 Dripping Springs Pumpkin Festival to take place at the Dr. Pound Farmstead and utilizing Founders Memorial Park for parking.

**Agenda Item Requestor:** Johnna Krantz; Dripping Springs Pumpkin Fest, LLC.

**Summary/Background:** The purpose of this event is to offer a family-friendly fundraising event for the Dr. Pound Farmstead and to increase awareness of the Farmstead. Similar to their event in 2022, Pumpkin Fest will feature seasonal fall decorations, photo opportunities, face painting, balloon twisting, live music, pony rides, petting zoo, trackless train rides, games and activities, seasonal vendors, licensed food trucks, as well as the sale of pumpkins, gourds, concessions, and alcohol. The event will occur over six weekends beginning September 23 and ending on October 29, 2023.

**Changes from 2022 event plan:**

Pumpkin Fest will now operate on Saturdays and Sundays only. There will be no conflict with Wednesday Farmers Market operations, or with weekday DSYSA games.

DSYSA has an agreement in place to move their Saturday football games to alternate school facilities. There will be no conflict with DSYSA weekend games. Letter of approval is attached.

Dripping Springs Pumpkin Fest organizers have met with City Staff and updated their site plan to include additional law enforcement, EMS, and Fire personnel and emergency vehicles over last year.

The City will only require one Itinerant Vendor Permit from DSPF. Vendors within the festival will not be charged individual vending

permit fees to participate. Health and Fire Safety Inspections for each vendor must be up-to-date. DSPF will provide a list of approved participating vendors to the City prior to the event.

Possible parking lot usage fee may be assessed if approved by Council.

**Staff**

**Recommendation:** Recommend approval of event with updated safety measures in place.

**Attachments:** Pumpkin Festival Special Event Permit Application including:

- Updated Event Site Plan
- Updated Traffic & Emergency Plan
- Updated Monitoring & Security Plan
- Sound Control Schedule
- Maintenance & Clean Up Plan
- Neighborhood Notification Plan
- DSYSYA Letter of Approval
- Letter of Permission from Pound House Farmstead
- Pound House Request for use of Founders Memorial Parking
- TABC Licenses: Solaro Estate Winery and Fitzhugh Brewing
- Dripping Springs Pumpkin Fest, LLC Certificate of Formation Limited Liability Company
- Certificates of Insurance

**Next Steps/Schedule:** Bring Special Event Application to City Council with Parks and Rec Commission recommendations.



Item 2.

Date Received: 5/22/23 Accepted By: Johana Krautz

Date Complete: 5/23/23 Approved Denied

Conditions:

Name of Event: Dripping Springs Pumpkin Festival

Contact Name: Christopher Durst

Phone Number: 512-430-2208

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

Site Plan

Sound Control Plan

Maintenance and Clean Up Plan

Monitoring and Security Plan

Neighborhood Notification Letter and Documentation of Notification

Refundable Deposit

Certificate of Liability Insurance

Licensing

**Additional Permits If Applicable:**

Street Closure Permit - \$250+

Itinerant Vendor Permit - \$35 - \$70 per Vendor

Special Event Food Vendor Permit - \$30 - \$150 per Vendor

Facility Rental Application - Various Fees

Commercial Activity in DS Parks - \$30-\$800



### **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

Item 2.

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: Dripping Springs Pumpkin Festival Estimated Attendance: 2500/day
Summary of Event: A family friendly event benefitting The Friends of the Pound House Foundation
Location: 419-B Founders Park Rd, Dripping Springs, TX 78620
Date(s) of Event: Sept 23, 24, 30 & Oct 1, 7, 8, 14, 15, 21, 22, 28, 29
Start Time: 10 am End Time: 7pm Set Up Begins: Sep 10, 2023 Clean Up Begins: Oct 30, 2023

Applicant Property Owner
Name: Christopher Durst, Gretchen Bray, & Will Loconto Betty Meyer, Echo Uribe
Entity(if applicable): Dripping Springs Pumpkin Fest, LLC. Friends of the Pound House Foundation
Mailing Address: PO Box 1150 Dripping Springs, TX 78620 PO Box 1150 Dripping Springs, TX 78620
Phone: 512-430-2208 512-431-7839
Email: cdurst@drippingspringspumpkinfestival.com info@phfmuseum.org

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: [Handwritten Signature] Date: 05/22/23
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.

Monitoring /SecurityActivity will be monitored via onsite security system, Entrance/Exit Security Personnel, Law enforcement & Crowd Control

Personnel, signage and flag lines to direct attendees, Law Enforcement present from 10am to 7pm

Operating agreement approved by The Friends of the Pound House Foundation, Contact Betty Meyer 512-431-7839

Maintenance & Security contact: Christopher Durst 512-430-2208

### 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.

Event Times: Sept 23-Oct 29 (Saturday/Sunday ONLY) Event Time: 10am-7pm (background music) Live Music: 12pm-4pm (acoustic music only)

Sound/Control Measures: Stage/PA positioned towards parking lot & wooded areas, Sound will not exceed 75 decibels per Texas Noise ordinance

Background Music: 10am-7pm - Family- Friendly playlist via PA Low-volume background music, Live Music: (acoustic music only)

**No soundcheck needed for acoustic performances**

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

Regularly water pumpkins, hay & fields, dedicated waste management team, 20 Yard Roller Bin will be added to festival grounds (refer to off premises site plan), Daily onsite litter sweeps & trash removal

Daily offsite cleaning sweeps of parking area & city streets outside of Founder's Memorial Park. Will utilize heavy duty trash bags, 15 Portable toilets and 3 sanitizing stations

Post Event Cleanup (Oct 30 – Nov 7) Remove all trash, Remove Roller Bin, Remove portable toilets and washing stations, Litter sweep on & off premises

Clean up excess hay/straw from Pound House grounds, Aerate, reseed, and water Pound House grounds, maintenance contact Christopher Durst 512-430-2208

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.

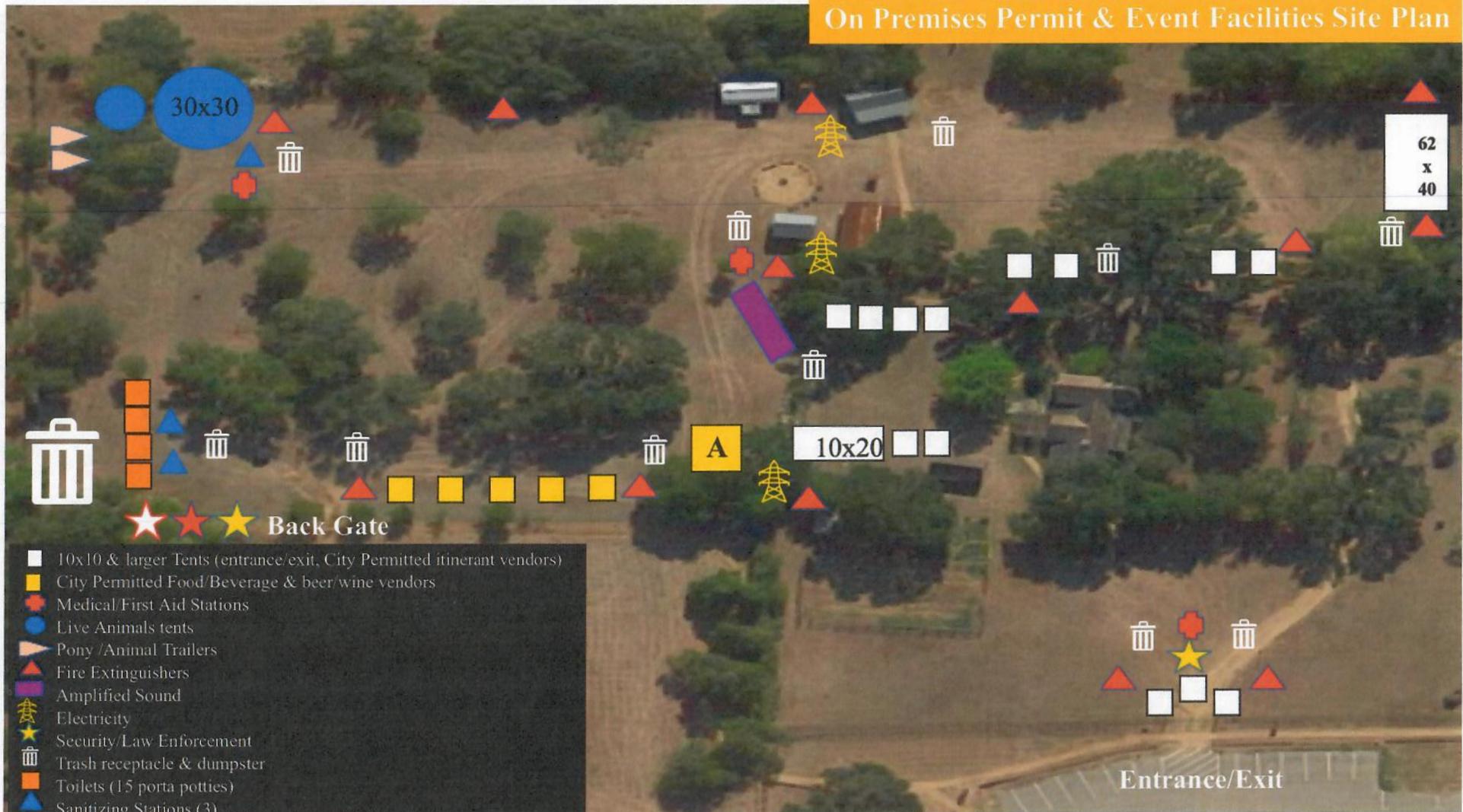
**WILL ITEMS (MERCHANDISE, FOOD AND/OR DRINKS) BE SOLD AT THIS EVENT?**

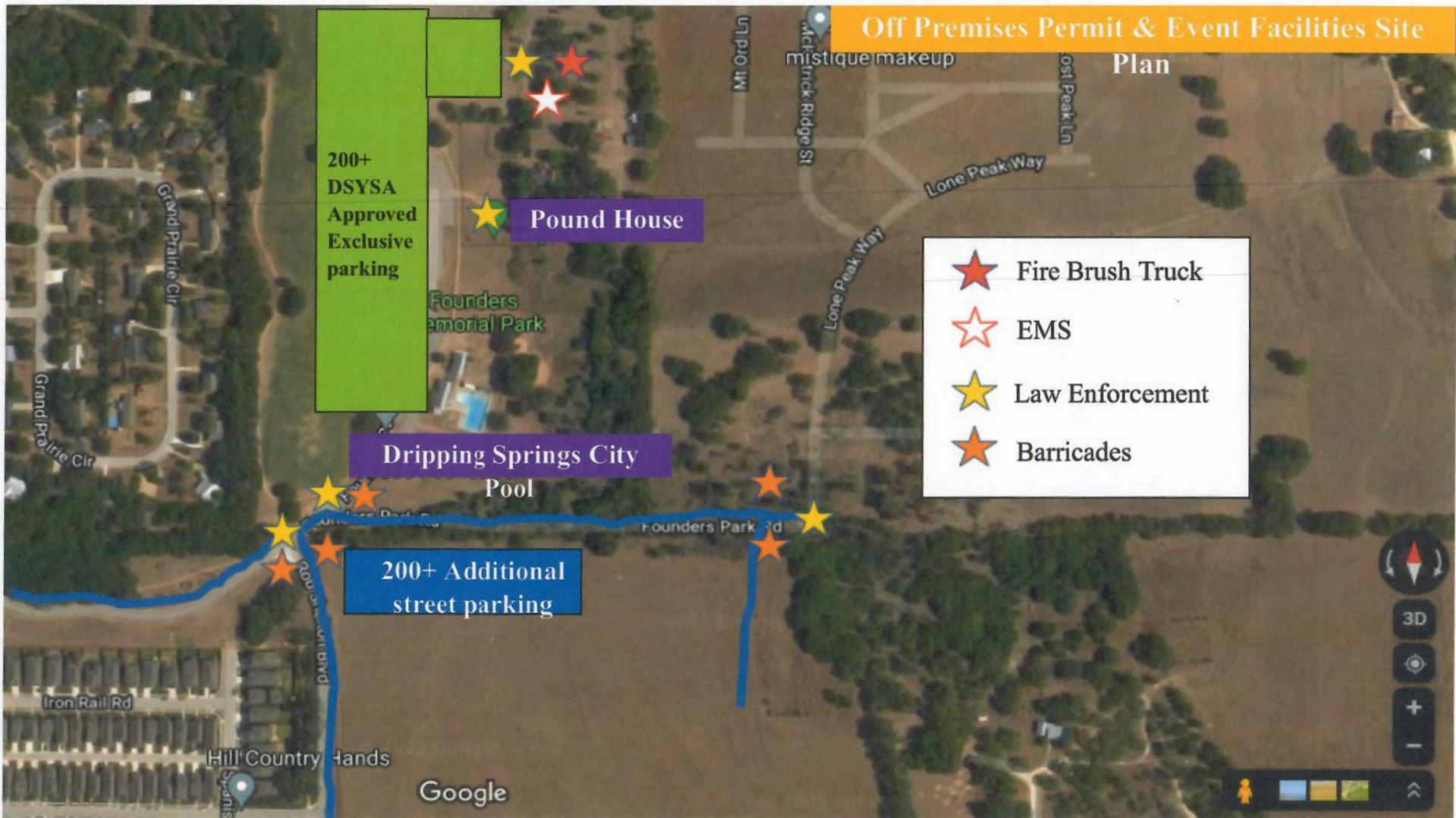
YES  NO

**WILL YOUR EVENT REQUIRE STREET CLOSURE?**

YES  NO

### On Premises Permit & Event Facilities Site Plan





## Traffic & Emergency Plan

After speaking with the DS City Administrator, DS Parks Department, DS Emergency Management Coordinator, North Hays County Fire & EMS, and the Hays County Constable; the following plan had been determined as adequate to support the 2023 Dripping Springs Pumpkin Festival.

- Open Saturday & Sunday ONLY, Sept 23 – Oct 29, 2023 (10am – 7pm)
- Raised entry fee to \$15/pp to help control attendance growth
- Approved DSYSA exclusive use of Founder's Park parking lot
- Parking lot management with flagging assistants
- Law enforcement & Barricade placement at Rob Shelton BLVD & Founders Park Rd intersection
- Law enforcement & Barricade placement at Rob Shelton BLVD & Founders Park Entrance
- Law enforcement & Barricade placement at Entrance of Big Sky Ranch (Founders Park Rd & Lone Peak Way)
- Law enforcement will be stationed at front and back gates as well inside festival grounds
- Fire Brush truck & EMS located at back gate of festival grounds
- First Aid collocated at front gate with law enforcement
- In case of an emergency, DSPF staff will work closely with onsite First Responders to safely shelter and/or evacuate
- DSPF will encourage and promote ridesharing & designate a pickup/drop off location



Dell - Internal Use

# Monitoring & Security

Maintenance & Security contact: Christopher Durst 512-430-2208

## Monitoring /Security

- Activity will be monitored via onsite security system
- Entrance/Exit Security Personnel, Law enforcement & Crowd Control
- Personnel, signage and flag lines to direct attendees
- Law Enforcement present from 10am to 7pm
  
- Operating agreement approved by The Friends of the Pound House Foundation
- Contact Betty Meyer, 512-431-7839

# Sound Control Schedule

**Event Times:**

- Sept 23-Oct 29 (Saturday/Sunday ONLY)
- Event Time: 10am-7pm (background music)
- Live Music: 12pm-4pm (acoustic music only)

**Sound/Control Measures:**

- Stage/PA positioned towards parking lot & wooded areas
- Sound will not exceed 75 decibels per Texas Noise ordinance

**Background Music:**

- 10am-7pm - Family- Friendly playlist via PA
- Low-volume background music

**Live Music: (acoustic music only)**

- No electric guitars, bass or drums
- Saturday & Sunday ONLY (12pm-4pm)

**Sound Check Times:**

- No soundcheck needed for acoustic performances

# Maintenance/Clean Up Plan

Maintenance contact: Christopher Durst 512-430-2208



## **Event Maintenance & Cleanup**

- Regularly water pumpkins, hay & fields
- Dedicated waste management team
- 20 Yard Roller Bin will be added to festival grounds (refer to off premises site plan)
- Daily onsite litter sweeps & trash removal
- Daily offsite cleaning sweeps of parking area & city streets outside of Founder's Memorial Park
- Will utilize heavy duty bags for trash
- 15 Portable toilets and 3 sanitizing stations will be serviced 2 times per week as needed

## **Post Event Cleanup (Oct 30 – Nov 7)**

- Remove all trash
- Remove Roller Bin
- Remove portable toilets and washing stations
- Litter sweep on & off premises
- Clean up excess hay/straw from Pound House grounds
- Aerate, reseed, and water Pound House grounds

# Dripping Springs Pumpkin Festival

A family friendly event benefitting The Friends of the Pound House Foundation

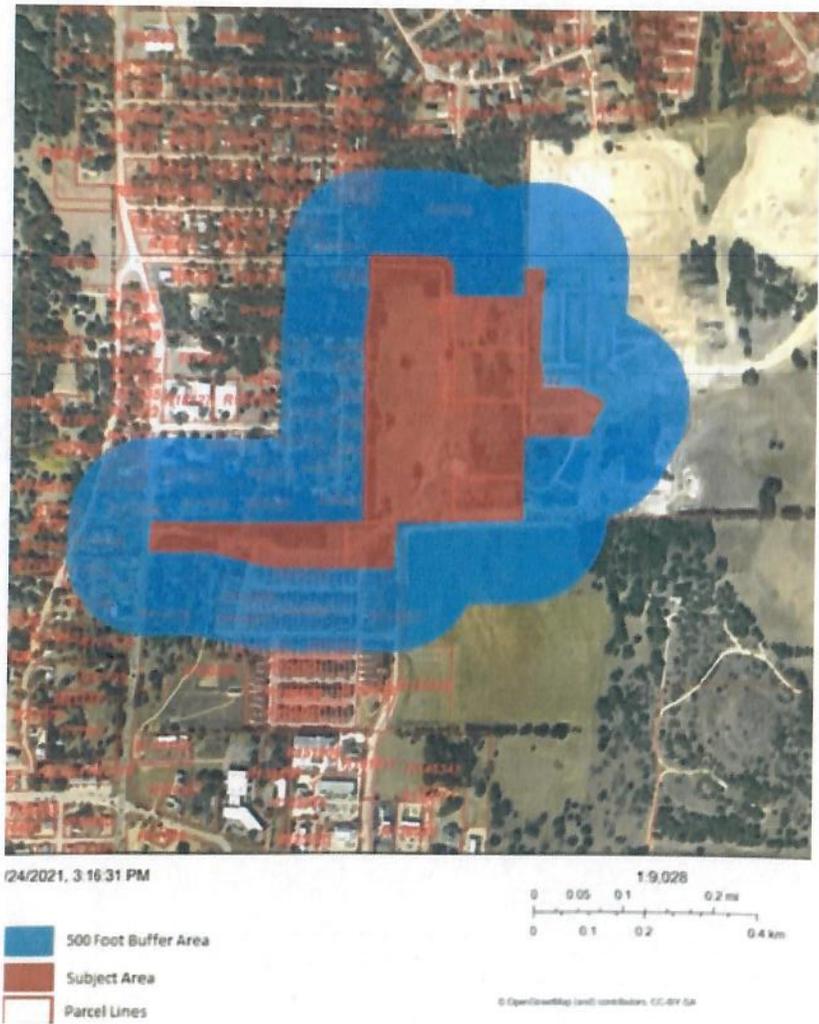
Hello Neighbors,

The Dr. Pound Historical Farmstead, the birthplace of Dripping Springs, has finished undergoing extensive renovations and repairs thanks to the generous support from the City of Dripping Springs, our local community, and the Dripping Springs Pumpkin Festival. We welcome our neighbors and friends for one final celebration to explore the newly renovated and open museum during the festival.

The Dripping Springs Pumpkin Festival will take place every Saturday and Sunday 10am to 7pm, Sept 23rd through October 29th, 2023. If you have any questions or concerns, please contact Christopher Durst, Will Loconto, or Gretchen Bray at (512) 430-2208.

Sincerely,  
The Dripping Springs Pumpkin Festival Team

### Neighborhood Map around the Dr. Pound Historical Farmstead



Dell - Internal Use

**Andrew Binz**

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**From:** Michelle Ciaccio <president@dsysa.org>  
**Sent:** Friday, May 12, 2023 3:09 AM  
**To:** Andrew Binz; Brenda DeWitt  
**Subject:** Pumpkin Patch/ Founders Park

Good Morning!

I just wanted to pass on the great news. I have received word from our Football Program that the district gave DSYSA an advanced approval to use the school facilities on Saturdays this Fall. The Football Program will still be using the park on the other days of the week. If for any reason the agreement doesn't hold with the district we will do everything possible to accommodate both events on Saturdays.

DSYSA has no problem with the Pumpkin Patch at the park this Fall in assumption that all the precautionary steps are still the same. If Parks and Rec is okay with this- so are we!

Thanks,  
Michelle Ciaccio  
DSYSA President



22 May, 2023

Friends of the Pound House Foundation  
P.O. Box 1150  
Dripping Springs, Texas 78620

City of Dripping Springs  
Johnna Krantz  
511 Mercer Street  
Dripping Springs, Texas 78620

Dear Ms. Krantz,

Please accept this letter as notification that the Friends of the Pound House Foundation hereby gives permission for all vendors, selected, and approved by the Dripping Springs Pumpkin Fest, LLC. for their event, dated 23 September to 29 October, 2023, to conduct business on our premises. We have signed the permit application to be used forthwith for all included vendors. Please contact me, should you have any questions.

Thank you,

A handwritten signature in black ink that reads "Betty Meyer". The signature is written in a cursive style with a long, sweeping underline.

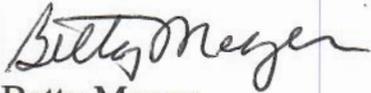
Betty Meyer

Friends of the Pound House Foundation

City of Dripping Springs,

Friends of the Pound House Foundation is requesting use of the Founder's Memorial Park parking lot for Dripping Springs Pumpkin Festival attendees in addition to legal street parking, Sept 23rd – Oct 29<sup>th</sup>, 2023.

Thank you for your consideration,



Betty Meyer  
Friends of the Pound House Foundation  
May 21, 2023

PERMISSION TO USE PROPERTY

Item 2.

PROPERTY OWNER INFORMATION -

Name of Owner/Agent: Friends of the Pound House Foundation, Betty Meyer

Current Residence Address: 419-B Founders Park Road Dripping Springs, TX 78620

Current Telephone Number: 512 431-7839

Proposed Sales Location: 419-B Founders Park Road Dripping Springs, TX 78620

Name of Applicant for Itinerant Vendor License:

I, the undersigned, am the current owner or the duly authorized agent of the current owner of real property which is the proposed site for the sale or display of goods by the applicant listed above. I hereby consent to the applicant's proposed use and occupancy of the property for the purpose of displaying goods or offering goods/services for sale.

*[Handwritten signature]*

Owner/Agent

*Betty Meyer* 5-23-23  
Betty Meyer Date

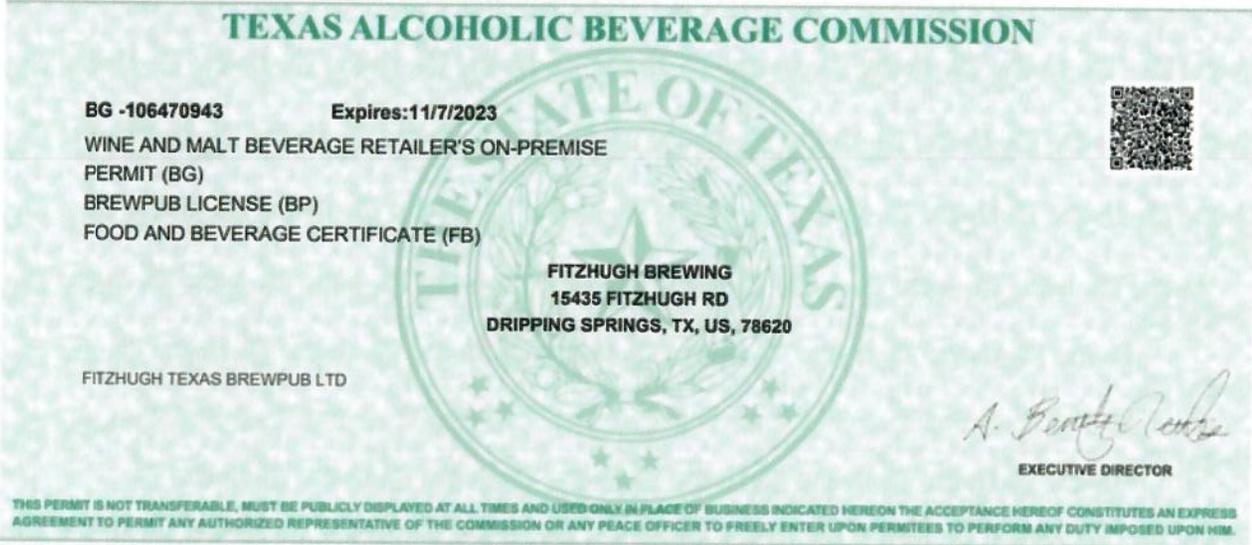


DRIPPING SPRINGS  
Texas





# Beer & Wine TABC Licenses



Form 205  
(Revised 05/11)

This space reserved for office use.



**Certificate of Formation  
Limited Liability Company**

Submit in duplicate to:  
Secretary of State  
P.O. Box 13697  
Austin, TX 78711-3697  
512 463-5555  
FAX: 512 463-5709  
**Filing Fee: \$300**

**Article 1 – Entity Name and Type**

The filing entity being formed is a limited liability company. The name of the entity is:

Dripping Springs Pumpkin Fest, LLC  
The name must contain the words "limited liability company," "limited company," or an abbreviation of one of these phrases.

**Article 2 – Registered Agent and Registered Office**

(See instructions. Select and complete either A or B and complete C.)

A. The initial registered agent is an organization (cannot be entity named above) by the name of:

OR

B. The initial registered agent is an individual resident of the state whose name is set forth below:

Christopher Durst  
First Name M.I. Last Name Suffix

C. The business address of the registered agent and the registered office address is:

402 Teal Lakeway TX 78734  
Street Address City State Zip Code

**Article 3—Governing Authority**

(Select and complete either A or B and provide the name and address of each governing person.)

A. The limited liability company will have managers. The name and address of each initial manager are set forth below.

B. The limited liability company will not have managers. The company will be governed by its members, and the name and address of each initial member are set forth below.

<b>GOVERNING PERSON 1</b>				
NAME (Enter the name of either an individual or an organization, but not both.)				
IF INDIVIDUAL				
<u>Christopher</u>		<u>Durst</u>		
First Name	M.I.	Last Name	Suffix	
OR				
IF ORGANIZATION				
Organization Name				
ADDRESS				
<u>402 Teal</u>	<u>Lakeway</u>	<u>TX</u>	<u>78734</u>	
Street or Mailing Address	City	State	Country	Zip Code

<b>GOVERNING PERSON 2</b>				
NAME (Enter the name of either an individual or an organization, but not both.)				
IF INDIVIDUAL				
Gretchen Bray				
First Name	M.I.	Last Name	Suffix	
OR				
IF ORGANIZATION				
Organization Name				
ADDRESS				
402 Teal Lakeway TX 78734				
Street or Mailing Address	City	State	Country	Zip Code

<b>GOVERNING PERSON 3</b>				
NAME (Enter the name of either an individual or an organization, but not both.)				
IF INDIVIDUAL				
Will Locanto				
First Name	M.I.	Last Name	Suffix	
OR				
IF ORGANIZATION				
Organization Name				
ADDRESS				
6800 Caudill Lane Austin TX 78738				
Street or Mailing Address	City	State	Country	Zip Code

**Article 4 – Purpose**

The purpose for which the company is formed is for the transaction of any and all lawful purposes for which a limited liability company may be organized under the Texas Business Organizations Code.

**Supplemental Provisions/Information**

Text Area: [The attached addendum, if any, is incorporated herein by reference.]

<p>1/3 ownership - Christopher Durst</p> <p>1/3 ownership - Gretchen Bray</p> <p>1/3 ownership - Will Locanto</p>
---

**Organizer**

The name and address of the organizer:

Christopher Durst  
Name

102 Tral Lakeview TX 78734  
Street or Mailing Address City State Zip Code

**Effectiveness of Filing** (Select either A, B, or C.)

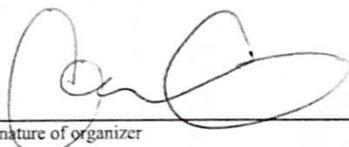
- A.  This document becomes effective when the document is filed by the secretary of state.
- B.  This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: \_\_\_\_\_
- C.  This document takes effect upon the occurrence of the future event or fact, other than the passage of time. The 90<sup>th</sup> day after the date of signing is: \_\_\_\_\_

The following event or fact will cause the document to take effect in the manner described below:  
\_\_\_\_\_

**Execution**

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized to execute the filing instrument.

Date: 08/12/21

  
Signature of organizer

Christopher Durst  
Printed or typed name of organizer



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM) 05/21 Item 2.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

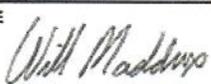
<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		<b>CONTACT NAME:</b> Will Maddux <b>PHONE (A/C, No, Ext):</b> (530) 477-6521 <b>E-MAIL ADDRESS:</b> info@theeventhelper.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> Dripping Springs Pumpkin Fest, LLC. Christopher Durst 402 teal Lakeway TX 78734		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Evanston Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 35378	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			3DS5474-M3790316	SEE BELOW	SEE BELOW	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability	Y	N				PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19 for the following dates: 09/10/2023, 09/11/2023, 09/12/2023, 09/13/2023, 09/14/2023, 09/15/2023, 09/16/2023, 09/17/2023, 09/18/2023, 09/19/2023, 09/20/2023, 09/21/2023, 09/22/2023, 09/23/2023, 09/24/2023, 09/30/2023, 10/01/2023, 10/07/2023, 10/08/2023, 10/14/2023, 10/15/2023, 10/21/2023, 10/22/2023, 10/28/2023, 10/29/2023, 10/30/2023, 10/31/2023, 11/01/2023, 11/02/2023, 11/03/2023, 11/04/2023, 11/05/2023, 11/06/2023 & 11/07/2023. Attendance: 2500, Event Type: Pumpkin Patch.

<b>CERTIFICATE HOLDER</b> City of Dripping Springs 419 Founders Park Rd Dripping Springs TX 78620	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**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:** June 5, 2023

**Agenda Item Wording:** Discuss and consider possible action regarding a recommendation to amend the Master Fee Schedule: Section 9: Parks & Community Services.

**Agenda Item Requestor:** Andrew Binz

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**Summary/Background:** Due to an increase in requests to utilize the parking lot at Founders Memorial Park for non-city events, the staff is proposing a Parking Lot Use Fee.

At the discretion of the City Administrator, if an event at or near Founders Memorial Park requires 50% of the parking spots or more (approximately 95 parking spots) within Founders Memorial Park, a Parking Lot Use Fee will be applied for the duration of the event. The Parks & Community Services Director may authorize the fees to be prorated based on the following: type of event, anticipated attendance/parking needs, and activities already scheduled within the park. Public access must still be allowed during the event unless private parking is approved by the City Council through the Special Event Permit process.

The fees were calculated based on the potential lost revenue generated from facility rental opportunities within the park.

**Staff Recommendations:** Approve the recommendation to City Council to amend to the Master Fee Schedule: Section 9: Parks & Community Services.

**Attachments:** Master Fee Schedule

**Next Steps/Schedule:**

The amendment to the Master Fee Schedule: Section 9: Parks & Community Services will be presented to the Mayor and City Council for approval.



9.4.1 Athletic Fields are to be used for the purpose for which they are built (Baseball, Soccer, Softball, Football, Lacrosse).

Single Use Fees: 2 hour minimum

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
\$25.00/hour	\$75.00/hour	\$100.00/hour	\$150.00/hour

9.4.2 Additional Days

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
More than 5 days: \$100.00 per day	More than 5 days: \$300.00 per day	More than 5 days: \$400.00 per day	More than 5 days: \$600.00 per day

**9.5 Fees for Dripping Springs Sports & Recreation Park Sand Volleyball Court and Multi-Use Concrete Basketball Court**

9.5.1 Fees per Single Use/Per Amenity: 2 hour minimum

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
\$25.00/hour	\$75.00/hour	\$100.00/hour	\$150.00/hour

**9.6 Exemption from Field Fees:** Field fees will not be charged to Dripping Springs Youth Sports Association as long as the organization is actively involved in the maintenance and improvement of the parks; however, the cost of electricity shall be reimbursed.

**9.7 Use Fees for Veteran’s Memorial Park and The Triangle**

9.7.1 Under 4 hours

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
\$50.00	\$80.00	\$100.00	\$200.00

9.7.2 Over 4 hours

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
\$100.00	\$160.00	\$200.00	\$400.00

9.7.3 Deposit: \$100.00; the deposit fee will be returned if the area is adequately cleaned-up.

9.7.4 Additional Days Resident/ETJ Non-Resident & Not-for-Profit

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
More than 5 days: \$50.00 per day	More than 5 days: \$80.00 per day	More than 5 days: \$100.00 per day	More than 5 days: \$200.00 per day

**9.8 Park Use Permit Fees:** These fees are in addition to any applicable rental fees.

9.8.1 Commercial Activity: Vendors or individuals that sell goods or services for profit, \$30.00/use

9.8.2 Commercial Fitness Trainer Fees

Deposit equal to cost of upcoming session/classes and Park Maintenance Fee of \$10.00/month per training session to be included in all License Fees.

(a) Six Month License

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
\$100.00	\$100.00	\$200.00	\$400.00

(b) Twelve Month License

Resident/ETJ	Non-Resident & Not-for-Profit	Commercial City Limits	Commercial Outside of City Limits
\$200.00	\$200.00	\$400.00	\$800.00

**9.9 Founders Memorial Park Pool & Pavilion**

9.9.1 Pool Entry Fees

	Resident/ETJ	Non-Resident, Not-for-Profit
Daily Entry – Child (3 years and younger)	Free	Free
Daily Entry – Child (4 – 11 years)	\$3.00	\$5.00
Daily Entry (12 – 59 years)	\$4.00	\$6.00
Daily Entry – Adult Senior (60+ years)	\$3.00	\$5.00
Summer Splash Pass – Child	\$45.00	\$75.00

(4 – 11 years)		
Summer Splash Pass (12 – 59 years)	\$60.00	\$90.00
Summer Splash Pass – Senior Adult (60+ years)	\$45.00	\$75.00
Family Summer Splash Pass – 4 Family Members or Less	\$125.00	\$150.00
Family Summer Splash Pass – 5 Family Members or More	\$150.00	\$175.00

9.9.2 Pool Rental Fees

	<b>Resident/ ETJ</b>	<b>Non- Resident &amp; Not-for- Profit</b>	<b>Commercial City Limits</b>	<b>Commercial Outside of City Limits</b>
Pool Rental – 2 hours minimum	\$90.00/hour	\$100.00/hour	\$160.00/hour	\$170.00/hour
Security Deposit (Refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Additional Guards (1 per 25 people over 75 attendees)	\$30.00/hour per guard	\$30.00/hour per guard	\$30.00/hour per guard	\$30.00/hour per guard

9.9.3 Park Pavilion Rental Fee

	<b>Resident/ ETJ</b>	<b>Non- Resident &amp; Not-for- Profit</b>	<b>Commercial City Limits</b>	<b>Commercial Outside of City Limits</b>
Rate for 4 hours	\$75.00	\$85.00	\$140.00	\$150.00
Daily Rate	\$150.00	\$160.00	\$290.00	\$300.00
Security Deposit	\$100.00	\$100.00	\$100.00	\$100.00

9.9.4 Parking Lot Use Fee

At the discretion of the City Administrator, if an event at or near Founders Memorial Park requires 50% of the parking spots or more (approximately 95 parking spots) within Founders Memorial Park, a Parking Lot Use Fee will be applied for the duration of the event. The Parks & Community Services Director may authorize the fees to be prorated based on the following: type of event, anticipated attendance/parking needs, and activities already scheduled within the park. Public access must still be allowed during the event unless private parking is approved by the City Council through the Special Event Permit process.

	<b>Resident/ ETJ</b>	<b>Non- Resident &amp; Not-for- Profit</b>	<b>Commercial City Limits</b>	<b>Commercial Outside of City Limits</b>
Per Hour	\$100.00	\$250.00	\$400.00	\$500.00

**9.10 Community Service Programs**

9.10.1 Special fees for clinics, workshops, and season programming may be set by the Parks and Community Services Director and executed by the City Administrator.

**9.11 Special Event Permit and Co-Sponsorship Fees**

9.11.1 Application Fee: \$25.00

9.11.2 Deposit: \$200.00



**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:** June 5, 2023

**Agenda Item Wording:** Discuss and consider possible action regarding the Master Naturalist Bird Blind Project by Tina Adkins.

**Agenda Item Requestor:** Andrew Binz

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**Summary/Background:** Tina Adkins is the Master Naturalist assigned to Dripping Springs Ranch Park (DSRP). Tina applied for and received grant worth \$1,100.00 through the Hays County Master Naturalists organization to install bird identification signs at the bird blinds at DSRP and Charro Ranch Park. The signs would serve as an educational tool for the public to assist in identifying a variety of local birds.

**Staff Recommendations:** Approve the Master Naturalist Bird Blind project by Tina Adkins.

**Attachments:** Project Grant Application  
Bird ID Signs  
Bird Identification Conceptual Design

**Next Steps/Schedule:** Coordinate with Tina Adkins for the installation of the Bird Id Signs.



# Project Grant Application

Item 4.

Applicant Name	Tina Adkins/Michael Meves	(512) 470-5606/ (714) 707-0914
Project #/Name	#1902/#1010	<a href="mailto:kristina.adkins@icloud.com">kristina.adkins@icloud.com</a> / <a href="mailto:michaelmeves99@gmail.com">michaelmeves99@gmail.com</a>
Describe the activities and key purpose of the project as it is today:		
<p>The existing Bird Blinds at both Dripping Springs Ranch Park (DSRP) and Charro Ranch Park (CRP) function as specific areas where the public along with Master Naturalists and avid bird enthusiasts can observe the diversity of species of local birds. Bird feeders are located at either end of the DSRP blind and one centered at CRP blind. These feed and water stations are maintained by the HCMN to provide supplemental food for local and migrating birds. Both parks currently have detailed books which list different bird species common in this area. However, while bird watching, it is very difficult to both observe quietly and refer to the books in order to accurately identify the birds observed.</p>		
How many volunteer hours were credited to your project in the last 12 months?		30 / 456
On average, how many MN volunteers work on your project in a given year?		12/ 20
On average, how many non-MN volunteers work on your project in a given year?		3/ 4
Describe how you would use a Grant to enhance/expand your Project: (be specific)		
<p>We would like to submit a proposal to purchase Bird Identification signs for existing bird blinds in both Dripping Springs Ranch Park (DSRP) and Charro Ranch Park (CRP). These 6" square signs would be placed on 10-12 4"x4" posts at DSRP and 2-3 1"x 6" screening boards at CRP. DSRP will need between 60 and 72 signs while CRP will need 50 signs. The signs will be manufactured with Aluminum Composite Materials which are very durable for exterior use; this material is preferred over laminated signs which warp, fade and degrade outside. Another advantage is these signs can be easily replaced or added to on a case by case basis if the need arises. The quote for each sign ranges from \$8 - \$9 depending on the quantity and whether drilling for 2 holes/sign is included. The total cost for the signs ranges from \$976 - \$1,098 (again depending on volume discount and number of signs). The bird pictures were taken from Hays County Master Naturalists and a Hays County Birding Society member. Separate signs will also be posted at each blind with the HCMN logo to promote our Chapters' participation.</p> <p>The key purpose of this project is to prominently display these signs in each existing bird blind to assist in educating the public to identify local birds for their own interest along with bird enthusiasts of all skill levels. This project also highlights the ongoing research at each park which includes programs such as Feeder Watch, Climate Watch (National Audubon) and seasonal BioBlitz's. The list of birds displayed on these signs was obtained from the Fall 2022 BioBlitz and ongoing Feeder Watch data.</p>		
Amount requested (please provide line item budget plan on the following page)		\$1,108
Timeline for completion		September 2023
I thank the Board in considering funding this project to enhance the bird blinds while increasing the Outreach and Education for the Dripping Springs Community.		



3/1/23

Response to committee member questions regarding the Firefly grant application for bird signs at Dripping Springs Parks.

- Where will the posts be located in reference to the viewing stations? Will they be spread out or clumped together?
  1. At DSRP: The existing posts within the bird blind itself will be used to post the signs vertically. There are approximately 18 posts. However, the signs will primarily be placed on the perimeter of the viewing station and perhaps 4 of the interior posts on a total of 10 posts. Measurements will allow 6, 6" signs to be placed from the railing upwards (vertically) with 1-2" spacing between them. These will then be within eye level not reaching above 6' nor touching the roofline. The signs will not be placed on the posts through the entrance to the blind nor the posts which lead from the upper level to the lower level deck; access will not be hindered therefore signs and visitors will not be harmed.
  2. At CRP: The existing posts and 2" x 4" boards facing the feeding stations will be used to post the signs horizontally. There will also be a 1-2" spacing between each sign. These will also be placed at eye level and below and will not impede viewing the birds or impede visitors.
- How will visitors use the signs? (as they are walking along, while they are in the viewing station)
  3. Since the signs will be inside both the bird blinds, visitors can simultaneously observe birds at all feeding stations while viewing the bird signs to help identify and classify bird species. The related species of birds will be grouped together as much as possible. Groupings of birds will also be posted depending on whether birds can be seen seasonally: winter, spring, summer or all year around.
- Is the purpose to showcase what birds you can find there, help visitors with identification when they see a bird, or what do you envision?
  - Will the metal signs be in color?
- 4. The purpose of these colored signs is definitely to include bird species that have been observed at both the feeders and watering stations along with birds in nearby shrubs/trees, at the pond or simply flying nearby. The birds selected include birds observed at the recent Fall Bioblitz 2022 and the listings of birds in the notebooks at the blinds themselves. Birds signs will be grouped according to the season in which they spend time at the park: spring, summer, winter or all year long. The primary purpose is to assist the beginning birder and the general public in identifying the species easily without having to go back and forth to the existing detailed books causing movement which will in turn result in the birds taking flight and visitors losing an identification opportunity. Each colored sign will have the common name of the bird to enhance recall and thus creating a learning experience for both youth and adults.

- Will the HCMN logo be included in the signs or on the post?
5. The HCMN logo will be placed in a separate sign upfront acknowledging our contribution for the design, photography and installation of this project.

Is there some reason Charro and Ranch Park applied together? Should they be separate?

6. As the designated Dripping Springs (DS) Liaison, I felt it was essential to use the same design and materials for bird signs at both parks in order to demonstrate a unified and consistent Hays County Master Naturalist presence throughout all 5 Dripping Springs Parks. This concept also aligns with the Dripping Springs Parks & Community Services Director, Andy Binz, and the DS Parks & Recreation Commissioner chair and DS Birding Club president, Paul Fushille. It should be noted that previous funding sources for the bird stations in DS have been accumulated by a combination of all these entities (HCMN, DS Bird Club, City of DS, public donations and DS businesses such as Wild Birds Unlimited). Thus, it would be paramount to develop a cohesive project for all of Dripping Springs Parks rather than design signs for each park separately.
7. Vendors contacted for quotes on pricing this project were not disposed to provide completed samples without a contractual agreement. A separate sample of the material used but unmarked was shown to the HCMN Board at a recent board meeting.

Sincerely,

Tina Adkins  
DS Project Coordinator and DS Liaison

Michael Meves  
CRP Project Coordinator

12/3/22 BioBlitz  
36 Different Bird Species

Table 1

American Goldfinch	<i>Spinus tristis</i>
American Kestrel	<i>Falco sparverius</i>
American Robin	<i>Turdus migratorius</i>
Bewick's Wren	<i>Thryomanes bewickii</i>
Black Vulture	<i>Coragyps atratus</i>
Black -crested Titmouse	<i>Baeolophus atricristatus</i>
Carolina Chickadee	<i>Poecile carolinensis</i>
Carolina Wren	<i>Thryothorus ludovicianus</i>
Chipping Sparrow	<i>Spizella passerine</i>
Common Raven	<i>Corvus corax</i>
Eastern Bluebird	<i>Sialia sialis</i>
Eastern Phoebe	<i>Sayornis phoebe</i>
Field Sparrow	<i>Spizella pusilla</i>
Greater Roadrunner	<i>Geococcyx californianus</i>
Harris's Sparrow	<i>Zonotrichia querula</i>
House Finch	<i>Carpodacus mexicanus</i>
Killdeer	<i>Charadrius vociferus</i>
Lark Sparrow	<i>Chondestes grammacus</i>
Lesser Goldfinch	<i>Spinus psaltria</i>
Lincoln's Sparrow	<i>Melospiza lincolnii</i>
Loggerhead Shrike	<i>Lanius ludovicianus</i>
Merlin	<i>Falco columbarius</i>
Mourning Dove	<i>Zenaida macroura</i>
Northern Cardinal	<i>Cardinalis cardinalis</i>
Northern Mockingbird	<i>Mimus polyglottos</i>
Pine Siskin	<i>Spinus sinus</i>
Red-tailed Hawk	<i>Buteo jamaicensis</i>

Table 1-1

Red-winged Blackbird	<i>Agelaius phoeniceus</i>
Ruby-crowned Kinglet	<i>Regulus calendula</i>
Savannah Sparrow	<i>Passerculus sandwichensis</i>
Song Sparrow	<i>Melospiza melodia</i>
Spotted Towhee	<i>Pipilo maculatus</i>
Turkey Vulture	<i>Cathartes aura</i>
Vesper Sparrow	<i>Pooecetes</i>
White-crowned Sparrow	<i>Zonotrichia leucophrys</i>
White-winged Dove	<i>Zenaida asiatica</i>



# Charro Ranch Park

The existing detailed bird book and bird viewing station.



Hays County Master Naturalist Logo and sign



A view of both 4" and 6" bird signs - west side of blind





A view of both 4" and 6" signs - north side of blind facing feeding stations.



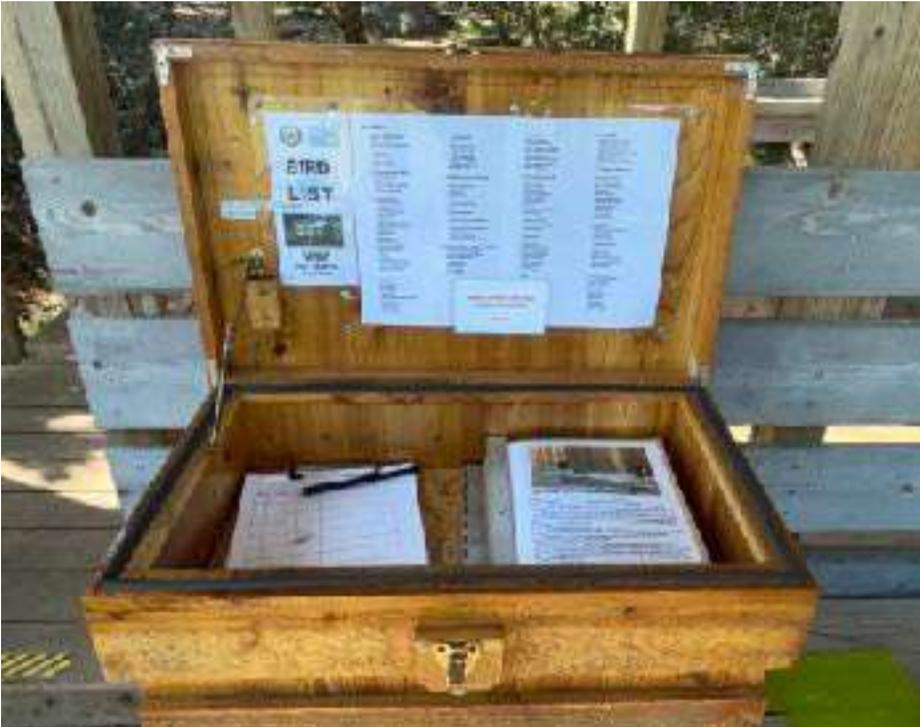


A view of 6" signs on 8" boards near roof of blind - north side.



# Dripping Springs Ranch Park

The existing detailed bird book and bird viewing station.



A view of both 4" and 6" bird signs - west side of blind facing water station.



19 - 23 4" x 4" potential posts to place bird signs on both west & east sides of blind.

West views



A view of both 4" and 6" signs - north side of blind facing pond.



Optional View of 6" signs below railing; fit well but require standing back to view.



Display of both 4" and 6" signs on boards near roofline; less visibility.











**Northern Shoveler**

Fall/Spring



**Chipping Sparrow**

Fall/Spring





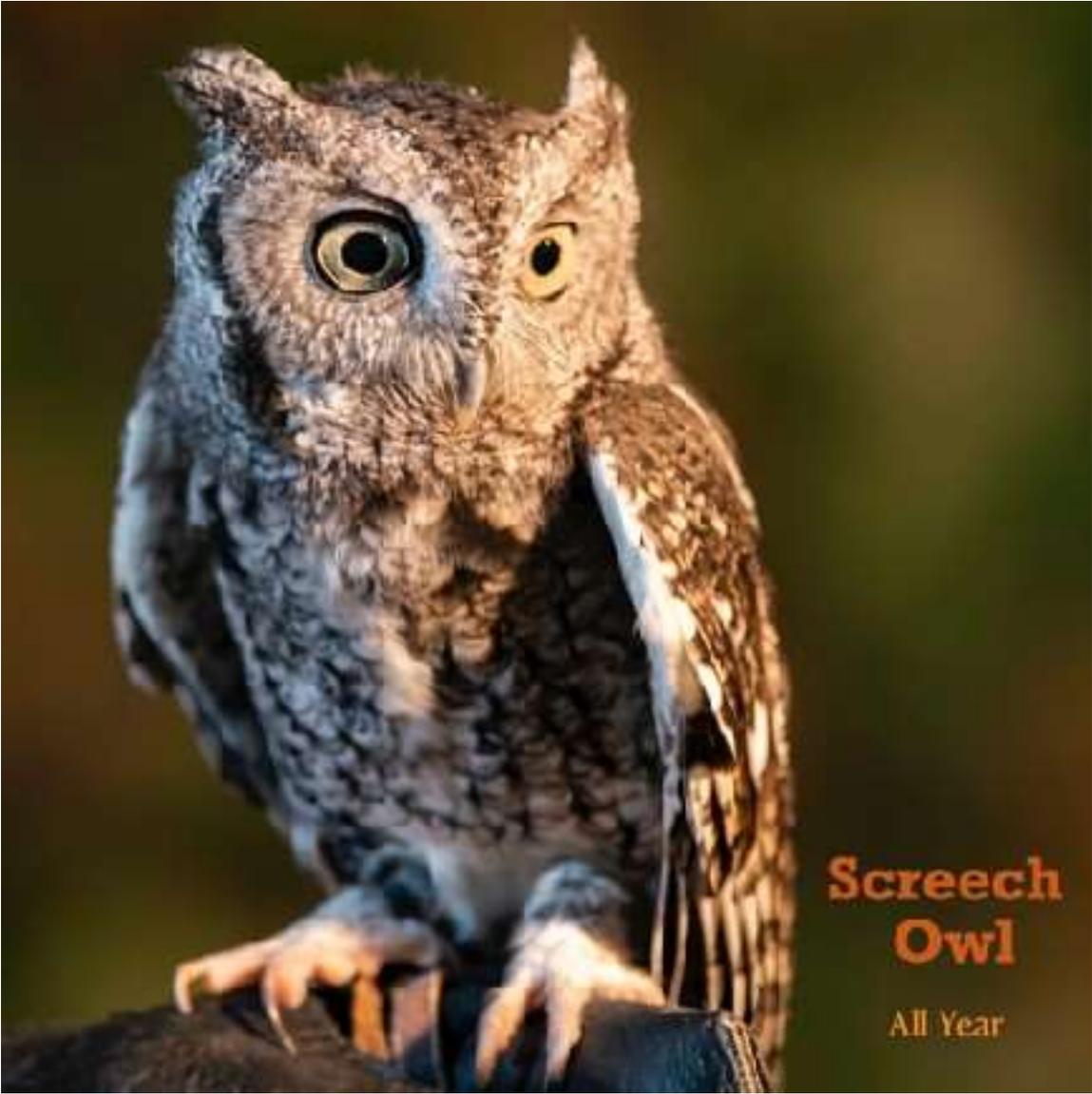
**Red-Tailed Hawk**  
All Year

















**Designed, Funded,  
Installed and  
Photographed by Hays  
County Master  
Naturalists**



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

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

**Parks & Recreation  
 Commission Meeting  
 Date:** June 5, 2023

**Agenda Item Wording:** Discuss and consider possible action regarding the Professional Service Agreement between the City of Dripping Springs and RVi Planning for the Rathgeber Natural Resources Park Vision Plan.

**Agenda Item Requestor:** Andrew Binz

**Summary/Background:** RVi Planning was selected through the Request for Qualifications bid process for the Rathgeber Natural Resources Park Vision Plan. The Vision Plan will include site analysis and data collection, vision planning including stakeholder and public engagement opportunities, needs assessment, operations and land management strategies, and budget and funding strategies. The final product will be three hard copies and electronic copy of the final Vision Plan for the Rathgeber Natural Resources Park and all related materials.

The compensation for RVi Planning's services will be \$305,859.86 plus any additional services performed. The Parks & Recreation Commission has \$100,000 budgeted for this project in 2023 and staff is requesting an additional \$215,000 in the 2024 budget to cover the cost.

**Staff  
 Recommendations:** Approval of the recommendation to City Council the Professional Service Agreement with RVi Planning.

**Attachments:** Professional Service Agreement – RVi.

**Next Steps/Schedule:** The Professional Service Agreement with RVi will be presented to the Mayor and City Council for approval.



## PROFESSIONAL SERVICES AGREEMENT

This Agreement, made and entered into this, the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the **City of Dripping Springs**, Texas (hereinafter referred to as the “City”) and **RVI Planning**, (hereinafter referred to as “Contractor”), is understood and agreed to be as set forth herein:

1. **Project Summary:** Conduct Master Park Study for Rathgeber Park “Park”.
2. **Scope of Work:** Scope of Work includes all work in Attachment “A”.
3. **Description of Services:** The Contractor shall perform the below duties as needed by the City:
  - Inventory of the Site.
  - Identify regional/national standards related to park development projects.
  - Development community engagement plan.
  - Provide a detailed schedule for the planning, design development, and construction document phases.
  - All other services necessary for the Scope of Work in Attachment “A”.
4. **Payment for Services:** The City will pay the Contractor for the performance of the Contract, in current funds, not to exceed three hundred fifteen thousand eight hundred sixty dollars (\$315,860) including the base fee and up to ten thousand dollars (\$10,000) of reimbursable expenses. Invoices will be submitted monthly and payment is due within 30 days of City’s receipt and approval of the invoice. Any amount in excess of this amount must be approved by both parties in writing.
5. **Duration:** This Agreement shall be in effect for a period of one year (12 months), unless terminated as provided below or if all work associated with Agreement is completed. Contractor shall start work immediately after the execution of this Agreement.
6. **Termination:** Either party may terminate this Agreement by a thirty (30) day written notice.
7. **Relationship of Parties:** It is understood by the parties that Contractor is an independent contractor with respect to the City and not an employee of the City. City will not provide fringe benefits, including health insurance benefits, paid vacation, or any employee benefit, for the benefit of Contractor. The City may contract with other individuals or firms for engineering services.
8. **Employees:** Contractor employees, if any, who perform services for City under this Agreement shall also be bound by the provisions of this Agreement. At the request of City, Contractor shall provide adequate evidence that such persons are Contractor’s employees.
9. **Mandatory Disclosures:** Texas law requires that vendors make certain disclosures. Prior to the effective date of this Contract, the Contractor has submitted to the City a copy of the Conflict of Interest Questionnaire form (CIQ Form) approved by the Texas Ethics Commission

(Texas Local Government Code Chapter 176). The Contractor also confirms it is in compliance with all Texas requirements related to government contracts including: (1) no boycott of Israel; (2) not listed as a foreign terrorist organization by the Texas Comptroller of Public Accounts; (3) Contractor does not have a policy or practice of discriminating against firearm entities or firearm trade associations; (4) Contractor does not boycott energy companies; and Contractor is compliant with all other Texas laws including any additional disclosure requirements.

- 10. Injuries/Insurance:** Contractor acknowledges his/her obligation to obtain appropriate insurance coverage for the benefit of Contractor's employees, if any. Contractor waives the rights to recovery from City for any injuries that Contractor and/or Contractor's employees may sustain while performing services under this Agreement. Contractor is to provide a copy of a certificate of insurance coverage to City at least ten (10) days prior to end of any existing coverage period if Contractor uses the services of any of Contractor's employees for the provision of services to the City.
- 11. INDEMNIFICATION:** CONTRACTOR AGREES TO INDEMNIFY AND HOLD CITY HARMLESS FROM ALL CLAIMS, LOSSES, EXPENSES, FEES, INCLUDING REASONABLE ATTORNEY'S FEES, COSTS, AND JUDGMENTS THAT MAY BE INCURRED BY CITY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS OF CONTRACTOR, CONTRACTOR'S EMPLOYEES, IF ANY, AND CONTRACTOR'S AGENTS.
- 12. Assignment:** Contractor's obligation under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of City.
- 13. Notice:** All notice required or permitted under this Agreement shall be in writing and shall be delivered either in person or deposited in the United States mail, postage prepaid, addressed as follows:

**For the City:**

Attention: City Administrator  
 City of Dripping Springs City  
 P.O. Box 384  
 Dripping Springs, TX 78620  
 512-858-4725

**For the Contractor:**

Attention: Alan N. Harris, Esq.  
 Two Towne Square  
 Suite 700  
 Southfield, MI 48076  
 248-447-2000

Either party may change such address from time to time by providing written notice to the other in the manner set forth above. Notice is deemed to have been received three (3) days after deposit in U.S. mail.

- 14. Entire Agreement:** This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes and prior written agreements between the parties. If a conflict exists between this Agreement and Attachment "A", this Agreement shall prevail.

- 15. Amendment:** This agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.
- 16. Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 17. Waiver of Contractual Right:** The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.
- 18. Applicable Law:** The laws of the State of Texas shall govern this Agreement.
- 19. Venue:** The venue for any and all legal disputes arising under this Agreement shall be Hays County, Texas.
- 20. Consequential Damages.** Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive, or exemplary damages.
- 21. Site Access and Safety.** City shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Contractor will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including City’s contractors, subcontractors, or other parties present at the site.

**CITY OF DRIPPING SPRINGS:**

**CONTRACTOR:**

\_\_\_\_\_  
Bill Foulds Jr., Mayor

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Andrea Cunningham, City Secretary

ATTACHMENT A



**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:** June 5, 2023

**Agenda Item Wording:** Discuss and consider possible action regarding the Parks and Facilities Naming Policy.

**Agenda Item Requestor:** Andrew Binz

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**Summary/Background:** The Parks and Facilities Naming Policy will provide a formal process that assists the City Council with naming or renaming the City of Dripping Springs’s parks, park facilities, or infrastructure. This policy provides for citizen input, board or commission recommendations, and ensures City Council approval to adopt all names.

**Staff Recommendations:** Approve the recommended to City Council the Parks and Facilities Naming Policy.

**Attachments:** Parks and Facilities Naming Policy

**Next Steps/Schedule:** The Parks and Facilities Naming Policy will be presented to the Mayor and City Council for approval.





# DRIPPING SPRINGS

Texas

**City of Dripping Springs**  
**Parks and Facilities Naming Policy**

**Last Adopted: \_\_\_\_\_**

## Purpose

To provide a formal process that assists the City Council with naming or renaming the City of Dripping Springs's parks, park facilities, or infrastructure. This policy provides for citizen input, board or commission recommendations, and ensures City Council approval to adopt all names.

## Guidelines

### Park, Park Facilities & Infrastructure

For the purpose of this policy, "Park" shall include any area designated by the City for park and recreational use. Park facilities shall include offices, restrooms, pavilions, or any other building located in a designated park. Park infrastructure shall include trails, playgrounds, benches, trees, or equipment located in a designated park.

Proposed names shall identify one of the following:

- An adjacent street to the park;
  - Predominant physical features (such as lakes, rivers, creeks, etc.) in or adjacent to the park;
  - The subdivision in which the park property is located;
  - A state or nationally recognized person who has improved the quality of life for the public;
  - A significant historic feature, event, or person;
  - An individual or group who has made exceptional contributions to the City of Dripping Springs with preference being given for contributions to parks and recreation services.
- Exceptional contributions include:

- Donating or contributing a significant amount of time or funds for the acquisition and/or development of the park facility;
- Providing direct and significant volunteer services benefiting the public as a local or community leader.

No naming or renaming proposals shall be permitted for any individual, corporation, or donor group whose public image, services, or history conflicts with the purpose or mission of this policy or the mission of the City of Dripping Springs.

### Municipal Facilities & Infrastructure

For the purpose of this policy, Municipal Facility shall include any building or structure owned by the City of Dripping Springs, outside of a designated park. Individual spaces within a facility may be named separately. Municipal Infrastructure shall include streets, parking areas, and any property owned by the City of Dripping Springs.

Proposed names shall identify one of the following:

- A state or nationally recognized person who has improved the quality of life for the public;
- A significant historic feature, event, or person.

- An individual or group who has made exceptional contributions to the City of Dripping Springs. Exceptional contributions include:
  - o Donating or contributing a significant amount of time or funds for the acquisition and/or development of the facility or infrastructure;
  - o Providing direct and significant volunteer services benefiting the public as a local or community leader.

## Procedure

### Nominations

Individuals shall submit a written nomination for names along with justification to the City Administrator. The nomination shall include:

- Reasons for the proposed name;
- Evidence of community support for the proposed name;
- Petitions, if submitted, must state the intent and include printed names, signatures, addresses, zip codes and telephone numbers of each signer as proof of residency.

### Review

Each nomination shall be reviewed by the appropriate department for completeness. Complete nominations shall be placed on an upcoming agenda of the appropriate board or commission. Naming of parks facilities shall be reviewed by the Parks and Recreation Commission and then sent to City Council with the Parks and Recreation Commission recommendation. Naming of all other City facilities shall be brought before the City Council.

When placed on an upcoming agenda, each nomination shall be accompanied by a staff agenda statement which includes the following:

- All nomination information submitted
- Background on the facility or infrastructure for which the nomination was received
- Consistency with the naming guidelines
- Fiscal impacts; including upfront and ongoing maintenance costs
- Board or commission recommendation (if applicable)

### Renaming

Any proposed renaming of park, facility, or infrastructure shall only be approved by a majority vote of Council.