



FARMERS MARKET ASSOCIATION BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, February 18, 2021 at 10:00 AM

Agenda

VIDEOCONFERENCE MEETING

This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at acunningham@cityofdrippingsprings.com, no later than 9:00 a.m., the day of the meeting.

The Farmers Market Association Board respectfully requests that all microphones and webcams be disabled unless you are a member of the Board. City staff, consultants and presenters please enable your microphone and webcam when presenting to the Board.

Join Zoom Meeting

<https://us02web.zoom.us/j/88016022414?pwd=SWhnSnZQdlVjWk43NmhyQW51N2R0Zz09>

Meeting ID: 880 1602 2414

Passcode: 990871

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/88016022414>

Join by Skype for Business: <https://us02web.zoom.us/j/88016022414>

CALL TO ORDER AND ROLL CALL

Board Members

Gouri Johannsen, Chair

Marianne Simmons, Vice Chair

Teresa Strube, Secretary

David Vincent

Nikki Dahlin

Claudia Oney

Janet Musgrove

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt

Farmers Market Manager Laurel Robertson

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. Speakers 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 January 21, 2021 Farmers Market Association Board regular meeting minutes.**

MARKETING AND PUBLIC RELATIONS

- 2. Discuss and consider possible action regarding the publication of articles related to the Dripping Springs Farmers Market in the Outlook magazine.**

MARKET VENUE

- 3. Discuss and consider approval of Farmers Market Vendor Applications.**
 - a) 4Beans, LLC
 - b) Mother Shipton
 - c) Steinhardt Pottery

OTHER BUSINESS

- 4. Discuss and consider recommendation regarding a budget amendment to fund Part-time Farmers Market Specialist/Assistant position.**
- 5. Presentation and discussion regarding the Farmers Market Association Board of Directors budget recommendation for Fiscal Year 2022.**

EXECUTIVE SESSION

The Farmers Market Association Board 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 Farmers Market Association Board for the City of Dripping Springs may act upon any item listed in Executive

Session in Open Session or move any item from Executive Session to Open Session for action.

UPCOMING MEETINGS

Farmers Market Board Meetings

March 25, 2021 at 10:00 a.m.

April 15, 2021 at 10:00 a.m.

May 20, 2021 at 10:00 a.m.

City Council Meetings

March 9, 2021 at 6:00 p.m.

March 16, 2021 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.

Due to the Texas Governor Order, Hays County Order, City of Dripping Springs Disaster Declaration, and Center for Disease Control guidelines related to COVID-19, a quorum of this body could not be gathered in one place, and this meeting will be conducted through videoconferencing. Texas Government Code Sections 551.045; 551.125; and 551.127.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **February 12, 2021 at 3:30 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.



FARMERS MARKET ASSOCIATION BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, January 21, 2021 at 10:00 AM

MINUTES

This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at acunningham@cityofdrippingsprings.com, no later than 9:00 a.m., the day of the meeting.

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Join Zoom Meeting

<https://us02web.zoom.us/j/85489372334?pwd=VDhHUXdpZTh5c08yQS9NNTY3aU9MQT09>

Meeting ID: 854 8937 2334

Passcode: 307516

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/85489372334>

Join by Skype for Business: <https://us02web.zoom.us/j/85489372334>

CALL TO ORDER AND ROLL CALL

Board Members present were:

Gouri Johannsen, Chair

Marianne Simmons, Vice Chair

Teresa Strube, Secretary

Nikki Dahlin

Claudia Oney

Janet Musgrove

Board Member absent was:

David Vincent

Staff, Consultants & Appointed/Elected Officials:

Parks & Community Services Director Kelly Schmidt

Farmers Market Manager Laurel Robertson
 Events & Programs Coordinator Maggie Martin
 Mayor Pro Tem Taline Manassian

With a quorum of the Board present, Chair Johannsen called the meeting to order at 10:03 p.m.

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the corrected October 15, 2020 Farmers Market Association Board regular meeting minutes.**

A motion was made by Vice Chair Simmons to approve the corrected October 15, 2020 Farmers Market Association Board regular meeting minutes. Board Member Musgrove seconded the motion which carried unanimously 6 to 0.

- 2. Discuss and consider approval of the November 19, 2020 Farmers Market Association Board regular meeting minutes.**

A motion was made by Vice Chair Simmons to approve the November 19, 2020 Farmers Market Association Board regular meeting minutes. Board Member Oney seconded the motion which carried unanimously 6 to 0.

- 3. Discuss and consider approval of the December 17, 2020 Farmers Market Association Board regular meeting minutes.**

A motion was made by Board Member Musgrove to approve the December 17, 2020 Farmers Market Association Board regular meeting minutes. Board Member Dahlin seconded the motion which carried unanimously 6 to 0.

REPORTS

- 4. Parks and Community Services Director Report - December 2020**

Report is on file and available for review upon request.

5. Farmers Market Manager Report - December 2020

Laurel Robertson presented the report and discussed the holiday market. She also recognized Lovie Lavoie's for helping at the market.

6. Farmers Market Financial Report - December 2020

The Board discussed alternatives to providing water at the market as the sponsor who did provide water is no longer involved. Laurel has asked vendors to bring their own water and when the weather warms up, the market will provide water from a cooler for customers to fill their own containers or cups.

MARKETING AND PUBLIC RELATIONS

7. Discuss and consider Return on Investment (ROI) of Outlook article submissions and their continuation.

Laurel Robertson discussed searching for higher ROI using social media, while pausing use of Outlook. Kelly Schmidt shared information about the resources available to us at City and proposed submitting a plan at the next meeting to get a start on this shift in marketing. Chair Johannsen asked Kelly to collaborate with Lisa Sullivan for a plan of posting to Instagram.

OTHER BUSINESS

8. Discuss and consider recommendation for the creation of a Part-time Farmers Market Assistant Position.

Kelly Schmidt presented the staff report which is on file.

Chair Johannsen directed Kelly to proceed with the creation of a Part-time Farmers Market Assistant Position.

EXECUTIVE SESSION

The Farmers Market Association Board 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 Farmers Market Association Board for the City of Drippings Springs may act upon 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

Farmers Market Association Board Meetings

February 18, 2021 at 10:00 a.m.

March 25, 2021 at 10:00 a.m.

April 15, 2021 at 10:00 a.m.

City Council Meetings

February 9, 2021 at 6:00 p.m.

February 16, 2021 at 6:00 p.m.

ADJOURN

A motion was made by Board Member Musgrove to adjourn the meeting. Board Member Dahlin seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 11:16 a.m.

Teresa Strube, Secretary

Farmers Market Association Board

CANCELLED

Dripping Springs Farmer's Market FY21 Budget Worksheet

Balance Forward^
Revenues
FM Sponsor
Grant & Donations Income
FM Booth
FM App Fee
Interest Income
Market Events
Total Revenues

Expenses

Advertising Expense
FM Manager
FM Specialist
Payroll Tax Expense
TMRS Contribution
Entertainment and Activities
Dues and Subscriptions Exp
Market Events
Training
Office Expense
Supplies Expense
Other Expense
Capital Fund
Total Expenses

Total Bal Fwd

DRIPPING SPRINGS FARMERS MARKET

Balance Forward	37,942.32	37,394.63	
Revenue			
FM Sponsor	2,000.00	0.00	-1,420.00
Grant Income	1,000.00	0.00	-1,420.00
Applications	4,000.00	2,580.00	-1,420.00
Booth Space	26,000.00	25,617.00	-383.00
Interest Income	569.73	440.39	-129.34
Market Event	400.00	0.00	-400.00
Total	71,912.05	66,032.02	-6,090.03
Expense			
Advertising	5,000.00	2,419.09	-2,580.91
Market Manager	29,900.00	23,485.42	-6,414.58
Payroll Tax Expense	2,449.35	2,395.57	-53.78
Entertainment& Activities	1,000.00	600.00	-400.00
Dues Fees & Subscriptions	200.00	75.00	-125.00
Market Event	500.00	0.00	-500.00
Training	200.00	0.00	-200.00
Office Expense	200.00	202.90	2.90
Supplies Expense	400.00	365.53	-34.47
Other Expense	100.00	-1,641.92	-1,741.92
Capital Fund	31,962.70	24,000.00	-7,962.70
Total Expense	71,912.05	51,901.59	-20,010.46
Balance Forward	0.00	14,130.43	

DRIPPING SPRINGS FARMERS MARKET			
Balance Forward	34,519.84	35,926.28	1,406.44
Revenue			
FM Sponsor	1,000.00		
Grant Income	1,000.00		
Booth Space	24,698.00		
Applications	1,482.00		
Interest Income	449.22		
Market Event	300.00		
Total	63,449.06	64,855.50	1,406.44
Expense			
Advertising	5,000.00		
Market Manager	29,278.08		
Payroll Tax Expense	2,401.77		
Retirement	1,762.54		
Entertainment& Activities	1,000.00		
Dues Fees & Subscriptions	200.00		
Market Event	500.00		
Training	200.00		
Office Expense	200.00		
Supplies Expense	400.00		
Other Expense	100.00		
Capital Fund	22,406.67		
Total Expense	63,449.06	63,449.06	0.00
Balance Forward	0.00	1,406.44	



City of Dripping Springs
FY 2022 Tax Rate & Budget Adoption
Important Dates & Deadlines

Approved by Council: February 9, 2021

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, Boards, Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2022. Calendar activities in RED note statutory deadlines for City Council and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold four meetings regarding the Tax Rate and Budget Adoption:

- June 15, 2021: Budget Workshop
- July 13, 2021: Budget Workshop and Set Proposed Tax Rate
- August 10, 2021: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget*
- August 17, 2021: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate**

**The Council may choose to either adopt the budget or postpone adoption to the following meeting on August 17, 2021.*

***If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for city staff to include recommendations from boards, commissions and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Association Board
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.



City of Dripping Springs

FY 2022 Tax Rate & Budget Adoption

Important Dates & Deadlines

February 9, 2021	City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process
April 16, 2021	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 14, 2021	Board, Commission and Committee Budget Recommendations Due (does not include Founders Day Commission); City Staff Employee Pay Recommendations Due from Department Heads
June 15, 2021	City Council Budget Workshop
June 25, 2021	Finance Director files Proposed Budget with City Secretary
July 13, 2021	City Council Budget Workshop, Set Proposed Tax Rate, and Discussion
July 20, 2021	City Council Budget Workshop
July 22, 2021	Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (Submit for publication July 16, 2021) Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate
August 10, 2021	City Council Budget Workshop – Public Hearings on Tax Rate and Budget (<i>Must take action to either adopt or postpone adoption of the Budget to the August 17, 2021 City Council meeting</i>)
August 17, 2021	City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate
August 18, 2021	Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities
August 26, 2021	Publication of Notice of Approved Tax Rate and Budget (Submit for publication on August 20, 2021)

February 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
*Parks & Recreation Commission Budget Discussion		*DSRP Board Budget Discussion	*Historic Preservation Commission Budget Discussion	**Staff obtain proper budget request forms from Finance Director
8	9	10	11	12
*TIRZ Board Budget Discussion *Founders Day Commission Budget Discussion	CC Meeting- Budget Presentation & Budget Calendar Approval			
15	16	17	18	19
			Farmers Market Board Budget Review Emergency Management Commission Budget Review	
22	23	24	25	26
Transportation Committee Budget Review		Economic Development Committee Budget Review		Departmental IT budget requests due to IT Coordinator

Budget Activities

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with IT Coordinator and determine any additional costs related to infrastructure. Requests due to IT Coordinator by March 26^h.

**Meeting occurs before the Budget Calendar is approved.*

***Dates may vary according to progress*

March 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Parks & Recreation Commission Budget Review		DSRP Board Budget Review	Historic Preservation Commission Budget Review	
8	9	10	11	12
TIRZ Board Budget Review				
**Staff review draft budget requests with supervisors and Finance Director				
Founders Day Commission Budget Review				
15	16	17	18	19
			Emergency Management Commission Budget Review	
**Staff review draft budget requests with supervisors and Finance Director				
22	23	24	25	26
Transportation Committee Budget Review		Economic Development Committee Budget Review		
Farmers Market Board Budget Review				
29	30	31		

Budget Activities

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.

April 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
			Historic Preservation Commission Budget Review	
5	6	7	8	9
Parks & Recreation Commission Budget Review		DSRP Board Budget Recommendation Final Approval		
12	13	14	15	16
TIRZ Board Budget Review			Farmers Market Board Budget Recommendation Final Approval Emergency Management Commission Budget Recommendation Final Approval	City Staff Department Budget Requests Due (includes individual staff requests)
19	20	21	22	23
26	27	28	29	30
Transportation Committee Budget Recommendation Final Approval Founders Day Commission Budget Recommendation Final Approval		Economic Development Committee Budget Recommendation Final Approval		

Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 16th.
- IT Coordinator works with vendors and staff on options and costs for IT related expenses.

May 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Parks & Recreation Commission Budget Recommendation Final Approval			Historic Preservation Commission Budget Recommendation Final Approval	
10	11	12	13	14
TIRZ Board Budget Recommendation Final Approval				Board, Commission, Committee, and Council Member Budget Recommendations Due
17	18	19	20	21
City Administration Budget Development				
24	25	26	27	28
City Administration Budget Development				
31				
City Administration Budget Development				

Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- All board, commission, committee, and council member recommendations due to Finance Director by May 14th.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.

June 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
City Administration Budget Development				HOT Grant Program Recommendation Due
7	8	9	10	11
City Administration Budget Development				
14	15	16	17	18
	CC Meeting: • Budget Workshop			
21	22	23	24	25
				File Proposed Budget with City Secretary and Post on Website
28	29	30		

Budget Activities

- City Administrators and Finance Director continue to meet with staff and council members to draft proposed budget.
- City Council holds 1st budget workshop to review and discuss proposed budget on June 15th.
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.

July 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
12	13	14	15	16
	CC Meeting: • <i>Budget Workshop</i> <i>Set Proposed Tax Rate</i>			
19	20	21	22	23
	CC Meeting: • <i>Budget Workshop</i>		• Publication of Proposed Tax Rate & Budget Public Hearings • Begin Continuous Notice on City website	
26	27	28	29	30

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 2nd Budget Workshop on July 13th.
- City Council approves Proposed Tax Rate on July 13th.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on July 16th for publication on July 22nd.
- City Secretary begins continuous notification of public hearings on City website on July 22nd.

August 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
	CC Meeting: <ul style="list-style-type: none"> • Budget Workshop • Public Hearings on Tax Rate & Budget • Adopt or Postpone Budget 			
16	17	18	19	20
	CC Meeting: <ul style="list-style-type: none"> • Budget Adoption • Possible Ratification of Tax Rate • Adoption of Tax Rate 	<ul style="list-style-type: none"> • Publication of Tax Rate & Budget on City website • File Tax Rate & Budget with County and State Entities 		
23	24	25	26	27
			Publication of Notice of Approved Tax Rate & Budget	
30	31			

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3rd Budget Workshop on August 10th.
- City Council holds Public Hearings for proposed Tax Rate and Budget on August 10th.
- City Council adopts Budget and Tax Rate on August 17th.
- Finance Director prepares Approved Budget for Fiscal Year 2022 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on August 20th for publication on August 26th.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.