



FOUNDERS DAY COMMISSION REGULAR MEETING

City of Dripping Springs
Council Chambers, 511 Mercer St, Dripping Springs, TX
Monday, October 25, 2021 at 6:30 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

Brenda Medcalf, Chair
Jake Adams, Vice Chair
Darrell Debish
Brian Daniel
Sharon Goss
Clinton Holtzendorf
Michael Monaghan
Brad Thomas
Brian Varnell
Susan Warwick
Dee Marsh
Jeff Shindler
Danny Rowe

Staff, Consultants & Appointed Officials

Parks & Community Services Director Kelly Schmidt

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

MINUTES

1. **Approval of the September 13, 2021, Founders Day Commission regular meeting Minutes.**

BUSINESS

- 2. Update and discussion regarding the 2022 Founders Day Event.**
- 3. Discuss and consider approval of the 2022 Founders Day Commission Meeting Calendar.**

STANDING COMMITTEE REPORTS

The following reports relate to the administration and planning of the Founders Day Festival. The Commission may provide staff direction; however, no action may be taken.

- 4. Arts & Crafts Committee**
Commissioner Monaghan
- 5. Carnival & Food Committee**
Commissioners Goss and Warwick
- 6. Entertainment Committee**
Commissioners Thomas and Daniel
- 7. Parade Committee**
Commissioners Medcalf and Holtzendorf
- 8. Publicity Committee**
Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan
- 9. Sanitation Committee**
- 10. Security Committee**
Commissioners Medcalf and Debish
- 11. Site Plan Committee**
Commissioners Monaghan, Shindler and Medcalf
- 12. Sponsorship & Underwriting Committee**
Commissioners Adams, Debish, Daniel and Marsh
- 13. Traffic & Parking Committee**
Commissioners Medcalf and Debish
- 14. Volunteer Committee**

UPCOMING MEETINGS

Founders Day Commission Meetings

November 8, 2021, at 6:30 p.m.

December 12, 2021, at 6:30 p.m.

City Council & Board of Adjustment Meetings

November 2, 2021, at 6:00 p.m.

November 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.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **October 22, 2021, at 4:00 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.



FOUNDERS DAY COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, September 13, 2021 at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Medcalf called the meeting to order at 6:34 p.m.

Commission Members

Brenda Medcalf, Chair
 Susan Warwick, Secretary
 Brian Daniel
 Darrell Debish
 Sharon Goss
 Clinton Holtzendorf
 Dee Marsh
 Michael Monaghan
 Brad Thomas

Commission Members absent were:

Jake Adams, Vice Chair
 Jeff Shindler
 Brian Varnell

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt
 Parks & Community Services Coordinator Melanie Blakely
 Mayor Pro Tem Taline Manassian
 Council Member Sherrie Parks

A motion was made by Commissioner Debish to excuse tonight's absence of Commissioners Adams, Shindler, and Varnell. Commissioner Daniel seconded the motion which carried unanimously 8 to 0.

PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for

consideration. Speaker are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

Pam Owens addressed the Commission to say that she is withdrawing her application to serve as a Founders Day Commissioner but that she asked to be able to serve on any committee to which she could contribute.

MINUTES

1. **Discuss and consider approval of the June 14, 2021 Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Debish to approve the June 14, 2021, Founders Day Commission regular meeting minutes. Commissioner Daniel seconded the motion which carried unanimously 8 to 0.

BUSINESS

2. **Discuss and consider recommendation regarding Appointments to the Founders Day Commission.**
 - a. (1) **At-Large seat for a term ending June 30, 2022**
 - b. (2) **At-Large seats for terms ending June 30, 2023**
 - c. (2) **Representatives of St. Martin de Porres for terms ending June 30, 2023**
 - d. (1) **Representative of the Cook-Off Club for a term ending June 30, 2023**
 - e. (1) **Representative of the Lions Club for a term ending June 30, 2023**

A motion was made by Commissioner Debish to appoint Clinton Holtzendorf to the At-Large seat for the term ending June 30, 2022. Commissioner Marsh seconded the motion which carried unanimously 8 to 0.

The Commission tabled the appointment of the At-Large seat for a term ending June 30, 2023. Commissioners Debish (St. Martin de Porres) and Warwick (DS Lions Club) are re-appointed to the Commission. Danny Rowe (DS Cook-Off Club, pending letter of recommendation from Cook-Off Club) will be appointed to the Commission. These appointments do not require a vote. The Commission is waiting for St. Martin de Porres to submit their recommendation for their third member of the Commission.

3. **Discuss and consider possible action related to the Founders Day Commission regular meeting date for October 2021.**

The October regular meeting of the Founders Day Commission will be Monday, October 25, 2021, at 6:30 p.m.

The time for the November 8, 2021, meeting has been corrected to 6:30 p.m.

STANDING COMMITTEE REPORTS

The following reports relate to the administration and planning of the Founders Day Festival. The Commission may provide staff direction; however, no action may be taken.

4. **Arts & Crafts Committee**

Commissioner Monaghan

Arts & Crafts vendor forms will be available mid-November for former vendors and shortly thereafter for new vendors.

5. **Carnival & Food Committee**

Commissioners Goss and Warwick

Carnival and Food Vendors are eager for the event.

6. **Entertainment Committee**

Commissioners Thomas and Daniel

Budget, permission for use of parking lot, and use of Stepheson Building ere discussed.

7. **Parade Committee**

Commissioners Medcalf and Holtzendorf

Parade will have a total of 75 entries of which the first 50 will be first come-first serve and the remaining 25 will be for band, high-steppers, sheriff, fire department, elected officials, high level sponsors, etc).

Theme will be “Drippin’ through the Decades” and the parade entry fee will be \$75. Applications will be available February 1, 2022.

Parade rules will be publicized.

8. **Publicity Committee**

Commissioners Medcalf, Adams, Holtzendorf, Daniel, and Lisa Sullivan

Commissioner Marsh will replace Commissioner Medcalf on the Publicity Committee.

Publicity of the event will begin in the next few weeks. Videos from previous years will be incorporated into the publicity.

9. **Sanitation Committee**

Commissioner Garza

No report was given.

10. **Security Committee**

Commissioners Medcalf and Debish

18-hour security will be provided on all three days of the event by Hays County Sheriff’s Department and Gary Job Corps.

Hays County Precinct 4 Constables are scheduled to be on hand to help with the parade from 4:00 p.m. to 8:00 p.m. Friday evening

The Viking fencing for the parade will be picked up after midnight on Friday night.

11. Site Plan Committee

Commissioners Monaghan and Medcalf

Commissioner Shindler has been added to the Site Plan Committee. He will prepare the site plan after decisions about locations are made.

12. Sponsorship & Underwriting Committee

Commissioners Adams, Debish, Daniel and Marsh, and Melanie Blakely

The document outlining Sponsorship Opportunities is being finalized.

13. Traffic & Parking Committee

Commissioners Medcalf and Debish

Handicapped parking will on Old Fitzhugh and in the parking lot at DSISD Admin. Building.

The Lions Club will apply their \$4000 to hiring shuttles and drivers for Saturday of the event. The DS Rotary Club will man the parking lot at the high school, helping people get on and off the shuttles, providing water, etc. The parking and the shuttle ride will be free. The shuttles will use the drop-off/pick-up area for Uber, Lyft, etc.

14. Volunteer Committee

PCS Coordinator, Melanie Blakely

PCS Coordinator Blakely will bring the list of volunteer positions so that commissioners can update volunteer needs.

UPCOMING MEETINGS

Founders Day Commission Meetings

October TBD

November 8, 2021, at 4:00 p.m.

December 13, 2021, at 6:30 p.m.

City Council Meetings

September 21, 2021, at 6:00 p.m.

October 5, 2021, at 6:00 p.m.

October 19, 2021, at 6:00 p.m.

ADJOURN

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

This regular meeting of the Founders Day Commission was adjourned at 7:45 p.m.

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission

2022

Founders Day Commission Meetings

JANUARY

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

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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City Hall Closures

FDC Meetings

- January 10
- January 24
- February 14
- February 28
- March 14
- March 28
- April 11
- April 25
- May 9
- June 13
- July 11
- August 8
- September 12
- October 24
- November 14
- December 12



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

Submitted By: Andrea Cunningham, City Secretary

Commission Meeting Date: October 25, 2022

Agenda Item Wording: **Discuss and consider approval of the 2022 Founders Day Commission Meeting Calendar.**

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: The attached 2022 meeting calendar for the Founders Day Commission was drafted using the approved 2022 CODS Holiday Calendar. Below is a list of meetings that were rescheduled due to holidays:

- October 10th rescheduled to October 24th

Recommended Commission Actions: Staff recommends the Commission approve the calendar as presented or reschedule the meetings that fall on holidays to dates other than those presented.

Attachments:

- Draft FDC 2022 Meeting Calendar

Next Steps/Schedule: Update meeting calendar with approved meeting dates – website and meeting invite.