



FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, July 10, 2023 at 6:30 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

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

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andy Binz
Community Events Coordinator Johnna Krantz

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. Discuss and consider approval of the June 12, 2023, Founders Day Commission regular meeting minutes.**

BUSINESS

2. Discuss and consider possible action regarding Appointment recommendation for At-Large Commissioners with terms expiring June 30, 2023.
3. Discuss and consider possible action regarding Founders Day Commission Committees.
4. Discuss and consider possible action regarding meeting frequency.
5. Discuss and consider possible action regarding amendments to the Fiscal Year 2024 Founders Day Commission preliminary budget recommendation.

UPCOMING MEETINGS

Founders Day Commission Meetings

August 14, 2023, at 6:30 p.m.

September 11, 2023, at 6:30 p.m.

October 2, 2023, at 6:30 p.m.

City Council Meetings

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

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

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

September 5, 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, on **July 7, 2023, at 1:30 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX
Monday, June 12, 2023 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 6:31 pm.

Commission Members present:

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

Commission Member absent:

Larry Hans

Staff, Consultants & Appointed/Elected Officials present:

Parks & Community Services Director Andy Binz
Community Events Coordinator Johnna Krantz
City Treasurer Shawn Cox
Deputy Public Works Director Craig Rice
Content Marketing Specialist Stephanie Hartnett
Council Member Sherrie Parks

PRESENTATION OF CITIZENS

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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.

No citizens spoke during the Presentation of Citizens

MINUTES

1. Discuss and consider approval of the April 10, 2023, Founders Day Commission regular meeting minutes.

A motion was made by Commissioner Debish to approve the April 10, 2023, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 12 to 0.

BUSINESS

2. Wrap-Up discussion regarding the 2023 Founders Day Event.

Topics of discussion included

- Placement of barricades at RR12 and Old Fitzhugh
- Incidents of bullying at carnival rides
- Possibly spreading out the carnival when the old DSISD administration building is demolished
- The request of some community members for additional shuttle bus service during the event
- Better coordination with security, fire department, and participants on when water barriers are filled with water
- The need for an Emergency Management Plan for the event developed by the City
- Location of road closure barriers on San Marcos between 290 and Wallace
- Two trucks parked in the alley by Vintage Soul were an obstruction Sunday during exit
- Participants need to pack up their booths before their truck or trailer comes to load
- Some Arts & Crafts and Cook-Off booths were vandalized and ransacked Saturday night
- Put all RVs by the Stephenson Building
- Cook-Off club is losing its judging location
- Supplies (zip ties, chalk paint, etc) for set-up the week prior
- More maps on more A-frames at the event
- Possibility of a Founders Day Instagram account
- Possibility of hiring a vendor to come in to handle the clean-up for the event
- Roger Hanks extension could impact the site plan next year
- Devise a way for sponsorship committee to know when sponsor pledges have been paid

3. Discuss and consider possible action regarding the Founders Day Commission Fiscal Year 2024 Budget recommendation.

Proposed Revenue: \$160,045.71

Arts & Crafts Booths \$6250, Food Booths \$1300, BBQ Cookers \$4600, Carnival \$14,000, Parade \$4000, Sponsorship \$90,000, Parking Concession \$1000, Electric \$3300
Carryover from 2023 \$35,595.71

We are using the carryover from 2023 simply to balance the budget for right now. Commissioners will keep this in mind and try to cut down on expenses.

Proposed Expenditures: \$160,025

Publicity \$2500, Porta-Potties \$15,000, Security \$35,000, Health, Safety & Lighting \$30,500, Transportation \$7000, Barricades/Traffic Plans \$6500, Bands, Music & Sound \$22,500, Clean-Up \$20,000, FD Event Supplies \$7750, Sponsorship \$6000, Parade \$650, Tent, Tables & Chairs \$4400, Electricity \$2000, FD Electrical Setup \$225

A motion was made by Commissioner Thomas to approve a preliminary Founders Day Commission Fiscal Year 2024 Budget. Commissioner Debish seconded the motion which carried unanimously 12 to 0.

Via unanimous consent, Business Agenda Items 4 and 5 were considered together.

4. Discuss and consider possible action regarding meeting frequency.

5. Discuss and consider possible action regarding Founders Day Commission Committees.

Discussion included the possibility of setting up 11 committees that would meet as often as necessary. The committees would then report to the Commission. Since the committees are meeting as often as necessary, the full commission meetings would not need to be held so frequently.

A motion was made by Commissioner Thomas to table items 4 and 5 until the next meeting. Commissioner Holtzendorf seconded the motion carried unanimously 12 to 0.

UPCOMING MEETINGS

Founders Day Commission Meetings

July 10, 2023, at 6:30 p.m.

August 14, 2023, at 6:30 p.m.

September 11, 2023, at 6:30 p.m.

City Council Meetings

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

A motion was made by Commissioner Thomas to adjourn the meeting. Commissioner Holtzendorf seconded the motion which carried unanimously 12 to 0.

This regular meeting of the Founders Day Commission was adjourned at 10:00 pm.

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission

DIVISION 4. FOUNDERS DAY COMMISSION

Sec. 2.04.091. Creation.

There is hereby created the City of Dripping Springs Founders Day Commission.

Sec. 2.04.092. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission : The City of Dripping Springs Founders Day Commission.

District : The Drippings Springs Independent School District.

ETJ : The extraterritorial jurisdiction of the City of Dripping Springs, Texas.

Sec. 2.04.093. Members.

- (a) The commission shall be composed of 14 members, including a chairperson, who are known to be interested in the annual Founders Day celebration and who have contributed to its success in previous years. The members shall include members of the organizations and at-large members. The Lions Club shall include three members as representatives of the carnival and the food vendors; the Dripping Springs Cook-Off Club shall include three members as representatives of the cooks participating in the cook-offs; and the St. Martin de Porres Church shall include three members as representatives of the arts and crafts vendors. The city council shall appoint five members to serve as at-large members for a two-year term. The commission shall inform the city council in writing whenever a vacancy exists in an at-large or organization member position.
- (b) At the time new appointments for members who are organization representatives are needed, the city council or commission shall request nominations from the organizations. Upon request, the Lions Club; the Cook-Off Club; and St. Martin de Porres Church shall provide nominee applications from each of their respective organizations to the commission to serve as commissioners. Each nominee application shall be reviewed by the commission. The commission shall make recommendations for each nominee to the city council. The city council shall select members from each organization's nominees to serve two-year terms after review of the commission's recommendations but can reject any or all applications. The city council can request additional nominee applications from the organizations if all vacancies are not filled by the organization's nominations.
- (c) At the time new appointments for at-large members are needed, the city council shall request nominations from the members of the commission and the public for each vacancy. The city secretary shall post on the city website any time a vacancy occurs and shall forward any applications to the commission. The commission may also seek nominee applications and shall review each application for commission membership from applications received by the commission and applications received by the city secretary. The commission shall forward all applications received with recommendations for each at-large nominee to city council. The city council shall select members from the at-large nominations to serve two-year terms after review of the commission's recommendations but can reject any or all recommendations or

applications. The city council can request additional nominee applications from the commission and the public if all vacancies are not filled by the filed applications. Such nominations shall take into consideration all known parties interested in or participating in the Founders Day celebration at the time such nominations are made.

- (d) The city council shall annually appoint a commissioner, to serve as chairperson. The commission may provide a recommendation to city council regarding the appointment of chairperson. The city council may appoint co-chairpersons if it deems it appropriate. The commissioners shall annually appoint a vice-chairperson and a secretary.
 - (1) The secretary has the following duty: Recording of minutes.
 - (2) The vice chairperson has the following duties: Coordinating of subcommittee chairs; reports and serves the chairperson; substitutes for the chairperson in the event of their absence.
 - (3) The chairperson has the following duties: Conducts meetings; acts as liaison to the city council; presents yearly wrap-up report to the city council.
- (e) The commissioners shall serve staggered terms with the term of seven (7) members to expire on July 1st of each odd-numbered year, the term of seven (7) members to expire on July 1st of each even-numbered year, and the term of the chairperson to expire on July 1st of each year.
- (f) The commission shall recommend criteria for its members that shall be followed by its members and used to evaluate removal of its members. The commission's recommended criteria shall be sent to the city council for review. The city council shall review the commission's criteria recommendation and the city council shall approve criteria for the commission's members. The criteria approved by the city council shall be filed with the city secretary and provided to each member, nominee, and organization upon request.
- (g) Members of the commission may be removed from office by the city council at any time by a simple majority vote of the city council, either:
 - (1) Upon its own motion; or
 - (2) Upon recommendation of the Founders Day Commission chairperson and one other Founders Day Commission member.
- (h) Members of the commission may be removed from office by a vote of a simple majority of the total members of the commission if the commission finds that the member is not compliant with the criteria for its members as adopted as described above. If a member is removed by the commission, the commission shall notify the city council of the removal and provide city council with a written statement with the reasoning for removal within ten days of the vote of removal. The removed member may appeal the removal to city council in writing within ten days of removal. The city council shall review the appeal within 30 days at a city council meeting. The city council shall consider the approved criteria, the written statement of the commission, and any information provided by the removed member. The city council shall provide notice of the appeal to the chairperson of the commission. The city council's decision on removal is final. Vacancies created shall be filled as provided by this chapter.

Sec. 2.04.094. Organization and meetings.

- (a) The commission shall meet for organization immediately after appointment of its members and shall adopt such rules as it deems best to govern its actions subject to the general laws of this state, this division and other city ordinances.
- (b) A quorum shall consist of a simple majority of the members, including the chairperson. The chairperson shall have a vote only in the case of a tie vote by the commission members.

- (c) The meetings of the commission shall be held on a regular basis, but not less than once a month. Regardless of this requirement, the commission may vote to cancel or reschedule any meeting at an open meeting if deemed appropriate by the commission. Such meetings shall be open to the public as required by the laws of the state and comply with the Open Meetings Act as set forth in chapter 551 of the Texas Government Code, as amended.
- (d) Meetings may also be called by the chairperson, at the request of two or more of the commission's members, or at the request of the council.
- (e) Commission members unable to attend any meeting shall notify the chairperson as soon as possible, in order to assure a quorum will be present. Any member of the commission absent for three regular consecutive meetings or four regular meetings during the preceding twelve-month period of the commission, without having obtained leave of absence at a regular meeting, unless prevented by sickness, shall be deemed to have vacated his or her office.

Sec. 2.04.095. Functions and duties.

- (a) The commission shall act in an advisory capacity to the city council to plan, promote, arrange and organize Founders Day while complying with all applicable regulations.
- (b) It shall be the duty of the commission to make recommendations to the city council pertaining to:
 - (1) The maximum utilization of the city parks, streets, and rights-of-way to facilitate the safe and orderly operation of Founders Day;
 - (2) The proper and timely compliance with all applicable regulations, including but not limited to the regulations established by the state department of transportation, the county sheriff's department, and all city regulations;
 - (3) The coordination of Founders Day events with the District, the Dripping Springs Lions Club, city, and other local charitable entities;
 - (4) The establishment of a financial book and records which shall include a monthly report, an annual operating budget, and a year-end fiscal statement as of July 1st;
 - (5) The establishment of all fees and charges necessary to operate Founders Day;
 - (6) The preparation of all necessary applications for compliance with any necessary regulatory agencies, including but not limited to the state department of transportation, the county sheriff's department, and the city;
 - (7) The scheduling of events and entertainment associated with Founders Day; and
 - (8) The improvement and safe operation of the Founders Day celebration.
- (c) The commission shall at all times seek to promote the close cooperation between the city, the district, the state department of transportation, the county sheriff's department and all private citizens, institutions and agencies interested in the planning, promotion, arranging, and organization of Founders Day activities to the end that Founders Day may be coordinated to secure the greatest public welfare.

(Ordinance 2020-05, adopted 1/21/20)

Secs. 2.04.096—2.04.120. Reserved.