



# FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, November 13, 2023 at 6:30 PM

## Agenda

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Brenda Medcalf, 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  
Content Marketing Specialists Stephanie Hartnett  
Council Member Sherrie Parks

### 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 October 23, 2023, Founders Day Commission regular meeting minutes.**

## BUSINESS

- 2. Discuss and consider the Appointment of a Vice Chair to serve a term ending June 30, 2024.**
- 3. Discuss and consider possible alternative use of the Roxie's Parking Lot for the 2024 Founders Day Festival.**
- 4. Discussion and review of property line surveys between the City right-of-ways and private property surrounding the Masonic Lodge at 103 Old Fitzhugh Rd.**
- 5. Discuss and consider possible locations for the Texas Lottery Commission booth during the 2024 Founders Day Festival.**

## 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.*

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

**15. Traffic & Parking Committee**

*Commissioners Medcalf and Debish*

**16. Volunteer Committee**

*Community Events Coordinator Johnna Krantz*

**17. Budget Committee Report**

*Commissioner Medcalf (Chair) and Garza, and Community Events Coordinator Johnna Krantz*

**UPCOMING MEETINGS**

**Founders Day Commission Meetings**

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

January 8, 2024, at 6:30 p.m.

January 22, 2024, at 6:30 p.m.

**City Council Meetings**

November 21, 2023, at 6:00 p.m.

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

December 19, 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 **November 9, 2023, at 5:00 p.m.***

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*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, October 23, 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 6:35 p.m.

**Commission Members present were:**

Brenda Medcalf, Chair  
Susan Warwick, Secretary  
Darrell Debish  
Lisa Garza  
Sharon Goss  
Clinton Holtzendorf  
Michael Monaghan  
Jeff Shindler  
Brian Varnell

**Commission Members absent were:**

Jake Adams, Vice Chair  
Brian Daniel  
Dee Marsh  
Brad Thomas

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

Parks & Community Services Director Andy Binz  
Community Events Coordinator Johnna Krantz  
Content Marketing Specialist Stephanie Hartnett

A motion was made by Commissioner Debish to excuse tonight's absences of Commissioners Adams Daniel, Marsh, and Thomas. Commissioner Monaghan 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.*

No citizens spoke during the Presentation of Citizens.

## MINUTES

### 1. Discuss and consider approval of the September 11, 2023, Founders Day Commission

A motion was made by Commissioner Debish to approve the September 11, 2023, Founders Day Commission regular meeting minutes. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

## BUSINESS

### 2. Discuss and consider possible action regarding the 2024 Founders Day Event site plan.

Discussion included the possibility of early voting occurring at either the old DSISD Administration Building or at the old Walnut Springs Elementary School during the Founders Day Event and what adjustments the Commission would make to accommodate the voting on Friday, April 26, from approximately 3:00 pm to 7:15 pm. Changes to the Traffic Control Plan will be sent to the City Engineer so he can finalize the plan.

### 3. Discuss and consider possible action regarding Appointment recommendation for At-Large Commissioners with terms expiring June 30, 2023.

Commission Chair Medcalf and Events Coordinator Krantz will set up Zoom interviews of possible candidates for At-Large Commissioner.

### 4. Discuss and consider approval of a recommendation regarding Amendments to the Founders Day Commission annual meeting schedule.

A motion was made by Commissioner Debish to approve the Amendments to the Founders Day Commission annual meeting schedule. Commissioner Garza seconded the motion which carried unanimously 8 to 0.

### 5. Discuss and consider approval of the 2024 Founders Day Commission meeting calendar.

Via unanimous consent the Commission approved the schedule with the following changes:

- February 19: reschedule to Monday, February 26
- April 8: reschedule to Saturday 9:00 am on April 20
- May 27: cancel
- October 14: reschedule to Monday, October 28
- November 11: cancel

## 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.*

### 6. **Arts & Crafts Committee**

*Commissioner Monaghan*

Working on dates to post forms.

### 7. **Carnival & Food Committee**

*Commissioners Goss and Warwick*

Food vendors are set.

The Carnival Committee will talk with John at the carnival about the need for extra security in the carnival area. Security Committee will help with this.

### 8. **Entertainment Committee**

*Commissioners Thomas, Daniel and Holtzendorf*

Entertainment committee is planning to meet in the next month or so.

### 9. **Parade Committee**

*Commissioners Medcalf and Holtzendorf*

No report given.

### 10. **Publicity Committee**

*Commissioners Holtzendorf, Daniel, Marsh and Stephanie Hartnett*

Remove Commissioner Adams from the committee as he is resigning from the Commission. A new chairman of the Publicity Committee needs to be named. Can Marketing Specialist Hartnett be added to this Publicity Committee please.

No report given.

### 11. **Sanitation Committee**

*Commissioners Holtzendorf (Chair), Debish, and Shindler*

Searching for a company to do clean-up that we can afford. We might have to consider only Sunday night clean-up by a company. Also, adding a dumpster and more portable toilets to the carnival area.

### 12. **Security Committee**

*Commissioners Medcalf and Debish*

Getting bids on renting a scissor-lift for the event to be placed in the carnival area. Need City Treasurer Cox's name on bid requests. Events coordinator Krantz requested that Commissioner Debish to send list of rental equipment needed so she can seek bids under the City's account with Sunbelt Rentals.

**13. Site Plan Committee**

*Commissioners Monaghan, Shindler and Medcalf*

Please place the following two items on the agenda for the next meeting:

- (1) Discuss the Roxie parking lot.
- (2) Where are the property boundaries surrounding the Masonic Lodge?

**14. Sponsorship & Underwriting Committee**

*Commissioners Debish, Daniel and Marsh*

Remove Adams from this committee. A new chairman needs to be named.

Committee is in the process of acquiring sponsors.

**15. Traffic & Parking Committee**

*Commissioners Medcalf and Debish*

Changes to the Traffic Control Plan will be sent to the City Engineer so he can finalize the plan.

**16. Volunteer Committee**

*Community Events Coordinator Johnna Krantz*

Committees need to let Coordinator Krantz know if volunteers are needed, and if so, how many, what times, and what is the job description.

**17. Budget Committee Report**

*Commissioner Medcalf (Chair) and Garza, and Community Events Coordinator Johnna Krantz*

Budget Committee requested a detailed copy of 2022 - 2023 fiscal year accounting. Coordinator Krantz sent the link.

An article in Community Impact gave the perception that the City funds the Founders Day Event. It is causing a problem with acquiring sponsors for the event because the potential sponsor doesn't see a need to sponsor if the city is paying for the event. The Founders Day Commission requests that the city follow up with Community Impact and request that CI corrects this misperception.

**UPCOMING MEETINGS****Founders Day Commission Meetings**

November 13, 2023, at 6:30 p.m.

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

**City Council Meetings**

November 7, 2023, at 6:00 p.m. (CC & BOA)

November 21, 2023, at 6:00 p.m. (CC)

December 5, 2023, at 6:00 p.m. (CC & BOA)  
December 19, 2023, at 6:00 p.m. (CC)

## ADJOURN

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

This regular meeting of the Founders Day Commission was adjourned at 8:07 pm.

*Susan Warwick*

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Susan Warwick, Secretary  
Founders Day Commission





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

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

**FDC Meeting Date:** November 13, 2023

**Agenda Item Wording:** **Discuss and consider possible alternative use of the Roxie's Parking Lot for the 2024 Founders Day Festival.**

**Agenda Item Requestor:** Johnna Krantz, Community Events Coordinator

**Summary/Background:** The Founders Day Commission has previously made use of the Parking Lot at 299 Mercer Street (formerly the Dripping Springs Rental Center) as part of the Festival grounds including booths, tents, vehicles, storage for food vendors, etc.

There are development plans in the works, and the upcoming renovation schedule is unknown. It is possible the site will be under construction and unavailable during FDF24.

**Staff Recommendations:** Develop festival site plans with alternatives in case of construction at 299 Mercer Street during April of 2024.

**Recommended  
Commission Actions:**

**Attachments:**

**Next Steps/Schedule:** Develop alternative site plan.



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

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

**FDC Meeting Date:** November 13, 2023

**Agenda Item Wording:** Discussion and review of property line surveys between the City right-of-ways and private property surrounding the Masonic Lodge at 103 Old Fitzhugh Rd.

**Agenda Item Requestor:** Johnna Krantz, Community Events Coordinator

**Summary/Background:** The Founders Day Commission has previously made use of the lot and roadway in front of 103 Old Fitzhugh (Rambo Lodge 426) for the placement of their main stage and sponsor area.

The City survey shows property at 103 Old Fitzhugh extends further than previously described. If the Commission wishes to include this area in its festival grounds, it must enter an agreement for property use with the property owners.

**Staff Recommendations:** Enter a property use agreement with the Rambo Lodge 426.

**Recommended  
Commission Actions:**

**Attachments:**

**Next Steps/Schedule:** Develop alternative site plan for the main stage, or pursue property use agreement with the Rambo Lodge 426.



Item 4.

R17920

PT 107+76.22

R17921

PC 105+75.63

R60325

PT 103+92.74

R23573

PC 101+55.48

R62387

PT 102+41.60

R168894

MERCER ST

N2° 22' 4.26"W

R23576

R91736

Q OLD FITZ

R71262

R23575

R23566

N1° 8' 42.43"W

100+00

BEGIN CONSTRUCTION  
BEGIN PROJECT  
Q OLD FITZ





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

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

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**FDC Meeting Date:** November 13, 2023

**Agenda Item Wording:** **Discuss and consider possible locations for the Texas Lottery Commission booth during the 2024 Founders Day Festival.**

**Agenda Item Requestor:** Johnna Krantz, Community Events Coordinator

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**Summary/Background:** The Texas Lottery Commission has expressed interest in participating in FDF24. Texas State rules and regulations may require a certain amount of distance between a Texas Lottery Commission sponsorship booth and alcohol consumption or alcohol sales.

**Staff Recommendations:** .

**Recommended  
Commission Actions:**

**Attachments:**

**Next Steps/Schedule:** Develop a site plan that accounts for required distance between alcohol and Texas Lottery Commission booth.