



FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, November 14, 2022 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
Sharon Goss
Larry Hans
Clinton Holtzendorf
Dee Marsh
Michael Monaghan
Danny Rowe
Jeff Shindler
Brad Thomas
Brian Varnell

Staff, Consultants & Appointed/Elected Officials

Community Events Coordinator Caylie Houchin

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 September 12, 2022, Founders Day Commission regular meeting minutes.**

BUSINESS

- 2. Discuss and consider approval of the 2023 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.

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

UPCOMING MEETINGS

Founders Day Commission Meetings

December 12, 2022, at 4:00 p.m.

City Council Meetings

November 15, 2022, at 6:00 p.m.

December 6, 2022, at 6:00 p.m.

December 20, 2022, 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 **November 10, 2022, at 8:45 a.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, September 12, 2022 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 6:29 pm.

Commission Members present

Brenda Medcalf, Chair
 Brian Daniel
 Darrell Debish
 Clinton Holtzendorf
 Michael Monaghan
 Danny Rowe
 Jeff Shindler
 Brian Varnell
 Susan Warwick

Commission Members absent

Jake Adams, Vice Chair
 Sharon Goss
 Larry Hans
 Dee Marsh
 Brad Thomas

Staff, Consultants & Appointed/Elected Officials present

Parks & Community Services Director Andrew Binz
 Community Events Coordinator Caylie Houchin
 Council Member Sherrie Parks

A motion was made by Commissioner Monaghan to excuse tonight's absence of Commissioners Adams, Goss, Hans, Marsh and Thomas. Commissioner Debish 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. 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.

No one spoke during the Presentation of Citizens

MINUTES

1. Discuss and consider approval of the June 13, 2022, Founders Day Commission regular meeting minutes.

A motion was made by Commissioner Debish to approve the June 13, 2022, Founders Day Commission regular meeting minutes. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

BUSINESS

2. Presentation and possible action regarding CivicRec payment software for parade applications and sponsorship payment related to the Founders Day Event.

Community Events Coordinator Houchin gave a presentation on CivicRec payment software and answered questions.

A motion was made by Commissioner Debish to accept CivicRec payment software for parade applications and sponsorship payment related to the Founders Day Event. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

A motion was made by Commissioner Debish to assign Commissioner Holtzendorf as a single point of contact to set up the CivicRec software for parade and Commissioners Debish and Daniel to set up the CivicRec software for sponsorship. Commissioner Holtzendorf seconded the motion which carried unanimously 8 to 0.

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.

3. Arts & Crafts Committee *Commissioner Monaghan*

Commissioner Monaghan will meet with the Mercer Street Merchants group to discuss vendor booths during the event.

4. Carnival & Food Committee *Commissioners Goss and Warwick*

All is good.

5. Entertainment Committee
Commissioners Thomas and Daniel

No entertainment activity yet.

6. Parade Committee
Commissioners Medcalf and Holtzendorf

Commissioners are asked to submit suggestions for the 2023 parade theme. The theme is needed before the CivicRec software setup can be completed.

7. Publicity Committee
Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan

No report given.

8. Sanitation Committee
Commissioner Hans

No report given.

9. Security Committee
Commissioners Medcalf and Debish

Costs are not anticipated to increase this year.

10. Site Plan Committee
Commissioners Monaghan, Shindler and Medcalf

Slight changes will be made to the site plan because of new businesses/locations on Mercer. The Commission has asked Community Events Coordinator Houchin to let us know if the city becomes aware of any additional Mercer Street building or business changes that would affect the site plan.

11. Sponsorship & Underwriting Committee
Commissioners Adams, Debish, Daniel and Marsh

Sponsorship committee will continue to seek sponsorships but will wait to accept payments until the CivicRec software is set up.

11. Traffic & Parking Committee
Commissioners Medcalf and Debish

No report given.

12. Volunteer Committee
Community Events Coordinator Caylie Houchin

No report given.

UPCOMING MEETINGS

Founders Day Commission Meetings

October 24, 2022, at 6:30 p.m.

November 14, 2022, at 6:30 p.m.

December 12, 2022, at 6:30 p.m.

City Council & Board of Adjustment Meetings

September 13, 2022, at 5:30 p.m.

September 20, 2022, at 6:00 p.m.

September 27, 2022, at 5:30 p.m.

October 4, 2022, at 6:00 p.m.

ADJOURN

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

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

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission



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

Submitted By: Andrea Cunningham, City Secretary

Meeting Date: November 14, 2022

Agenda Item Wording: **Discuss and consider approval of the 2023 Founders Day Commission meeting calendar.**

Agenda Item Requestor: Caylie Houchin, Community Events Coordinator

Summary/Background: Each year the Founders Day Commission annual meeting calendar is drafted according to the commission’s meeting frequency and the approved City Holiday and Closures Calendar.

Attached for approval is the 2023 FDC Meeting Calendar with meetings highlighted in green. There are no meetings on approved holidays/closures.

Recommended Committee Actions: It is the commission’s pleasure to reschedule any meeting on this calendar. Staff recommends approval of the calendar with any changes.

Attachments:

1. Approved City Holiday and Closure calendar with DSISD and Hays County holidays.
2. Draft 2023 FDC Meeting Calendar

Next Steps/Schedule:

1. Incorporate approved calendar into final meeting calendar.
2. Update city website for meetings, add to meeting room calendar and send calendar invites to commission, staff, consultants, and council members.
3. Distribute final calendar to commission and staff.

2023

City of Dripping Springs Holiday Calendar

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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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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OCTOBER

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NOVEMBER

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DECEMBER

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- 01/02/23** New Year's Day
- 01/16/23** Martin Luther King Jr. Day
- 02/20/23** Presidents' Day
- 05/29/23** Memorial Day
- 07/04/23** Independence Day
- 09/04/23** Labor Day
- 10/09/22** Columbus Day
- 11/10/23** Veterans Day
- 11/23/23** Thanksgiving Day
- 11/24/23** Thanksgiving Holiday
- 12/22/23** Christmas Eve
- 12/25/23** Christmas Day
- 12/29/23** New Year's Eve

DSISD and Hays County Holidays

- 3/13-17/23** DSISD Spring Break
- 04/10/23** Hays County Easter
- 06/19/23** Hays County Juneteenth
- 11/20-24/23** DSISD Thanksgiving Break
- 11/22-24/23** Hays County Thanksgiving Holiday
- 12/18-29/23** DSISD Winter Break
- 12/22-25/23** Hays County Christmas Holiday

Staff Development / Quarterly Meetings

- 03/02/23** Staff Development / Quarterly Mee
- 06/01/23** Staff Development / Quarterly Mee
- 09/07/23** Staff Development / Quarterly Mee
- 12/07/23** Staff Development / Quarterly Mee

2023 Founders Day Commission Meeting Calendar

Use spinner to change the calendar year

JANUARY

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FEBRUARY

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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

SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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CODS Holidays

- 01/02/23** New Year's Day
- 01/26/23** Martin Luther King Jr. Day
- 02/20/23** Presidents' Day
- 05/29/23** Memorial Day
- 07/04/23** Independence Day
- 09/04/23** Labor Day
- 10/09/22** Columbus Day
- 11/10/23** Veterans Day
- 11/23/23** Thanksgiving Day
- 11/24/23** Thanksgiving Holiday
- 12/22/23** Christmas Eve
- 12/25/23** Christmas Day
- 12/29/23** New Year's Eve

Founders Day Commission Meetings

Meeting Frequency: Jan - Apr, 2nd & 4th Monday; May - Dec, 2nd Monday
Meeting Time: 6:30 p.m.
Meeting Location: City Hall

- 01/09/23** Regular Meeting
- 01/23/23** Regular Meeting
- 02/13/23** Regular Meeting
- 02/27/23** Regular Meeting
- 03/13/23** Regular Meeting
- 03/27/23** Regular Meeting
- 04/10/23** Regular Meeting
- 04/24/23** Regular Meeting
- 05/08/23** Regular Meeting
- 06/12/23** Regular Meeting
- 07/10/23** Regular Meeting
- 08/14/23** Regular Meeting
- 09/11/23** Regular Meeting
- 10/16/23** Regular Meeting
- 11/13/23** Regular Meeting
- 12/11/23** Regular Meeting