



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

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
Clinton Holtzendorf
Dee Marsh
Michael Monaghan
Jeff Shindler
Brad Thomas
Brian Varnell

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt
Community Services Coordinator Melanie Blakely

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 14, 2021 Founders Day Commission regular meeting minutes.**

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

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

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 Medcalf, Adams, Holtzendorf, Daniel, and Lisa Sullivan
- 9. Sanitation Committee**
Commissioner Garza
- 10. Security Committee**
Commissioners Medcalf and Debish
- 11. Site Plan Committee**
Commissioners Monaghan and Medcalf
- 12. Sponsorship & Underwriting Committee**
Commissioners Adams, Debish, Daniel and Marsh, and Melanie Blakely
- 13. Traffic & Parking Committee**
Commissioners Medcalf and Debish
- 14. Volunteer Committee**
PCS Coordinator, Melanie Blakely

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

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 **September 10, 2021, at 1:00 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, June 14, 2021 at 6:30 PM

MINUTES

With a quorum of the Commission present, Vice Chair Adams called the meeting to order at 6:31 p.m.

CALL TO ORDER AND ROLL CALL

Commission Members

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

Commission Members absent were:

Brian Daniel
 Brad Thomas

Staff, Consultants and Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt
 Parks & Community Services Coordinator Melanie Blakely

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 one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval the minutes of May 10, 2021, Founders Day Commission regular meeting minutes and the May 24, 2021 special meeting minutes.**

A motion was made by Commissioner Garza to approve the May 10, 2021 Founders Day Commission regular meeting minutes with the following clarification in Business, Item 3. Commission members are solely responsible for the content included in the Social Media Marketing Plan for the Founders Day Festival. In conjunction with the Commission, all content is disseminated/filtered through Communications Director Sullivan. Commissioner Debish seconded the motion which carried unanimously 9 to 0.

A motion was made by Commissioner Monaghan to approve the May 24, 2021, Founders Day Commission special meeting minutes. Commissioner Debish seconded the motion which carried 7 to 2, with Commissioners Garza and Shindler abstaining.

BUSINESS

- 2. Discuss and consider possible action regarding Donations related to Founders Day Participants.**

Founders Day Commissioners representing the DS Cook-Off Club and St. Martin de Porres are to submit recipients' names, contact information and the public purpose for which the funds will be used so that City Attorney Mueller can complete the Donation Agreements to present to City Council. The DS Lions Club will not accept the \$4000 if that money can be retained by the Commission to help alleviate the parking problem during the event. The monies could be used to rent busses and hire drivers to shuttle festival goers to the event and back to their cars on Friday night and Saturday. The DS Rotary Club has agreed to provide the manpower to direct traffic in and out of the parking lot and to help load and unload the busses. This would provide much needed free parking for the event. Based on this discussion, event parking needs to be put on the agenda for the July 12 Founders Day Commission regular meeting.

No action was taken on this item.

- 3. Discuss and consider possible action related to the Founders Day Event website.** *Communications Director, Lisa Sullivan*

The website will launch at the end of July or in August. It will be almost the same as what we have. It is not an overhaul, just a transition to a new website host.

Communications Director Sullivan will post on Facebook that the Commission is in the planning stages for Founders Day 2022. She will also update the cover. Commissioners need to let her know when booth space and parade applications will be available so that she can let people know when to expect them.

No action was taken on this item.

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** – No report at this time.
Commissioner Monaghan
5. **Carnival & Food Committee** – No report at this time.
Commissioners Goss and Warwick
6. **Entertainment Committee** – No report at this time.
Commissioners Thomas and Daniel
7. **Parade Committee**
Commissioners Medcalf and Holtzendorf

The Theme for the 2022 Founders Day parade is ‘Drippin’ through the Decades’. Final details, rules, etc. will be released at a later date.

8. **Publicity Committee**
Commissioners Medcalf, Adams, Holtzendorf, Daniel, and Lisa Sullivan

Commissioner Marsh presented ideas for Social Media Content Development. Commissioners are encouraged to contribute interesting facts, questions and answers, true/false questions, interviews and other information for the social media campaign.

9. **Sanitation Committee**
Commissioner Garza

As this is Commissioner Garza’s last meeting on the Commission, he will pass on to his replacement all information, quotes, etc. on sanitation for the event.

10. **Security Committee**
Commissioners Medcalf and Debish

The plans for Viking Fence will be the same as planned for the 2019 Founders Day. Commissioner Debish will visit with the new administration at Gary Job Corp about their providing security for Founders Day event. If they can’t help us, the budget for security may need to be increased to cover the expense of hiring Hays County Sheriff’s deputies.

11. **Site Plan Committee**
Commissioners Monaghan and Medcalf

New site plan will be developed beginning in August.

12. **Sponsorship & Underwriting Committee**
Commissioners Adams, Debish, Daniel and Marsh, and Melanie Blakely

Committee is continuing work on sponsorship letters, emails, contact lists. Mailing list of businesses in the area will be purchased from the DS Chamber of Commerce.

13. Traffic & Parking Committee

Commissioners Medcalf and Debish

Commissioner Debish has asked Park & Community Services Director Schmidt to submit the application to TxDOT for another 5 years of closing a one-lane west-bound portion of 290 from Mercer to Sportsplex during the parade. Also, the Founders Day Commission is requesting that a discussion about parking during the event be placed on the agenda for the next Founders Day Commission meeting.

14. Volunteer Committee

PCS Coordinator, Melanie Blakely

A list of volunteer positions for the event is in the process of being compiled.

UPCOMING MEETINGS

Founders Day Commission Meetings

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

August 9, 2021 at 6:30 p.m.

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

City Council Meetings

June 15, 2021 at 6:00 p.m.

July 6, 2021 at 6:00 p.m.

July 20, 2021 at 6:00 p.m.

A motion was made by Commissioner Debish to excuse tonight's absence of Commissioners Daniel and Thomas. Commissioner Marsh seconded the motion which carried unanimously 10 to 0.

ADJOURN

A motion was made by Commissioner Garza to adjourn the meeting. Commissioner Adams seconded the motion which carried unanimously 10 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:10.

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

Commission Meeting Date: September 10, 2021

Agenda Item Wording: **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

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: The Founders Day Commission is a fourteen-member advisory commission tasked with managing the City of Dripping Springs' Annual Founders Day celebration. The Commission is responsible for planning, promoting, arranging, and organizing Founders Day. The Commission makes recommendations to city council regarding the improvement and safe operation of the Founders Day celebration.

Commission Members are appointed by City Council with five (5 seats) members serving at-large, and nine (9 seats) members serving as representatives of the following organizations that are involved with the planning of the Founders Day Festival, and with one member appointed by the City Council as the Chair:

- 3 seats - The Lions Club
- 3 seats - Cook-Off Club
- 3 seats - St. Martin de Porres Church

Commission Seat Expirations

Member	Seat	Appointment Request
Jake Adams, Vice Chair	At-Large	Request Reappointment

Brian Daniel	At-Large	Request Reappointment
Dee Marsh	At-Large	Request Reappointment
Martin Garza	St. Martin de Porres	Stepping Down
Darrell Debish	St. Martin de Porres	Request Reappointment
Clint Holtzendorf	Cook-Off Club	Request Reappointment
Susan Warick	Lions Club	Request Reappointment

The following applications have been received along with requests for reappointment:

- At-large Seats – 4 seats, with 1 vacancy expiring 6/30/22
 - Jake Adams: Request Reappointment
 - Brian Daniel: Request Reappointment
 - Dee Marsh: Request Appointment
 - Clinton Holtzendorf
 - Pam Owens
- St. Martin de Porres – 2 seats
 - Darrell Debish : Request Reappointment
- Cook-Off Club – 1 seat
 - Danny Rowe: Application attached, have not received nomination letter from Cook-Off Club
- Lions Club – 1 seat
 - Susan Warwick: Request Reappointment

Attachments:

- St. Martin de Porres nomination letter
- Lions Club nomination letter
- Applications for Pam Owens, Clinton Holtzendorf and Danny Rowe

Next Steps/Schedule:

Present recommendation to City Council at the September 21st meeting for final consideration and approval.



Dripping Springs Lions Club

P. O. Box 53

Dripping Springs, TX 78620

May 24, 2021

To: City of Dripping Springs,

President Megan Tholen of the Dripping Springs Lions Club, together with the Lions Club representatives of the Founders Day Commission, Sharon Goss and Brad Thomas, and the other members of the Dripping Springs Lions Club recommend the re-appointment of Susan Warwick to be a DS Lions Club Representative on the Founders Day Commission. She has served as secretary of the Founders Day Commission for the last two years.

Sincerely,

A handwritten signature in black ink, appearing to be "Megan Tholen", written in a cursive style.

Dr. Megan Tholen, President
Dripping Springs Lions Club



**St. Martin De Porres
Catholic Church**

June 17, 2021

Andrea Cunningham
City Secretary
City of Dripping Springs
PO Box 384
Dripping Springs, TX 78620

Dear Andrea,

This letter is to request re-appointment of Mr. Darrell Debish to the City of Dripping Springs Founders Commission as our appointee.

Sincerely,

Rev. Fr. Justin Nguyen

Rev. Justin Nguyen
Pastor



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: September 13, 2021

Agenda Item Wording: Discuss and consider possible action related to the Founders Day Commission regular meeting date for October 2021.

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: The October meeting for the FDC is currently scheduled for the 11th, which is an observed holiday for the City. Possible reschedule dates are:

- Monday, October 18
- Monday, October 25

Recommended Commission Actions: Staff recommends the Commission reschedule the meeting to a date that is suitable for all members and allows for a quorum.

Next Steps/Schedule: Update meeting calendar – calendar invites, website calendar and Municode Agenda calendar