

Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers 511 Mercer Street – Dripping Springs, Texas Monday, February 26, 2024, at 6:00 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Commission Members

Brenda Medcalf, Chair Darrell Debish, Vice Chair Susan Warwick, Secretary Brian Daniel Lisa Garza Sharon Goss Mark Handley 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 Specialist Stephanie Hartnett Emergency Management Coordinator Roman Baligad

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Commission on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Commission that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Commission must present the documents to the City Secretary or City Attorney providing at least fifteen (15) copies; if fifteen (15) copies are not provided, the Commission will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

MINUTES

<u>1.</u> Discuss and consider approval of the February 12, 2024, Founders Day Commission regular meeting minutes.

BUSINESS AGENDA

- 2. Presentation, discussion and possible action regarding the 2024 Founders Day Event Emergency Action Plan. Roman Baligad, Emergency Management Coordinator
- **<u>3.</u>** Discuss and consider City Council recommendation regarding the 2024 Founders Day Traffic Control and Parade Maps.
- **<u>4.</u>** Discuss and consider possible action regarding the layout for Roxie's Parking Lot, located at 299 Mercer Street, for the 2024 Founders Day Festival.
- **5.** Discuss and consider possible action regarding alternate locations for the Texas Lottery Commission booth during the 2024 Founders Day Festival.

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

- 6. Arts & Crafts Committee Commissioner Monaghan
- 7. Carnival & Food Committee Commissioners Goss and Warwick
- 8. Entertainment Committee Commissioners Daniel, Holtzendorf and Thomas
- 9. Parade Committee Commissioners Medcalf and Varnell
- **10. Publicity Committee** *Commissioners Daniel, Holtzendorf, Marsh and Thomas*

- **11.** Sanitation Committee Commissioners Debish, Holtzendorf and Shindler
- **12.** Security Committee Commissioners Debish, Handley and Medcalf
- **13.** Site Plan Committee Commissioners Debish, Medcalf, Monaghan and Shindler
- **14. Sponsorship & Underwriting Committee** *Commissioners Daniel, Debish and Marsh*
- **15. Traffic Committee** *Commissioners Debish and Medcalf*
- **16.** Volunteer Committee Community Events Coordinator Johnna Krant
- **17.** Budget Committee Commissioners Garza and Medcalf, and Community Events Coordinator Johnna Krantz

UPCOMING MEETINGS

Founders Day Commission Meetings

March 11, 2024, at 6:30 p.m. March 25, 2024, at 6:30 p.m. April 20, 2024, at 9:00 a.m. (Saturday Meeting @ Stephenson Building) April 22, 2024, at 6:30 p.m.

City Council Meetings

March 5, 2024, at 6:00 p.m. March 19, 2024, at 6:00 p.m. April 2, 2024, at 6:00 p.m. April 16, 2024, at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING

I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, www.cityofdrippingsprings.com, on February 23, 2024, at 1:30 p.m.

Andrea Cunningham, 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 Street – Dripping Springs, Texas

Monday, February 12, 2024, at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Vice Chair Debish called the meeting to order at 6:33 pm.

Commission Members present

Darrell Debish, Vice Chair Susan Warwick, Secretary Lisa Garza Sharon Goss Mark Handley Clinton Holtzendorf Michael Monaghan Jeff Shindler Brad Thomas Brian Varnell

Commission Members absent

Brenda Medcalf, Chair Brian Daniel Dee Marsh

Staff, Consultants, & Appointed/Elected Officials present

Parks & Community Services Director Andy Binz Community Events Coordinator Johnna Krantz Content Marketing Specialist Stephanie Hartnett Deputy City Administrator Shawn Cox City Council Member Sherrie Parks

A motion was made by Vice Chair Debish to excuse tonight's absences of Commissioners Medcalf, Marsh, and Daniel. Commissioner Holtzendorf seconded the motion which carried unanimously 9 to 0.

PRESENTATION OF CITIZENS

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No one spoke during the Presentation of Citizens

MINUTES

1. Discuss and consider approval of the January 22, 2024, Founders Day Commission regular meeting minutes.

A motion was made by Commissioner Monaghan to approve the January 22, 2024, Founders Day Commission regular meeting minutes. Commissioner Thomas seconded the motion which carried unanimously 9 to 0.

BUSINESS AGENDA

2. Discuss and consider City Council recommendation regarding the 2024 Founders Day Festival Traffic Control Plan.

As soon as maps are completed and attached to the Traffic Control Plan, it will be submitted to the City Council.

3. Discuss and consider possible action regarding the layout for Roxie's Parking Lot, located at 299 Mercer Street, for the 2024 Founders Day Festival.

After discussion of the layout for Roxie's Parking Lot, a motion was made by Commissioner Thomas to postpone this item. Commissioner Holtzendorf seconded the motion which carried unanimously 9 to 0.

4. Discussion regarding Sanitation Services for the 2024 Founders Day Festival to include trash management, street sweeping, and parade barrier set up assistance.

Commissioner Shindler is negotiating with a local clean-up firm CleanX Professional Services to provide manpower of 4 to 8 workers to pick up and empty all trash and clean areas in designated trash sites, set up and break down the bike racks on Friday, haul all trash and debris to the trash site on the premises throughout the event, to street sweep the parade route after the parade and possibly Sunday evening, to do whatever we need for them to do to help us, and to stay Sunday evening until the area is clean. There will be one foreman. Only Commissioners Shindler or Holtzendorf will communicate with the foreman. This will cost \$13,850 and would replace the volunteers, and the paid Church of the Springs workers. In the Cook-Off area, CleanX will empty the public cans and the Boy Scouts will continue to pick up the trash from the cook-off teams. We would offer CleanX an in-kind Silver Sponsorship. BPI would continue to sweep the streets early Monday morning after the carnival leaves. Because the quote for portable toilets from Viking is coming in low, our expenses for Sanitation should be under budget.

5. Discuss and consider possible action regarding a 3-week radio ad spot with Sun Radio regarding 2024 Founders Day Festival sponsorship opportunities.

After discussion, no action was taken. The Commission feels that the radio ads would not reach the desired audience of potential sponsors.

6. Discuss and consider possible action regarding the selection of a vendor and the quantity and placement of tents, tables, and chairs for the 2024 Founders Day Festival.

Tents: Large tent (30 by 60) in front of the main stage, VIP tent (20 by 30) by the main stage, tent (10 by 20) over the small Mercer Street stage, tent (20 by 30) in front of small stage, and tent (10 by 20) by Pure Water Stop for possible sponsor.

Tables: 8 round tables, 8 rectangular tables (8')

Chairs: 150 chairs (gray)

The Commission wants to be certain that the chosen table and chair vendor will deliver and pick up the tables and chairs.

7. Discuss and consider approval of the 2024 Founders Day Festival Parade Theme.

A motion was made by Commissioner Monaghan to name 'Celestial Celebration' as the 2024 Founders Day Festival Parade Theme. Commissioner Shindler seconded the motion which carried unanimously 9 to 0.

8. Discuss and consider approval of refund requests related to the cancelled 2023 parade entries.

The entry form stipulates that the parade is a Rain or Shine event, that no refunds will be given for the parade entries. A motion was made by Commissioner Thomas to NOT refund parade entries' fees. Commissioner Holtzendorf seconded the motion which carried unanimously 9 to 0.

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

9. Arts & Crafts Committee

Commissioner Monaghan

Vendor applications for new vendors opened up on Monday, Feb 5, and were filled within 24 hours. Applications are now being placed on a waitlist.

10. Carnival & Food Committee

Commissioners Goss and Warwick

Food vendor slots are filled. Applications are now being placed on a waitlist. Poster for the carnival is being designed. Carnival needs to finalize reservation to be housed at the Ranch

Park during the event. The Committee is requesting the picnic tables from the Triangle be moved to College Steet between Wallace and 290 in front of Short Mamas so that people have a place to sit and eat.

11. Entertainment Committee

Commissioners Daniel, Holtzendorf and Thomas

Both stages are booked. Entertainment is considerably under budget. Committee is considering leasing and utilizing a video wall during the event. Committee wishes to be consulted about measurements of banners for the stages before they are ordered.

12. Parade Committee

Commissioners Medcalf and Varnell

Applications for parade entries will be posted on March 1. Entries will be capped at 60 or 65. The theme is 'Celestial Celebration'. The mandatory parade entry meeting will be held on Thursday, April 11, at 6:30 pm at the Dripping Springs Ranch Park.

13. Publicity Committee

Commissioners Daniel, Holtzendorf, Marsh and Thomas

Discussed in item #5.

14. Sanitation Committee

Commissioners Debish, Holtzendorf and Shindler

Discussed in item #4.

15. Security Committee

Commissioners Debish, Handley and Medcalf

Paperwork needs to be completed with DS Rentals for the lease of the Scissor Lift for the carnival area. Paperwork for both Speir Security and Viking is almost complete. Work continues on determining specifications for and obtaining a generator from Sun Belt for the Lottery trailer.

16. Site Plan Committee

Commissioners Debish, Medcalf, Monaghan and Shindler

It is possible we will not have to accommodate Hays County Early Voting at the DSISD Administration Building during the event.

17. Sponsorship & Underwriting Committee

Commissioners Daniel, Debish and Marsh

Legacy Bone and Joint Orthopedics, Pedernales Electric Cooperative, and Ascension Seton sponsorships are in the works.

18. Traffic Committee

Commissioners Debish and Medcalf

Traffic Control Plan is being updated, will be presented to City Council, and upon approval, will be forwarded to Imperial Traffic.

19. Volunteer Committee

Community Events Coordinator Johnna Krantz

All committees need to be sure requests for volunteers are turned in to Coordinator Krantz.

20. Budget Committee

Commissioners Garza and Medcalf, and Community Events Coordinator Johnna Krantz

No report given.

CLOSED SESSION

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The Commission did not meet in Executive Session.

UPCOMING MEETINGS

Founders Day Commission Meetings

February 26, 2024, at 6:30 p.m. March 11, 2024, at 6:30 p.m. March 25, 2024, at 6:30 p.m. April 20, 2024, at **9:00 a.m.**

City Council Meetings

February 20, 2024, at 6:00 p.m. March 5, 2024, at 6:00 p.m. March 19, 2024, at 6:00 p.m. April 2, 2024, 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 9 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:09 pm.

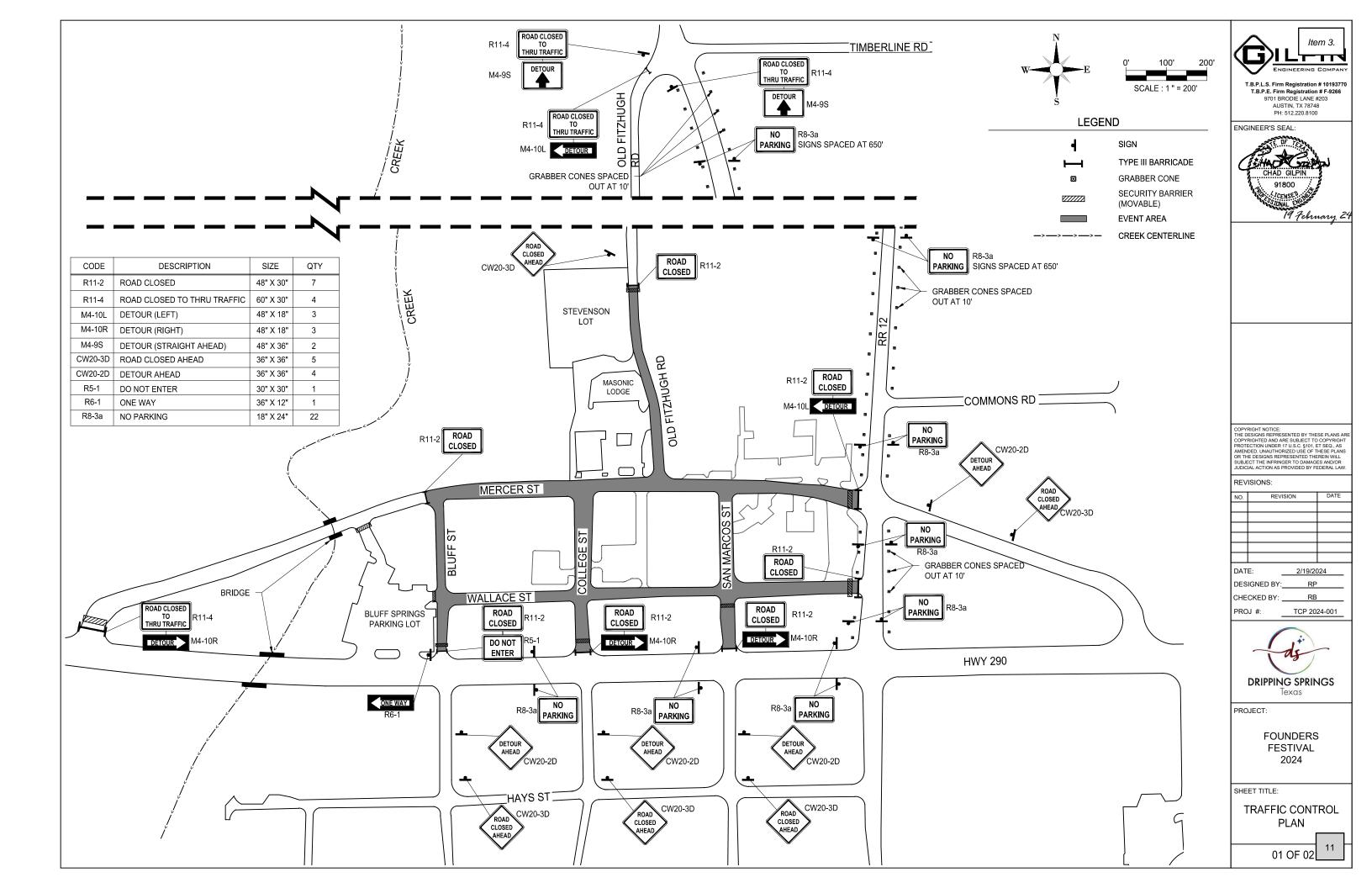
Susan Warwick

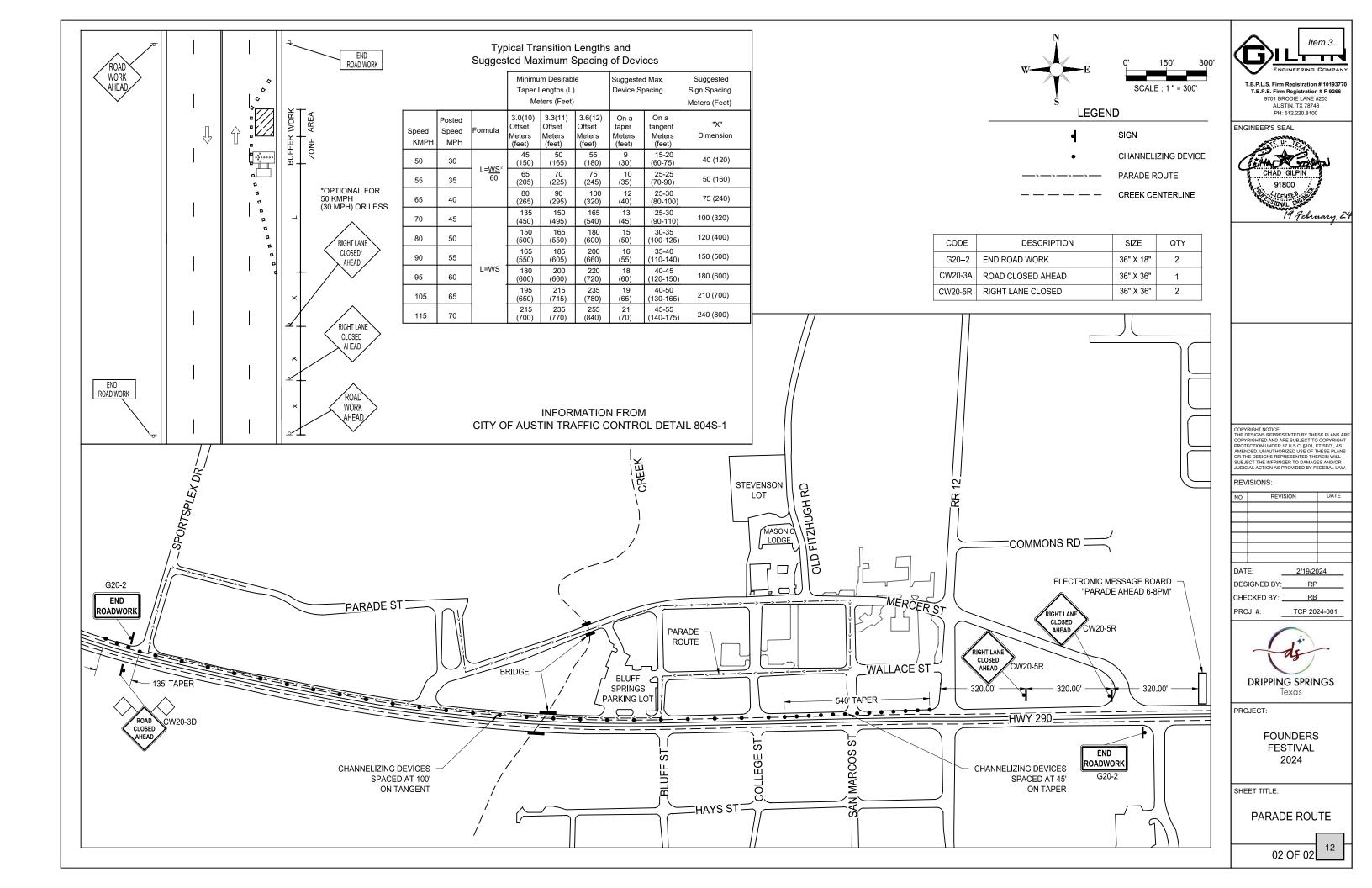
Susan Warwick, Founders Day Commission Secretary

OF DRIPPING SPRING	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:	February 26, 2024
Agenda Item Wording:	Discuss and consider City Council recommendation regarding the 2024 Founders Day Traffic Control and Parade Maps.
Agenda Item Requestor:	Johnna Krantz, Community Events Coordinator
Summary/Background:	The 2024 Traffic Control Plan will close Mercer Street from US 290 to RR12 and Wallace Street from Bluff Street to RR12 during the 2024 Founders Day Festival, April 26 – 28, 2024. Old Fitzhugh Road will be closed to through-traffic with a hard close at the northern edge of the Stephenson field.
	There will also be a westbound lane closure of US 290 from San Marcos to Sportsplex Drive on Friday, April 26 from 6:00pm to 8:00pm for the 2024 Founders Day Parade.
Staff Recommendations:	
Recommended Commission Actions:	
Attachments:	2024 Founders Day Traffic Control Plan
Next Steps/Schedule:	Bring 2024 Traffic Control Plan to City Council for approval.

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Item 3.



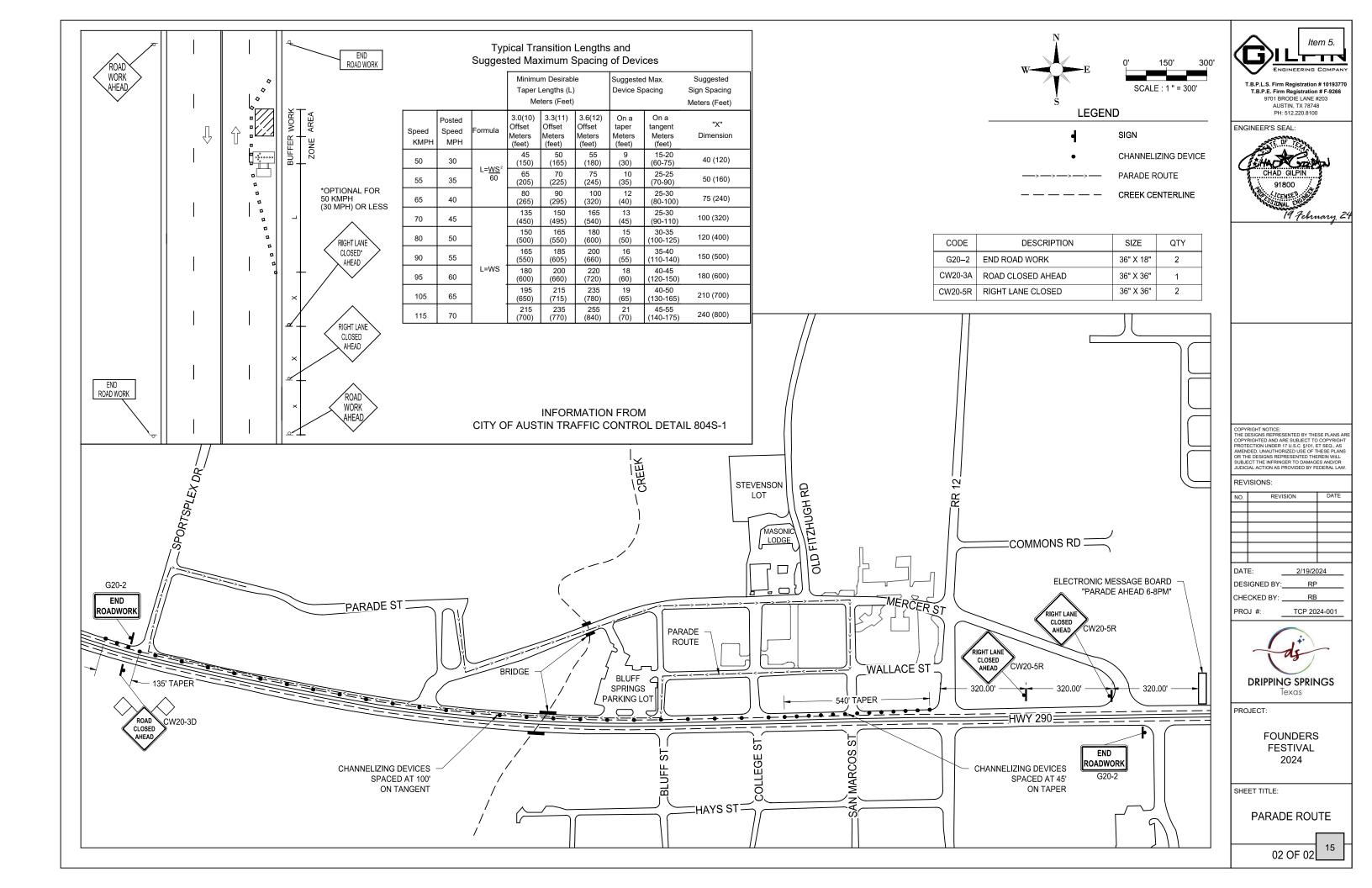


CS DRIPPING SPRING	STAFF REPORT City of Dripping Springs PO Box 384 511 Mercer Street Dripping Springs, TX 78620
Submitted By:	Johnna Krantz, Community Events Coordinator
FDC Meeting Date:	February 26, 2024
Agenda Item Wording:	Discuss and consider possible action regarding the layout for Roxie's Parking Lot, located at 299 Mercer Street, for the 2024 Founders Day Festival.
Agenda Item Requestor:	Johnna Krantz, Community Events Coordinator
Summary/Background:	The property owner of the Parking Lot at 299 Mercer Street, Scott Roberts, is willing to allow FDC to use the lot again for the 2024 Founders Day Festival, excluding a 40' x 30' space reserved for the Brisket Brothers tent. Potential Sponsor area for City Lifestyle Magazine. They are interested in using this area with a 20'x30' tent. (Platinum Level at \$5000)
Staff Recommendations:	Determine appropriate use of the space for 2024 so that a Use Agreement can be drafted.
Recommended Commission Actions:	
Attachments:	
Next Steps/Schedule:	Draft and execute a 2024 Use Agreement with the property owner.

ltem 4.

STOR DRIPPING SPRING	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:	February 26, 2023
Agenda Item Wording:	Discuss and consider alternate locations for the Texas Lottery Commission booth during the 2024 Founders Day Festival.
Agenda Item Requestor:	Johnna Krantz, Community Events Coordinator
Summary/Background:	The Texas Lottery Commission would like their Sponsorship booth to be open on Friday evening. The proposed location at the entrance of Bluff Springs Shopping Center will not accommodate the width of their booth without protruding into the right-of-way, causing interference with the parade route. Any alternate location must adhere to Texas State regulations which require a minimum 50' separation between the Texas Lottery Commission booth and any location where alcohol is served (sold or sampled).
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 and does not interfere with the parade route.

ltem 5.



Proposed Alternate Location for Texas Lottery Commission Booth

Fifty foot (50') minimum distance from points where alcohol is sold or sampled



Item 5.

Initial Proposed Location for Texas Lottery Commission Booth

Entrance of Bluff Springs Shopping Center 40'x20' booth would extend into Mercer St right-of-way Cannot open booth on Friday evening -- location conflicts with parade route.



Item 5.