



# FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, September 12, 2022 at 6:30 PM

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## 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*

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Susan Warwick, Secretary  
Founders Day Commission