



**FOUNDERS DAY COMMISSION MEETING**  
**City of Dripping Springs**  
**Council Chambers, 511 Mercer St, Dripping Springs, TX**  
**Monday, January 23, 2023 at 6:30 PM**

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**MINUTES**

**CALL TO ORDER AND ROLL CALL**

With a quorum of the Commission present, Vice Chair Adams called the meeting to order at 6:34 pm.

**Commission Members present were:**

Jake Adams, Vice Chair  
Susan Warwick, Secretary  
Darrell Debish  
Sharon Goss  
Larry Hans  
Clinton Holtzendorf  
Dee Marsh  
Michael Monaghan  
Jeff Shindler  
Brian Varnell

**Commission Members absent were:**

Brenda Medcalf, Chair  
Brian Daniel  
Lisa Garza  
Brad Thomas

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

Parks & Community Services Director Andy Binz  
Community Events Coordinator Johnna Krantz  
DSRP Program Coordinator Caylie Houchin  
People & Communications Director Lisa Sullivan  
Content Marketing Specialist Stephanie Hartnett  
Council Member Sherrie Parks  
City Attorney Laura Mueller  
Deputy Public Works Director Craig Rice  
City Treasurer Shawn Cox

A motion was made by Commissioner Debish to excuse tonight's absences of Commission Chair Medcalf and Commissioners Daniel, Garza and Thomas. Commissioner Monaghan seconded the motion which carried unanimously 9 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.*

Angie Hendricks, publisher of a new Dripping Springs publication *Dripping Springs Neighbors*, proposed an April 2023 cover story on Founders Day Festival, the Commission, history and information (schedules, maps, etc.) about the event.

## **MINUTES**

- 1. Discuss and consider approval of the January 9, 2023, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Monahan to approve the January 9, 2023, Founders Day Commission regular meeting minutes. Commissioner Marsh seconded the motion which carried unanimously 9 to 0.

## **BUSINESS**

- 2. Discuss and consider possible action regarding Founders Day Purchases and Agreements.**

City Attorney Mueller gave a presentation regarding Founders Day Purchases and Agreements, including Contracts and Purchases, Statutory Contract Requirements, and Contract Process.

City Treasurer Cox presented the 2023 Fiscal year Founders Day Budget (Revenue and Expenditures)

- 3. Discuss and consider recommendation regarding Founders Day Participation Agreements with the Lions Club regarding Carnival and Food.**

Lions Club representatives accept the Founders Day Participation Agreements with the Lions Club regarding Carnival and Food.

- 4. Discuss and consider recommendation regarding a Founders Day Participation Agreement with St. Martin de Porres Catholic Church regarding Arts & Crafts Booths.**

St. Martin de Porres Catholic Church representatives accept the Founders Day Participation Agreement with St. Martin de Porres Catholic Church regarding Arts & Crafts Booths.

**5. Discuss and consider recommendation regarding a Founders Day Participation Agreement with the Dripping Springs Cook-Off Club regarding Cooker's Booths.**

The Dripping Springs Cook-Off Club representatives requested that this item be tabled until the next meeting.

**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*

Arts & Crafts Vendor Applications from last year's vendors are coming in. Vendor applications from new vendors will be accepted beginning February 1.

**7. Carnival & Food Committee**

*Commissioners Goss and Warwick*

Carnival and Food Vendors are confirmed. Contract for the Carnival will be signed and submitted.

**8. Entertainment Committee**

*Commissioners Thomas and Daniel*

No report given. Commissioner Holtzendorf has requested to be added to the Entertainment Committee.

**9. Parade Committee**

*Commissioners Medcalf and Daniel*

Theme for the parade will be determined at the next meeting.

**10. Publicity Committee**

*Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan*

The Sponsorship banner will be placed at the Triangle at 290 and 12 this week. Director Sullivan will help with design and advertising. Outside design, outside advertising, and press coverage must be coordinated with Director Sullivan. Content Marketing Specialist Hartnett will handle social media and the website.

**11. Sanitation Committee**

*Commissioner Hans*

Dumpsters will be provided by Waste Connections. Commissioner Hans is working on the best locations for these dumpsters. Texas Disposal Systems will provide the portable

bathrooms and hand washing stations. Commissioner Hans is considering asking the Scouts to pick up trash during the event as he has not gotten a response from last year's group. Also, he is waiting to hear from the street sweeper.

**12. Security Committee**

*Commissioners Medcalf and Debish*

Commissioner Debish is contracting with various Security, Fire and Emergency Medical Services organizations. All expenses have increased and will be more than we have budgeted. The Founders Commission will erect orange fencing on city property only. Private businesses and houses will be responsible for their own fencing.

**13. Site Plan Committee**

*Commissioners Monaghan, Shindler and Medcalf*

No report given.

**14. Sponsorship & Underwriting Committee**

*Commissioners Adams, Debish, Daniel and Marsh*

Early bird pricing for sponsorships ends January 31. We are looking for a parade sponsor.

**15. Traffic & Parking Committee**

*Commissioners Medcalf and Debish*

Handicapped parking and parking for Mercer Street merchants will be located at the old Walnut Springs Elementary School. Limited parking for the handicapped and merchants will be located on Old Fitzhugh Road.

**16. Volunteer Committee**

*Community Events Coordinator Johnna Krantz*

No report given.

**UPCOMING MEETINGS**

**Founders Day Commission Meetings**

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

February 27, 2023, at 6:30 p.m.

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

March 27, 2023, at 6:30 p.m.

**City Council Meetings**

February 7, 2023, at 6:00 p.m.

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

March 7, 2023, at 6:00 p.m.

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

## **ADJOURN**

A motion was made by Commissioner Monaghan 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 8:10 pm.

*Susan Warwick*

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Susan Warwick, Secretary  
Founders Day Commission