



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

Submitted By: Andrea Cunningham, City Secretary

Committee Meeting Date: September 21, 2023

Agenda Item Wording: **Discuss and consider possible action regarding the Appointment of a Farmers Market Secretary.**

Agenda Item Requestor: Charlie Reed, Market Manager

Summary/Background: Prior to becoming a Committee, the Farmers Market Board was required to take minutes in accordance with the Texas Open Meetings Act. However, when the board changed to a committee in 2021, it was no longer subject to the Texas Open Meetings Act and minutes were not required. Minutes that were taken were not uploaded to the website or maintained in the committee's city file.

Other committees (Emergency Management, Economic Development and Transportation) do not take minutes and instead provide the City Council with either a monthly or quarterly report. A member of staff takes notes for the report for Emergency Management and Transportation, and the Chair takes the notes for the report for the Economic Development,

FMC Secretary Teresa Strube has stepped down from her officer role and is no longer taking minutes for the committee. With Teresa's departure the committee has a few of options:

1. Appoint a secretary who will be tasked with taking minutes of committee meetings.
2. Appoint a secretary who will be tasked with taking notes to provide to Farmers Market Manager for City Council reporting.
3. Do not appoint a secretary and the Farmers Market Manager will take notes for their report. *Note: The FMM already does this, but only provides the report to the Parks & Recreation Commission.*

Recommended Committee Action: Staff recommends the committee select option 3 – do not appoint a secretary and have the Farmers Market Manager be responsible for reporting on committee activities to the Parks & Recreation Commission and City Council.

Attachments:

1. Farmers Market Committee Ordinance

Next Steps/Schedule:

1. If secretary appointed – update roster and website
2. If no secretary appointed – work with FMM to create a frequency schedule for reporting to the City Council.