



# Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, May 13, 2024, at 6:30 PM

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## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Commission Vice Chair Debish called the meeting to order at 6:31 pm. Then Commission Chair Medcalf presided over the meeting.

#### Commission Members present

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

#### Staff, Consultants, & Appointed/Elected Officials present

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

### 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 regarding issues not on the agenda and two (2) minutes per item on the agenda 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.*

No member of the public addressed the Commission,

## **MINUTES**

### **1. Discuss and consider approval of the April 4, 2024, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Marsh to approve the April 4, 2024, Founders Day Commission regular meeting minutes. Commissioner Garza seconded the motion which carried unanimously 11 to 0.

## **BUSINESS AGENDA**

### **2. Discuss and consider approval of a recommendation to City Council regarding the Appointment of At-Large members to the Founders Day Commission.**

Commissioners Monaghan, Thomas, Varnell, Debish, and Marsh are resigning from the Commission. Commission Chair Medcalf announced her plan to resign from the Commission next June. St. Martins de Porres needs to submit two recommendations to represent them. DS Lions Club needs to submit one recommendation. DS Cook-Off Club needs to submit two recommendations. We need three At-Large members. Commissioner Shindler has asked to change from a Cook-Off representative to become an At-Large member.

A motion was made by Commissioner Debish to recommend to City Council the Appointment of Commissioner Shindler to an At-Large position on the Founders Day Commission. Commissioner Holtzendorf seconded the motion which carried unanimously 11 to 0.

A motion was made by Commissioner Debish to recommend to City Council the Appointment of Kimberley Rutherford to an At-Large position on the Founders Day Commission. Commissioner Garza seconded the motion which carried unanimously 11 to 0.

A motion was made by Commissioner Goss to recommend to City Council the Appointment of Michael Ward to an At-Large position on the Founders Day Commission. Commissioner Marsh seconded the motion which carried unanimously 11 to 0.

### **3. Discuss and consider approval of the payment of VFW Post 2933 Invoice #100, regarding Event Parking Services related to the 2023 and 2024 Founders Day Festival.**

A motion was made by Commissioner Debish to approve the payment of VFW Post 2933 Invoice #100, regarding Event Parking Services related to the 2023 and 2024 Founders Day Festival. Commissioner Thomas seconded the motion which carried unanimously 11 to 0.

**4. Discuss and consider approval of the Fiscal Year 2025 Founders Day Commission budget recommendation.**

The Founders Commission agreed to increase booth fees for 2025, by an amount to be determined by each club, and to increase each parade entry fee to \$85.

A motion was made by Commissioner Debish to approve the Fiscal Year 2025 Founders Day Commission budget recommendation as drafted by Commissioner Garza. Commissioner Holtzendorf seconded the motion which carried unanimously 11 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.*

**5. Arts & Crafts Committee**

*Commissioner Monaghan*

Saturday night, nine vendor tents were slashed by a vandal. St Martin de Porres will give \$75 to each of the nine to help defray the cost of replacing the tent. In future events there will be a light at the corner of Bluff and Wallace and an officer stationed there Saturday night.

**6. Carnival & Food Committee**

*Commissioners Goss and Warwick*

Great Founders. Our food vendors had an easy entry and exit. The Carnival appreciated the extra room on DSISD property (3 more rides and the crowd was not so crowded). We feel the cutting-in-line incidents were reduced this year because of extra vigilance by carnival employees and by the officer on the scissor-lift. John Hanschen (carnival) and Joe Peterson (Rotary: shuttle bus) will again be invited to our Commission meeting next spring prior to the event to be sure everything goes smoothly. We are working on a plan for our food vendors to be able to replenish their perishable food stocks during the event.

**7. Entertainment Committee**

*Commissioners Holtzendorf and Thomas*

Commissioner Thomas thanked the commissioners for stepping up and helping with the entertainment at the event. Also, he recommended that Commissioner Holtzendorf head up the entertainment committee next year.

**8. Parade Committee**

*Commissioners Medcalf and Varnell*

Best parade ever. The Commission would like to devise a more efficient plan for picking up the bike racks immediately after the parade. In addition, the turn at San Marcos and Wallace is difficult for parade floats, especially with children breaking through the bike racks.

**9. Publicity Committee**

*Commissioners Holtzendorf, Marsh and Thomas*

Founders Day Festival has been awarded top honors in three Best of Dripping Springs 2024 categories: Best Community Festival/Event, Best Family Attraction, and Best Outdoor Attraction.

**10. Sanitation Committee**

*Commissioners Debish, Holtzendorf and Shindler*

The Sanitation Committee will meet with CleanX to do an after-action debrief to assess what worked well and what improvements will be needed. CleanX had under-estimated the amount of work involved and will use more people next year so the cost to us will likely increase. The Sanitation committee needs four people doing 6-hour shifts during the set-up and event because Sanitation is a 24-hour responsibility. The City is planning to have four permanent bathrooms built in the alley leading to the Stephenson Building. Plans are to get the porta-potties moved in by midday Thursday of the event. All taller 40-yard dumpsters will be used next year.

**11. Security Committee**

*Commissioners Debish, Handley and Medcalf*

We increased one officer this year so we shouldn't need to add another next year. The scissor-lift and forklift will be reserved for use next year.

**12. Site Plan Committee**

*Commissioners Debish, Medcalf, Monaghan and Shindler*

We were able to locate two sponsors' booths at the Bluff Spring parking lot entrance on Mercer. Next year we will stress the importance of workers filling water barriers according to the provided schedule so that we can better clear vehicles from the event area on Friday. The Knights would like to move over to the other entrance on Mercer to the parking lot. The southeast corner of Wallace and College had a large amount of standing water after the rains.

**13. Sponsorship & Underwriting Committee**

Texas Lottery Commission was not happy with their location, even though they selected the location given their requirements. Plans for next year are to invite top sponsors to come up onto the stage to be recognized Friday Night. The Sponsorship Committee will look at the costs and benefits of the various custom packages and levels, and possibly revise. Commissioner Monaghan suggested revising the Arts & Crafts vendor booth signup for next year since there is such a great demand for the booths. He suggested returning vendors be given the opportunity to sign up for a booth in January. Then new vendors and sponsors will be placed on a waiting list with booths being selected by lottery on March 1. It was also suggested that we consider raising the sponsorship level for a booth to Silver and above.

**14. Traffic Committee**

*Commissioners Debish and Medcalf*

We are set with panel fencing, bike racks, traffic plan, etc.

**15. Volunteer Committee**

*Community Events Coordinator Johnna Krantz*

Same plan for volunteers for next year.

**16. Budget Committee**

*Commissioners Garza and Medcalf, and Community Events Coordinator Johnna Krantz*

Covered in Business Item #4 above.

**Other discussions**

Cook-Off Club had a problem with electricity. They need at least 133 dedicated GFCI (120) receptacles. Cook-Off area needs additional trash receptacles. Founders Day 2025 is scheduled for April 25 – 27, 2025. The November 2023 meeting day needs to be determined. Half of the Commission will be new members. We need to have a meeting prior to October 28, 2024 to organize committees. Committees need to be sure plans, procedures, policies, etc. are maintained in written form. Event supplies need to be ordered earlier rather than later. The Commission asked if possibly some of the lower tree limbs could be trimmed to allow more parking in the Stephenson lot.

**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.*

The Commission did not adjourn into closed session.

**UPCOMING MEETINGS**

**Founders Day Commission Meetings**

October 28, 2024, at 6:30 p.m.

December 9, 2024, at 6:40 p.m.

**City Council Meetings**

May 21, 2024, at 6:00 p.m.

June 4, 2024, at 6:00 p.m.

June 18, 2024, at 6:00 p.m.

**ADJOURN**

A motion was made by Commissioner Debish to adjourn the meeting. Commissioner Holtzendorf seconded the motion which carried unanimously 11 to 0.

This regular meeting of the Founders Day Commission adjourned at 8:49 p.m.

***Susan Warwick***

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*Susan Warwick, Founders Day Commission Secretary*