



# Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, March 11, 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.

#### *Commission Members present*

Brenda Medcalf, Chair  
Darrell Debish, Vice Chair  
Susan Warwick, Secretary  
Lisa Garza  
Sharon Goss  
Clinton Holtzendorf  
Dee Marsh  
Michael Monaghan  
Jeff Shindler

#### *Commission Members absent*

Brian Daniel  
Mark Handley  
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  
City Attorney Laura Mueller  
Deputy City Attorney Aniz Alani  
Deputy City Administrator Shawn Cox

A motion was made by Commissioner Holtzendorf to excuse tonight's absences of Commissioners Daniel, Handley, Thomas, and Varnell. Commissioner Goss seconded the motion which carried unanimously 8 to 0.

### 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.*

Joe Peterson and the DS Rotary Club are in charge of the Ninja Shuttle Buses on Saturday of the event. He wanted to clarify specific opening and closing times for booths, carnival, and bands on Saturday. He also requested that someone contact DSISD to be sure the parking lot lights be left until midnight on Saturday evening.

## **MINUTES**

- 1. Discuss and consider approval of the February 26, 2024, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Monaghan to approve the February 26, 2024, Founders Day Commission regular meeting minutes. Commissioner Holtzendorf seconded the motion which carried unanimously 8 to 0.

## **BUSINESS AGENDA**

- 2. Presentation, discussion, and possible action regarding the Founders Day Commission Fiscal Year 2025 recommendation and Budget Committee appointments.**

The Founders Commission subcommittee together with Shawn Cox and Johnna Krantz will prepare the preliminary Founders Day Commission Fiscal Year 2025 budget in May so that the budget can be finalized in June.

- 3. Discuss and consider City Council recommendations regarding Amendments to Code of Ordinances Article 6.02, Division 2 Itinerant Vendor's License, and Division 3 Special Events.**

For Founders 2024, it is anticipated that only one new Itinerant Vendor License will be granted (that being to Flight Ice Cream being hosted at Acopon). Failure of an Itinerant License holder to adhere to the rules will result in the License holder having his license revoked. After Founders 2024 has concluded, Laura Mueller, Aniz Alani, Johnna Krantz, Commissioner Monaghan, and possibly others will update the Code of Ordinances Article 6.02, Itinerant Vendor's License, and Division 3 Special Events to clarify policy and eliminate loopholes.

Johnna Krantz will be in charge of the itinerant vendors, and will make sure they have insurance, are aware of festival rules, street closures, times to enter and exit the festival area, rules for food vendors, etc. City staff will also be available to assist if needed. The Commission requested to be informed of any special licenses issued, or anything that pertains to the Founders Day Festival.

**4. Discuss and consider City Council recommendation regarding a Founders Day Participation Agreement between the City of Dripping Springs and the Knights of Columbus regarding Beer Sales for the 2024 Founders Day Festival.**

Laura Mueller will draft the Participation Agreement between the City of Dripping Springs and the Knights of Columbus regarding Beer Sales for the Founders Day Festival according to the request of the Knights and the Founders Day Commission.

A motion was made by Commissioner Shindler to recommend City Council approval of a Founders Day Participation Agreement between the City of Dripping Springs and the Knights of Columbus regarding Beer Sales for the 2024 Founders Day Festival with the following conditions:

- a. \$600 for booth space for Beer Sales each year; and
- b. the agreement is to cover 4 years with 90-day written notice if the Knights choose not to participate in the event.

Commissioner Garza seconded the motion which carried unanimously 8 to 0.

**5. Discuss and consider possible action regarding the location of Sponsorship Booths.**

Commissioners Debish and Marsh and Coordinator Krantz are continuing to work on the best locations for several sponsors.

**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*

Arts & Crafts vendor booths are full, with a waitlist.

**7. Carnival & Food Committee**  
*Commissioners Goss and Warwick*

The Food vendor booths are full, with a waitlist.

**8. Entertainment Committee**  
*Commissioners Daniel, Holtzendorf and Thomas*

Bands are locked in. Commissioner Thomas will determine measurements for Mercer Street stage banner.

**9. Parade Committee**  
*Commissioners Medcalf and Varnell*

51 applications for parade entries have been received. PEC is the Parade Presenting Sponsor.

**10. Publicity Committee**

*Commissioners Daniel, Holtzendorf, Marsh and Thomas*

Marketing Specialist Hartnett will post real-time on social media during the event.

**11. Sanitation Committee**

*Commissioners Debish, Holtzendorf and Shindler*

Sanitation plans are in place.

**12. Security Committee**

*Commissioners Debish, Handley and Medcalf*

Everything is set with Spears Safeguard for security. Commission Chair Medcalf is communicating with Sheriff and Constable departments so that she has all information necessary to have checks ready to pay the officers at the completion of their shifts.

**13. Site Plan Committee**

*Commissioners Debish, Medcalf, Monaghan and Shindler*

FDC will be providing a 20' X 30' VIP Sponsors tent to be located in Roxie's parking lot. New sponsor Lifestyle Magazine will provide adult beverages and other furnishings for this area. Meaty Boys BBQ will provide sandwiches. There will also be a VIP Sponsors tent for seating near the stage (10'x20'), located behind the Flower Shop in the parking lot at Mercer Street and Old Fitzhugh Rd, similar to last year. The Commission needs contact information for the Day Care located in the DSISD building as they may be affected by the parade on Friday afternoon and evening.

**14. Sponsorship & Underwriting Committee**

*Commissioners Daniel, Debish and Marsh*

The committee is on track to have \$106,000 in sponsorships. Commissioners Marsh and Debish should be able to give a final list of sponsors to Marketing Specialist Hartnett by March 22.

**15. Traffic Committee**

*Commissioners Debish and Medcalf*

The Traffic Control Plan has been submitted to and approved by City Council and has been sent to TXDOT.

**16. Volunteer Committee**

*Community Events Coordinator Johnna Krantz*

Johnna Krantz has again asked that any additions and/or changes to the Volunteer Sign-Up Genius page be sent to her or Content Marketing Specialist Hartnett.

**17. Budget Committee**

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

Commissioner Garza requested that any expenditure numbers be sent to her.

The Founders Day Commission is saddened by the loss of Brian Daniel who passed away on Wednesday, March 6. Brian was a valuable member of the Commission for 8 years. He was a friend to us all and he will be missed.

### **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 meet in Closed Session.

### **UPCOMING MEETINGS**

The Founders Day Commission needs to schedule another meeting during the first two weeks of April. The date will need to be determined.

#### **Founders Day Commission Meetings**

March 25, 2024, at 6:30 p.m.

April 20, 2024, at 9:00 a.m. (Saturday)

April 22, 2024, at 6:30 p.m.

#### **City Council Meetings**

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**

A motion was made by Commissioner Holtzendorf to adjourn the meeting. Commissioner Monaghan seconded the motion which carried unanimously 8 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:17 pm.

***Susan Warwick***

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*Susan Warwick, Founders Day Commission Secretary*