



FOUNDERS DAY COMMISSION MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX
Monday, June 13, 2022 at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

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

Commission Members present:

Brenda Medcalf, Chair
Jake Adams, Vice Chair
Darrell Debish
Brian Daniel
Sharon Goss
Larry Hans
Clinton Holtzendorf
Michael Monaghan
Danny Rowe
Brian Varnell
Susan Warwick

Commission Members absent:

Dee Marsh
Jeff Shindler
Brad Thomas

Staff, Consultants & Appointed/Elected Officials present:

Parks & Community Services Director Andy Binz
City Attorney Laura Mueller
City Treasurer Shawn Cox
Community Events Coordinator Caylie Houchin

A motion was made by Commissioner Debish to excuse tonight's absence of Commissioners Marsh, Shindler, and Thomas. Commissioner Daniel seconded the motion which carried unanimously 10 to 0.

1. Introduction of Parks & Community Services Director Andy Binz.

Director Binz introduced himself. The Commission welcomed him.

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.

Lee Otten, Protective Security Advisor of the U.S Department of Homeland Security, introduced himself, discussed hostile vehicle attacks, and asked to make a presentation at a future Founders Day Commission Meeting.

MINUTES

- 2. Discuss and consider approval of the May 9, 2022, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Debish to approve the May 9, 2022, Founders Day Commission regular meeting minutes. Commissioner Daniel seconded the motion which carried unanimously 10 to 0.

BUSINESS

- 3. Presentation and discussion related to contract and payment procedures.**

City Attorney Laura Mueller gave a power-point presentation on Founders Day Commission Contracts and Purchases. Topics included Contracts and Purchases, Statutory Contract Requirements, Procurement Basics, Contract Process, Contract Cover Sheet, and Next Steps. The power-point presentation has been emailed to FDC members for future reference. Questions were asked and answered.

Attorney Mueller emphasized the fact that the City staff is willing, able and eager to help the Commission in every way possible.

Community Events Coordinator Houchin will be giving a presentation on the city's payment software called CivicRec at a future meeting. CivicRec would allow the Commission to accept online payments for sponsorships and parade entries.

Founders Day Commission members and city staff have agreed to present and process agreements and contracts as early as possible. City staff will be sure the appropriate Founders Day commission members can see contracts before they become official.

Contracts for services (not goods) over \$600 should be negotiated in advance and submitted with W9 forms as soon as possible. As much as is possible, city staff will purchase goods in advance of the event.

The Founders Day Entertainment subcommittee has asked that a contract template specific to entertainers be developed.

At least one city employee will be on site during the event with a city credit card to make needed purchases.

4. Discuss and consider approval of recommendation regarding the appointment of two (2) at-large members to the Founders Day Commission for terms ending June 30, 2024.

A motion was made by Commissioner Monahan to approve the re-appointment of At-Large Founders Day Commissioners Brenda Medcalf and Clint Holtzendorf to the Founders Day Commission. Commissioner Debish seconded the motion which carried unanimously 10 to 0.

5. Discuss and consider approval of the Founders Day Commission Fiscal Year 2023 budget recommendation.

The Founders Day Commission Fiscal Year 2023 budget was discussed line by line. A motion was made by Commissioner Debish to approve the Founders Day Commission Fiscal Year 2023 Budget of \$146,488.01. Commissioner Daniel seconded the motion which carried unanimously 10 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.

No reports were given at this meeting.

- 6. Arts & Crafts Committee**
Commissioner Monaghan
- 7. Carnival & Food Committee**
Commissioners Goss and Warwick
- 8. Entertainment Committee**
Commissioners Thomas and Daniel
- 9. Parade Committee**
Commissioners Medcalf and Holtzendorf
- 10. Publicity Committee**
Commissioners Adams, Holtzendorf, Daniel, Marsh and Lisa Sullivan
- 11. Sanitation Committee**
Commissioner Hans

12. **Security Committee**
Commissioners Medcalf and Debish
13. **Site Plan Committee**
Commissioners Monaghan, Shindler and Medcalf
14. **Sponsorship & Underwriting Committee**
Commissioners Adams, Debish, Daniel and Marsh
15. **Traffic & Parking Committee**
Commissioners Medcalf and Debish
16. **Volunteer Committee**
Community Events Coordinator Caylie Houchin

UPCOMING MEETINGS

Founders Day Commission Meetings

July 11, 2022, at 6:30 p.m.

August 8, 2022, at 6:30 p.m.

September 12, 2022, at 6:30 p.m.

City Council Meetings

June 7, 2022, at 6:00 p.m.

June 21, 2022, at 6:00 p.m.

July 5, 2022, at 6:00 p.m.

July 19, 2022, at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Varnell to adjourn the meeting. Commissioner Hans seconded the motion which carried unanimously 10 to 0.

This regular meeting of the Founders Day Commission was adjourned at 8:51 pm.

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission