



Founders Day Commission

Regular Meeting Minutes

January 13, 2020 at 6:30 p.m.

A Regular Meeting of the Founders Day Commission of Dripping Springs, Texas was held Monday, January 13, 2020 beginning at 6:30 p.m., in the Council Chambers located at City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

Commission Members present were:

Brenda Medcalf, Chair
Brian Daniel
Darrell Debish
Sharon Goss
Clinton Holtzendorf
Michael Monaghan
Susan Warwick
Dee Marsh
Jeff Shindler

Commission Members absent were:

Jake Adams, Vice Chair
Martin Garza
Brad Thomas
Brian Varnell

City Staff/Appointed Officials present were:

Laura Mueller, City Attorney
Kelly Schmidt, Parks & Community Services Director
Maggie Martin, Events & Programs Specialists
Lisa Sullivan, Communications Coordinator

With a quorum of the Commission present, Chair Medcalf called the meeting to order at 6:31 p.m.

II. PRESENTATION

A. City Attorney Presentation on Better Meetings and Open Meetings Act.

Laura Mueller, City Attorney

Laura Mueller presented the item which is on file.

III. MINUTES

A. Discuss and consider approval of the December 9, 2019 Founders Day Commission Regular Meeting Minutes.

A motion was made by Commissioner Debish to approve the December 9, 2019 Founders Day Commission Regular Meeting Minutes with the following corrections:

- Business Item C
 - Paragraph 3, strike “When one or two of the new At-Large position are” and replace with “When any open position is”; and
 - Paragraph 4: strike “that when one or two of the new At-Large positions” and replace with “when any open position”.

Commissioner Monaghan seconded the motion which carried unanimously 9 to 0.

IV. BUSINESS

A. Discuss and consider recommendation regarding Amendments to the Founders Day Commission Ordinance related to Membership.

A motion was made by Commissioner Debish to recommend the Founders Day Commission Ordinance changes to the City Council as attached. Commissioner Daniel seconded the motion which carried unanimously 9 to 0.

V. STANDING COMMITTEE REPORTS

The following updates relate to the administration of the 2016 Founders Day Festival. No action to be taken.

A. Site Plan Committee
Michael Monaghan and Brenda Medcalf

B. Entertainment Committee
Brad Thomas

Via unanimous consent, Commissioner Daniel was appointed to the Entertainment Committee.

C. Food Committee
Sharon Goss and Susan Warwick

D. Arts & Crafts Committee
Michael Monaghan

E. Arts & Crafts Committee
Michael Monaghan

F. Parade Committee
Brenda Medcalf and Clint Holtzendorf

Parade Rules will be written at the January 27, 2020, meeting and included with the parade application.

G. Publicity Committee

Brenda Medcalf, Jake Adams, Clint Holtzendorf, Maggie Martin and Lisa Sullivan

Via unanimous consent, Commissioner Daniel was appointed to the Publicity Committee.

H. Sanitation Committee

Martin Garza

I. Sponsorship & Underwriting Committee

Jake Adams, Darrell Debish, Brian Daniel and Maggie Martin

Via unanimous consent, Commissioner Marsh was appointed to the Sponsorship & Underwriting Committee.

J. Security Committee

Brenda Medcalf and Darrell Debish

K. Volunteer Committee

Maggie Martin

L. Traffic & Parking Committee

Brenda Medcalf and Darrell Debish

VI. UPCOMING MEETINGS

A. Founders Day Commission Meetings

January 27, 2020 at 6:30 p.m.

February 10, 2020 at 6:30 p.m.

February 24, 2020 at 6:30 p.m.

B. City Council & Board of Adjustment Meetings

January 14, 2020 at 6:00 p.m. (6:00 Workshop / 6:30 Regular Meeting)

January 21, 2020 at 6:00 p.m.

February 11, 2020 at 6:00 p.m. (6:00 Workshop / 6:30 Regular Meeting)

February 18, 2020 at 6:00 p.m.

VII. ADJOURN

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

This regular meeting adjourned at 8:42 pm.

Susan Warwick

Susan Warwick

Secretary

Founders Day Commission

Division 4. Founders Day Commission

Sec. 2.04.091 Creation

There is hereby created the City of Dripping Springs Founders Day Commission.

Sec. 2.04.092 Definitions

Commission. The City of Dripping Springs Founders Day Commission.

District. The Drippings Springs Independent School District.

ETJ. The extraterritorial jurisdiction of the City of Dripping Springs, Texas.

Sec. 2.04.093 Members

(a) The commission shall be composed of fourteen (14) members, including a chairperson, who are known to be interested in the annual Founders Day celebration and who have contributed to its success in previous years. The members shall ~~represent~~ include members of the organizations and at-large members. The Lions Club shall include three (3) members as representatives of the carnival and the food vendors; the Dripping Springs Cook-Off Club shall include three (3) members as representatives of the cooks participating in the cook-offs; and the St. Martin de Porres Church shall include three (3) members as representatives of the arts and crafts vendors. The city council shall appoint five (5) members to serve as at-large members for a two-year term.

(b) At the time new appointments for members who are organization representatives are needed, the city council or commission shall request nominations from the organizations. Upon request, the Lions Club; the Cook-Off Club; and St. Martin de Porres Church shall provide three (3) nominees applications from each of their respective organizations to the commission to serve as commissioners. Each nominee application shall be reviewed by the commission. The commission shall make recommendations for each nominee to the city council. The city council shall select members from each organization's nominees to serve two-year terms after review of the commission's recommendations.

(c) At the time new appointments for at-large members are needed made, the city council shall fill vacancies by requesting nominations from the members of the commission ~~out-going and current commissioners~~ for each vacancy. The commission shall seek nominee applications and shall review each application for commission membership. The commission shall make recommendations for each at-large nominee to city council. The city council shall select members from the at-large nominations to serve two-year terms after review of the commission's recommendations. Such nominations shall take into consideration all known parties interested in or participating in the Founders Day celebration at the time such nominations are made. ~~Such nominations shall represent fairly the number of representatives from all interested parties and organizations at any given time.~~

(d) The city council shall annually appoint a commissioner, to serve as chairperson. The commission may present a recommendation to city council regarding the position of chairperson. The city council may appoint co-chairpersons if it deems it appropriate. The commissioners shall annually appoint a vice-chairperson and a secretary.

(1) The secretary has the following duty: recording of minutes.

(2) The vice chairperson has the following duties: coordinating of subcommittee chairs; reports and serves the chairperson; substitutes for the chairperson in the event of their absence.

(3) The chairperson has the following duties: conducts meetings; acts as liaison to the city council; presents yearly wrap-up report to the city council.

(e) The commissioners shall serve staggered terms with the term of seven (7) members to expire on ~~June~~ July 1 of each odd-numbered year, the term of seven (7) members to expire on ~~June~~ July 1 of each even-numbered year, and the term of the chairperson to expire on ~~June~~ July 1 of each year.

~~(f) The commission shall recommend criteria for its members that shall be followed by its members and used to evaluate removal of its members. The commission's recommended criteria shall be sent to the city council for review. The city council shall review the commission's criteria recommendation and the city council shall approve criteria for the commission's members. The criteria approved by the city council shall be filed with the city secretary and provided to each member, nominee, and organization upon request. The criteria used in this subsection shall be used to evaluate the commission's members. — At the time new appointments are made, the city council shall fill vacancies by requesting nominations from the out going and current commissioners for each vacancy. Such nominations shall take into consideration all known parties interested in or participating in the Founders Day celebration at the time such nominations are made. Such nominations shall represent fairly the number of representatives from all interested parties and organizations at any given time.~~

(g) Members of the commission may be removed from office by the city council at any time by a simple majority vote of the city council, either:

(1) Upon its own motion; or

~~(2) Upon recommendation of a simple majority of the Founders Day Commission Members; or~~

~~(3)~~ (2) Upon recommendation of the Founders Day Commission chairperson and one other Founders Day Commission member.

(h) Members of the commission may be removed from office by a vote of a simple majority of the total members of the commission if the commission finds that the member is not compliant with the criteria for its members as adopted as described above. If a member is removed by the

commission, the commission shall notify the city council of the removal and provide city council with a written statement with the reasoning for removal within ten (10) days of the vote of removal. The removed member may appeal the removal to city council in writing within ten (10) days of removal. The city council shall review the appeal within thirty (30) days at a city council meeting. The city council shall consider the approved criteria, the written statement of the commission, and any information provided by the removed member. The city council shall provide notice of the appeal to the chairperson of the commission. The city council's decision on removal is final. Vacancies created shall be filled as provided by this ordinance.

Sec. 2.04.094 Organization and meetings

- (a) The commission shall meet for organization immediately after appointment of its members and shall adopt such rules as it deems best to govern its actions subject to the general laws of this state, this division and other city ordinances.
- (b) A quorum shall consist of a simple majority of the members, including the chairperson. The chairperson shall have a vote only in the case of a tie vote by the commission members.
- (c) The meetings of the commission shall be held on a regular basis, but not less than once a month unless the commission votes to cancel a meeting. Such meetings shall be open to the public as required by the laws of the state and comply with the Open Meetings Act as set forth in chapter 551 of the Texas Government Code, as amended.
- (d) Meetings may also be called by the chairperson, at the request of two or more of the commission's members, or at the request of the council.
- (e) Commission members unable to attend any meeting shall notify the chairperson as soon as possible, in order to assure a quorum will be present. Any member of the commission absent for three regular consecutive meetings or four regular meetings during the preceding twelve-month period of the commission, without having obtained leave of absence at a regular meeting, unless prevented by sickness, shall be deemed to have vacated his or her office.

Sec. 2.04.095 Functions and duties

- (a) The commission shall act in an advisory capacity to the city council to plan, promote, arrange and organize Founders Day while complying with all applicable regulations.
- (b) It shall be the duty of the commission to make recommendations to the city council pertaining to:
 - (1) The maximum utilization of the city parks, streets, and rights-of-way to facilitate the safe and orderly operation of Founders Day;
 - (2) The proper and timely compliance with all applicable regulations, including but not limited to the regulations established by the state department of transportation, and the county sheriff's department, and all city regulations;

- (3) The coordination of Founders Day events with the District, the Dripping Springs Lions Club, city and other local charitable entities;
 - (4) The establishment of a financial book and records which shall include a monthly report, an annual operating budget, and a year-end fiscal statement as of ~~June~~ July 1;
 - (5) The establishment of all fees and charges necessary to operate Founders Day;
 - (6) The preparation of all necessary applications for compliance with any necessary regulatory agencies, including but not limited to the state department of transportation, ~~and~~ the county sheriff's department, and the city;
 - (7) The scheduling of events and entertainment associated with Founders Day; and
 - (8) The improvement and safe operation of the Founders Day celebration.
- (c) The commission shall at all times seek to promote the close cooperation between the city, the district, the state department of transportation, the county sheriff's department and all private citizens, institutions and agencies interested in the ~~conduction~~ operation of Founders Day activities to the end that Founders Day may be coordinated to secure the greatest public welfare.

Secs. 2.04.096–2.04.120 Reserved