

**City of Dripping Springs
Founder's Day Commission
Monthly Meeting**

January 9, 2017

Attending: Brenda Medcalf, EvanTaddia, Michael Monaghan, Chris Schmidt , Stephanie Holtzendorf, Paul Sanchez, Sharon Goss, Brian Daniel

Absent: AJ Bergeron, Chris Nuccio, Brad Thomas, Jake Adams, Bonnie Gonzalez

I. Call to Order: 6:35 pm by Brenda Medcalf

II. Minutes: Mike made a motion to accept the minutes from the regular monthly meeting of May 9, 2016 and the regular monthly meeting of November 14, 2016.

III. Business:

A. Selection of Founders Day 30th Annual Festival Logo

- Sharon made a motion to give Brenda and Ginger authority to choose the logo once Pun has completed drafts to review.

B. Recommendation to Appoint Brian Daniel to the Founders Day Commission, Term to Expire June 2018.

- Unanimous agreement to appoint Brian Daniel to the Founders Day Commission.

IV. Standing Committee Reports

A. Site Plan:

- No report.

B. Food:

- Brenda needs changes to the food vendor form. Mike will email Brenda all changes.

C. Entertainment:

- No report.

D. Arts & Crafts:

- Mike has sent all information out to arts and crafts vendors.

E. Parade

- Evan brought a sample of a barricade that could be built to line the parade route down Mercer.
- A sample of these barricades will be built and will see how they work with the parade this year.

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F. Publicity

- Bonnie and Brenda met with Hill Country View to discuss publicity.

G. Sponsorship/Underwriting

- Sponsorship letter will go out this next week.

H. Sanitation

- Paul received a quote from a local vendor for lighted port-a-potties that is in line with what has been paid in the past. Paul will contact and get details.

I. Security :

- No report.

J. Traffic/Parking:

- Need to get Rotary involved in the meetings as they will be doing the parking at the high school again this year.
- Evan will be meeting with the Rotary Club in the next couple of weeks.

K. Volunteers:

- No Report.

V. Announcements

- The next meeting will be January 23, 2017 at 6:30 pm at City Hall.

VI. Adjourn

- Motion to Adjourn made by Paul. Seconded by JEvan. Meeting adjourned at 7:16 pm.
- Next meeting November 28, City Hall, 6:30 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf

**City of Dripping Springs
Founder's Day Commission
Bi-Monthly Meeting**

January 23, 2017

Attending: Brenda Medcalf, Evan Taddia, Michael Monaghan, Stephanie Holtzendorf, Paul Sanchez, Sharon Goss, Chris Nuccio, Brian Daniel, Bonnie Gonzalez.

Absent: AJ Bergeron, Brian Daniel, Brad Thomas, Jake Adams, Chris Schmidt

I. Call to Order: 6:38 pm by Brenda Medcalf

II. Minutes: **Evan** made a motion to accept the minutes from the regular monthly meeting of January 9, 2017. Mike seconded. Minutes accepted as read.

III. Standing Committee Reports

A. Site Plan:

- No report.

B. Food:

- Chris and Sharon reviewed form. Updated form will be sent to Brenda for posting on website.

C. Entertainment:

- No report.

D. Arts & Crafts:

- 23 applications received to date.

E. Parade

- Constable will have 2 officers in staging area for parade.
- Parade theme: 20 Things We Love About Drip
- March 31st will be the deadline for parade applications.
- April 11th will be the parade meeting.

F. Publicity

- City has reviewed the story the Hill Country View wrote about Founders Day. It was approved and turned back in for publication.

G. Sponsorship/Underwriting

- Sponsorship letters went out. Many returned for bad address.
- Need to make sure all sponsors from last year received a letter for this year.

H. Sanitation

- Street sweeper is confirmed.

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- Still getting bids on Port-a-Potties.

I. Security :

- Evan spoke with Troy regarding Gate patrol.
- Evan will need to meet with Kay Allen from the City.
- Evan will speak with Gary Job Corp about helping with parade.

J. Traffic/Parking:

- Rotary Club needs to attend Founders Day meetings.
- Evan is going to go to one of their meetings and speak with them regarding Founders.
- Old Fitzhugh will have asphalt laid which will cause the vendor booths on that street to move onto the asphalt so they are not half on the dirt and half on the asphalt. Will need to work with getting the bleachers into the area, staging, etc. since the booths will be more out in the street.
- Brenda will contact the city about getting the bleachers delivered.

K. Volunteers:

- No Report.

V. Announcements

- The next meeting will be February 13, 2017 at 6:30 pm at City Hall.

VI. Adjourn

- Motion to Adjourn made by Evan. Seconded by Sharon. Meeting adjourned at 7:03 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf

**City of Dripping Springs
Founder's Day Commission
Bi-Monthly Meeting**

February 13, 2017

Attending: Brenda Medcalf, Evan Taddia, Michael Monaghan, Stephanie Holtzendorf, Paul Sanchez, Sharon Goss, Brian Daniel, Bonnie Gonzalez, Jake Adams, Brian Daniel.
Dillon Polk – Hays County Fire and Rescue
Kay Allen – Emergency Planning Coordinator, City of Dripping Springs
Jen Cohen – President, Dripping Springs Cook Off Club

Absent: AJ Bergeron, Brad Thomas, Chris Nuccio, Chris Schmidt

I. Call to Order: 6:35 pm by Brenda Medcalf

II. Minutes: Jake made a motion to accept the minutes from the regular monthly meeting of January 23, 2017. Paul seconded. Minutes accepted as read.

III. Business:

A. Creation of Founders Day Festival Rules and Regulations

- Discussion regarding the Founders Day Commission having a set of rules/regulations that can be enforced during the festival. This will allow citations to be written and allows some recourse. Evan made a motion to move forward with developing rules/regulations for Founders Day event. Mike seconded. Motion passed.
- Commissioners should email Brenda recommendations for rules/regulations. All will be discussed at next meeting and determine if list of rules can be approved by City Council at their next meeting and published for Founders Day.

B. Founders Day Festival 2017 Electrical Needs and Upgrades

- Meeting to be scheduled with Todd three weeks prior to Founders Day.
- Most electrical needs are met.
- Founders Day has paid in full the electrical costs.
- Electricity will be worked out with Crepe Crazy this year by Sharon and Chris.

Standing Committee Reports

A. Site Plan:

- The Founders Day Commission may not have use of the Stephenson Building this year. Brenda will discuss with Ginger.
- Picnic tables will not be put down Wallace Street but will put them behind the crawfish vendor.

B. Food:

- Dillon Polk spoke to the commission that the food vendors will have to have propane tanks inspected prior to Founders Day. These are the larger tanks that are attached to the food trailer/truck.

- Sharon will email out to all the food vendors the handout received from Dillon
- C. Entertainment:**
- All bands have been booked.
 - It might be possible to get the small stage that Brad had mentioned in an earlier meeting.
- D. Arts & Crafts:**
- 98 booths have been sold.
- E. Parade**
- Kay Allen spoke regarding the length of the parade – it is too long and the beginning of the parade is getting back to the start of the parade before the end of the parade has started out on the parade route.
 - Parade meeting will be on the 10th.
- F. Publicity**
- Posts on Facebook with information on Founders Day.
 - Posts need to go out regarding parking, band line up, entry forms, etc.
- G. Sponsorship/Underwriting**
- City has received a lot of questions regarding the Title Level and the Diamond Level. Need to determine what a sponsor would get for these levels.
 - Suggestion was to do VIP table under the tent, free tickets to carnival, etc.
 - Should Title Level be kept? Diamond level increase?
 - Paul made a motion to do away with the Title Sponsor for this year and raise diamond to 10,000, Facebook spotlight on their business and have Jake come up with other perks for this sponsorship. Jake seconded. Motion passed.
- H. Sanitation**
- Contracts going out this week.
 - Paul met with Jennifer Martinez. She wants to do recycling during the festival. She will have to take care of man power, collection etc.
 - Vaquero will try to do the cardboard trash cans this year.
 - Bids have come in for port-a-potties. This year the ones with the lights will be used.
- I. Security :**
- Kay Allen told the commission that the sheriff's department has many safety concerns regarding the parade.
 - Another concern is parking on RR12. Would like to see barricades on both sides of RR12 from Mercer to Founders Park.
 - Sheriff's department needs to let the commission know what type of signage to put up, what authority does the commission have, and can the commission enforce towing.
 - Hays County will require a minimum of four deputies.

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- Saturday will have to have a dedicated ambulance on site between noon and 6 pm. Cost will be \$600.
- The cooling tent needs to be placed closer to Mercer Street.
- Information booth is needed – Founders Day information as well as other City Information.

J. Traffic/Parking:

- Rotary Club will do the parking and shuttles again this year.
- Need to coordinate signage with Rotary after speaking with Kay.
- Will have parking on Friday night. Drop off will be at Bluff just for Friday night.

K. Volunteers:

- No Report.

V. Announcements

- The next meeting will be February 27, 2017 at 6:30 pm at City Hall.

VI. Adjourn

- Motion to Adjourn made by Evan. Seconded by Jake. Meeting adjourned at 8:40 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf

**City of Dripping Springs
Founder's Day Commission
Bi-Monthly Meeting**

March 13, 2017

Attending: Brenda Medcalf, Evan Taddia, Michael Monaghan, Stephanie Holtzendorf, Chris Schmidt, Paul Sanchez, Sharon Goss, Bonnie Gonzalez, Jake Adams, Brian Daniel.

Jen Cohen – President, Dripping Springs Cook Off Club

Absent: Brad Thomas, Chris Nuccio, Brian Daniel

I. Call to Order: 6:38 pm by Brenda Medcalf

II. Minutes: Minutes from the February 27 meeting were not available.

III. Business:

A. Creation of Founders Day Festival Rules and Regulations

- It is a City ordinance that non-profits cannot 'tailgate' their event on to Founders Day festival.
- No glass bottles.
- No Public Intoxication – law.
- Commissioners agreed there would be just a few rules/regulations for this year. Will add to these after this year's event.
- Rules/regulations will be distributed with a press release as well as posted on Facebook.

B. Diamond Level Sponsorship Changes

- Stage name.
- Parking space and parking spaces closer to event.
- VIP area – Home Depot stage to be used – wrist band to get into VIP area – drinks (water, beer, soda), etc.
- Carnival tickets
- Diamond Sponsorship – Southpoint Dodge – gets half of parking lot at Spring Bluff.

Standing Committee Reports

A. Site Plan:

- One room of the Stephenson Building will be available for use for the commission as well as used for the Green room.
- No bathrooms will be available so more port-a-potties will need to be ordered.
- Ginger wants the map of the Founders Day area to be very accurate. Ginger will get in touch with Mike.

B. Food:

- Nothing new to report.

- C. Entertainment:**
 - Bill Paige and Pun Nio have second stage booked.
 - Departure ATX will play Friday night at the main stage and Bobby Pounds will play on Saturday night.

- D. Arts & Crafts:**
 - 6 booths left. Application can be taken down off the website next week.

- E. Parade**
 - Full or close to full
 - Will need 2 Mules from Texas Powersports for the parade.
 -

- F. Publicity**
 - Press releases going out.
 - No ads in Outlook this year except for thank you ads.

- G. Sponsorship/Underwriting**
 - Sponsorship is behind. Only \$8,250 to date.

- H. Sanitation**
 - Additional port-a-potties will be needed for use at the Stephenson building.
 - Will need to locate these out from the beaten path so everyone is not using them.
 - The port-a-potties at the parade staging area need to be moved closer to the gate going into the school for parade use and those getting on and off the shuttle.

- I. Security :**
 - Nothing new to report.

- J. Traffic/Parking:**
 - Towing signs (Temporary City Ordinance) will be put up along RR12 as well as cones and rope. This will be all the way to Founders Park. The Cones will be ordered with the fencing. City will be responsible for putting them out along RR12.
 - Dripping Towing will be contacted to tow vehicles.
 - Rotary Club will be doing parking and shuttle.
 - Shuttle will run Friday night as well as Saturday. Friday night, due to the parade, they will drop off at Dante's.
 - A lot of notices will go out regarding parking at the high school.

- K. Volunteers:**
 - No Report.

V. Announcements

- The next meeting will be March 27, 2017 at 6:30 pm at City Hall.

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VI. Adjourn

- Motion to Adjourn made by Chris. Seconded by Stephanie. Meeting adjourned at 8:45 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf

**City of Dripping Springs
Founder's Day Commission
Monthly Meeting**

July 10, 2017

Attending: Brenda Medcalf, EvanTaddia, Michael Monaghan, Stephanie Holtzendorf, Sharon Goss, Bonnie Gonzalez, Jake Adams, Brian Daniel, Pun Nio, Chris Nuccio, Paul Sanchez, Brad Thomas.

Absent: Chris Schmidt.

I. Call to Order: 7:00 pm by Brenda Medcalf

II. Minutes
May 8, 2017 minutes were not available for approval.

III. Business:

A. Fiscal Year 2017 Budget Amendment Request

No discussion.

B. Founders Day 2017 Wrap-up Report and Follow-up Items

- Great stage and bands.
- Parade went well. Drop off area needed for parade participants.
- Evan suggested that we begin now looking for sponsorships for next year. Would allow businesses to get more exposure and they will be able to budget for it this year for next year's event.
- The sponsor's area will need to have volunteers. Jake will head up sponsorships. Will keep small sponsor levels so all the community can be involved. Many new businesses are coming into the Belterra area and can contact those for sponsorships. Would like one of the perks of sponsorship to be judging a category in the cook-off. Sponsors really liked having their own port-a-potties.
- Gary Job Corps will be coming back for 2018 Founder's Day.
- Waste Connections did a very good job.
- The Muse coffee made a lot of food the other vendors were selling.
- The crayfish remains are an issue with people leaving them all over the tables and throwing them on the ground. Messy and stinks.
- Need to have parking at the high school on Sunday.

C. Fiscal Year 2018 Budget Request

- Budget items and amounts discussed. See attached.
- Evan made a motion to make a donation to the Hays County Fire for their participation in Founder's Day. Jake seconded. Motion passed.
- Evan made a motion to accept the 2018 Founder's Day Budget. Brad seconded. Motion passed.

III. Standing Committee Reports

A. Site Plan:

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- No report.

B. Food:

- No report.

C. Entertainment:

- No report.

D. Arts & Crafts:

- No report.

E. Parade

- No report.

F. Publicity

- No report.

G. Sponsorship/Underwriting

- No report.

H. Sanitation

- No report.

I. Security :

- No report.

J. Traffic/Parking:

- No report.

K. Volunteers:

- No report.

V. Announcements

Meetings to be in September and next meeting will be 09/11/2017 at 6:30 at City Hall.

VI. Adjourn

Evan made a motion to adjourn. Mike seconded. Meeting adjourned at 7:24 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf

**City of Dripping Springs
Founder's Day Commission
Monthly Meeting**

October 23, 2017

Attending: Brenda Medcalf, EvanTaddia, Michael Monaghan, Stephanie Holtzendorf, Sharon Goss, Bonnie Gonzalez, Jake Adams, Brian Daniel, Brad Thomas.

Absent: Chris Nuccio, Chris Schmidt, Paul Sanchez.

I. Call to Order: 6:49 pm by Brenda Medcalf

II. Business: Approval of Sponsorship Levels for 2018 Founder's Day Celebration

- Discussion on sponsorship levels:
 - It was decided to keep levels the same as last year. If anyone wants to have a larger sponsorship they can and more benefits will be added for them.
- Caroline Bradford, Liney Moon, will offer places to stay for sponsors when they come from out of town.
- Parade sponsor: if we can get a sponsor for the parade will need before December in order for forms to go out with logo.
- Stage sponsor: Would like to have a separate stage sponsor from parade sponsor.

III. Standing Committee Reports

A. Site Plan:

- The Commission now has a 10 x 10 storage unit at Locktite Storage.

B. Food:

- No report.

C. Entertainment:

D. Arts & Crafts:

- No report.

E. Parade

- No report.

F. Publicity

- No report.

G. Sponsorship/Underwriting

- No report.

H. Sanitation

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- No report.

I. **Security :**

- No report.

J. **Traffic/Parking:**

- No report.

K. **Volunteers:**

- No report.

V. **Announcements**

Founder's Day will be held April 27 – 29th 2018.

The commission will meet on the 2nd Mondays and the 2nd and 4th Mondays starting in January.

Next meeting November 13, 2018 at 6:30 pm at City Hall.

VI. **Adjourn**

Meeting adjourned at 7:24 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf

**City of Dripping Springs
Founder's Day Commission
Monthly Meeting**

November 13, 2017

Attending: Brenda Medcalf, EvanTaddia, Michael Monaghan, Stephanie Holtzendorf, Sharon Goss, Bonnie Gonzalez,

Absent: Chris Schmidt, Jake Adams, Brian Daniel, Brad Thomas, Brian Daniel, Chris Nuccio, Paul Sanchez.

I. Call to Order: 6:35 pm by Brenda Medcalf

II. Business:

A. Approval of Sponsorship Levels for 2018 Founder's Day Celebration.

No discussion. Levels previously approved.

B. Presentation on safety precautions for Founders's Day, Lee Otten, Department of Homeland Security.

- There are many security and safety concerns with events after the shooting near San Antonio.
- ISIS has started attacking events, such as Founder's Day, where a lot of people are in one place.
- The vulnerability for Founder's Day is the parade route. There are several ways for a vehicle to get into the area and cause harm to the parade participants and those watching the parade.
- Large trucks can be placed across the roads where there is an entrance into the event. Several cars parked in rows can also be used.
- Fire, Police and EMS should be part of all safety discussions

III. Standing Committee Reports

A. Site Plan:

- No report.

B. Food:

- No report.

C. Entertainment:

- No report.

D. Arts & Crafts:

- No report.

E. Parade

- No report.

- F. **Publicity**
 - No report.
- G. **Sponsorship/Underwriting**
 - No report.
- H. **Sanitation**
 - No report.
- I. **Security :**
 - No report.
- J. **Traffic/Parking:**
 - No report.
- K. **Volunteers:**
 - No report.

V. **Announcements**
Meetings to being in September and next meeting will be 09/11/2017 at 6:30 at City Hall.

VI. **Adjourn**
Meeting adjourned at 7:40 pm.

Respectfully submitted,

Stephanie Holtzendorf

Stephanie Holtzendorf