

**City of Dripping Springs  
Farmers Market Association Board  
Regular Meeting Agenda  
Tuesday, January 13, 2015 at 10:00 AM  
City Hall, 511 Mercer Street, Dripping Springs, Texas**

**I. CALL TO ORDER AND ROLL CALL**

**COMMISSION:**

Marianne Simmons - Chair	Gouri Johannsen	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Vacancy	

**Market Managers:** Carolyn Hodges and Stacy Qualls

**II. PRESENTATION BY CITIZENS**

*Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.*

**III. MINUTES**

A. Approval of Regular Meeting Minutes, December 16, 2014

**IV. BUSINESS**

*Discussion and possible action regarding:*

A. Vendor Applications

1. Pending Applications

2. New Applications

B. Proposed Revisions to the Vendor Application

C. Advertising

1. Report on Current Ads

D. Possible Nominees for Board Vacancy

E. Board Contact List - Revised

F. New Board Members Training

1. Required Open Meetings Act Training Video -

<https://www.texasattorneygeneral.gov/faq/og-open-government-training-information>

2. Open Meetings Act Handbook, Public Information Act Handbook, and Other

Resources - <https://www.texasattorneygeneral.gov/og/open-government-resources>

3. Open Meetings Act FAQs - Texas Attorney General's website -

<https://www.texasattorneygeneral.gov/faq/og-frequently-asked-questions#oma>

G. FY 2015 Budget Review, Current Income Statement and Discuss Amendment

H. Recommendation for Creation of Advisory Committee for Veterans Memorial Park/The Triangle

I. Report on "Buy Fresh, Buy Local" Steering Committee Meeting (Jan 7, 2014)

**V. ANNOUNCEMENTS**

- A. Regular City Council Meeting, January 13, 2015 at 5:30 p.m.
- B. Regular Founders Day Commission Meeting, January 13, 2015 at 6:30 p.m.
- C. Special Farmers Market Association Board Meeting, January 20, 2015 at 10:00 a.m.
- D. Regular Founders Day Commission Meeting, January 26, 2015 at 6:30 p.m.
- E. Regular Planning & Zoning Meeting, January 27, 2015 at 7:00 p.m.
- F. Regular Historic Preservation Commission Meeting, February 2, 2015 at 5:30 p.m.
- G. Regular Parks & Recreation Commission Meeting, February 9, 2015, at 6:00 p.m.
- H. Regular Farmers Market Association Board Meeting, February 10, 2015 at 10:00 a.m.

**VI. Adjourn**

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. Notice is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated. I certify that the above notice of meeting was posted on the bulletin board at City of Dripping Springs City Hall and the City Dripping Springs website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com) on the 14<sup>th</sup> of Jan, 2015 at 12 o'clock P.M.*

  
\_\_\_\_\_  
Kerri Craig, City Secretary

*This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.*

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*Kerri Craig, City Secretary*

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**MEETING MINUTES**  
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Kambra Bolch	Aimee Mick	Teresa Strube
Gina Gillis	Aubrey Munguia	

Market Managers: Carolyn Hodges and Stacy Qualls

The Regular Meeting of the City of Dripping Springs Farmers Market Association was called to order at 10:08 AM, Tuesday, December 16, 2014 by Marianne Simmons, Chair. Roll call was taken and members present included Gouri Johannesen, Aubrey Munguia, Teresa Strube, and Aimee Mick, acting as secretary. Brandon Willin joined the meeting at 10:22 AM. Member absent was Gina Gillis and Kambra Bolch. Also present were Carolyn Hodges, Market Manager and Stacy Qualls, Market Manager.

**II. PRESENTATION BY CITIZENS**

*Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.*

**There was no presentation by citizens.**

**III. MINUTES**

**A. Approval of Regular Meeting Minutes, August 1, 2014**

A note was made that the August meeting minutes were incorrectly referred to in the agenda as Regular Meeting Minutes. Special Meeting was correctly reflected in the actual minutes. A motion to approve August 1, 2014 Special Meeting Minutes was made by Aubrey Munguia and seconded by Teresa Strube. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

**B. Approval of Regular Meeting Minutes, November 11, 2014**

**AMMENDMENT TO SECTION IV,C:** A subcommittee, made up of Marianne Simmons, Aubrey Munguia, and Aimee Mick was selected to revise the vendor application pending a new city format. No action was taken.

**AMMENDMENT TO SECTION IV, H:** Resume of Brandon Willin was reviewed and accepted. Letter from Teresa Strube was reviewed and accepted. It was determined more information was needed from Sally Witkowski and Kambra Bolch would contact Ms Witkowski.

A motion to approve November 11, 2014 Regular Meeting Minutes as amended was made by Gouri Johannesen and seconded by Teresa Strube. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

**IV. BUSINESS**

*Discussion and possible action regarding:*

**A. Introduce New Board Members and Oath of Office Swearing In**

Teresa Strube and Brandon Willin were introduced, welcomed and sworn in. No Board Action was taken.

B. Distribute New Board Contact List and Board Information Packets

There was a discussion about personal e-mail addresses being subject to open records act, the distribution and posting of products created by sub-committees after the open meetings deadline, the use of the new Boardbook website and laptops the city may purchase for use by members. No Board Action was taken.

C. Farmers Market Manager Reports

A note was made that the market has been slow, which seems to be a trend across many farmers markets. The newsletter takes too much time to update so will be streamlined and standardized descriptions will be used. Facebook will show most up-to-date information. The subject of education will be moved to the planning meeting. No Board Action was taken.

D. Vendor Applications

1. Pending Applications

A motion was made by Aimee Mick and seconded by Teresa Strube to approve Peter Witt, Austin Fine Jewelry as regular vendor (currently he is a holiday vendor) contingent upon receipt of the \$40.00 fee. **VOTE: 6-for, 0-against, 2-absent. Motion passes.**

2. New Applications

Jane McBride, McRanch was approved by the Market Managers as a regular vendor. No Board Action was taken.

3. Holiday Applications

Miki Cook, Medicine Woman Herbs and Wes Tullai, Designs by Wes were approved as a holiday vendor by the Market Managers. No Board Action was taken.

E. Proposed Revisions to the Vendor Application

Subcommittee continues to work on the Vendor Application. No Board Action was taken.

F. Proposed Amendments to Market Rules and Regulations

No Board Action was taken.

1. Clarification of Definitions

None

2. Regulations for Community Supported Agriculture (CSA) Distribution

There was a suggestion for CSA distributions to include DSFM products, when available, instead of filling CSA boxes with vendor products that do not participate in the DSFM market.

G. Advertising

No Board Action was taken.

1. Report on Current Ads

A discussion was held on picture to use for advertisement. A discussion was also held on what literature could and could not be placed on a table during the farmers market.

2. Holiday Market Press Release

3. Collaboration with YMCA and Buy Local Eat Local Campaign

This subject will be moved to the planning meeting.

H. Dripping Springs Farmers Market Volunteers

No Board Action was taken.

I. Approval of Fire Pit at the Market

A motion was made by Teresa Strube and seconded by Aimee Mick to not allow a fire pit at the market. **VOTE: 6-for, 0-against, 2-absent. Motion passes.**

J. Fiscal Year 2015 Budget

A recommendation was made to table this item until next meeting. No Board Action was taken.

1. Contingency Funds

Discussion was held to possibly set aside contingency funds.

2. Possible Amendments

K. Bluebonnet Market Triangle Rental for Flea Market

Information was provided that the City Council approved for two months at full fees.

L. Triangle Improvement Plan

A subcommittee, made up of Teresa Strube, Brandon Willin, and Marianne Simmons was selected to make recommendations for improvements. The subcommittee will also include other stakeholders determined by the subcommittee. No action was taken.

M. 2015 Planning Session

A discussion on how to count shoppers was held. Stickers were suggested as a way to count shoppers. A Special Meeting to discuss Planning was scheduled for Tuesday, January 20, 2015 at 10:00 AM at City Hall.

V. ANNOUNCEMENTS

A. Regular City Council Meeting, December 9, 2014 at 5:30pm

B. Regular Planning & Zoning Commission Meeting, December 17, 2014 at 7:00 p.m.

C. Regular Historic Preservation Commission Meeting, January 5, 2015 at 5:30 p.m.

D. Regular Parks & Recreation Commission Meeting, January 12, 2015 at 6:00 p.m.

E. Regular Farmers Market Association Board Meeting, January 13, 2015 at 10:00 a.m.

VI. ADJOURN

A motion was made by Gouri Johannsen and seconded by Aimee Mick to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 12:35 PM. **VOTE: 6-for, 0-against, 2-absent. Motion passes.**

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*Kerri Craig, City Secretary*

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FARMERS MARKET

FY 15 BUDGET

August 12, 2014

Balance Forward	\$8,903.85
<b>Revenues</b>	
Applications	\$1,000.00
Booth Space	\$17,625.00
Tomato Festival	\$1,500.00
<b>Total</b>	<b>\$29,028.85</b>
<b>Expenditures</b>	
Market Manager	\$8,812.50
Market Coordinator	\$6,760.00
Advertising	\$2,000.00
Supplies & Equipment	\$200.00
Entertainment& Activities	\$200.00
Chef Demo	\$1,000.00
Tomato Festival	\$800.00
Dues Fees & Subscriptions	\$225.00
<b>Total</b>	<b>\$19,997.50</b>
Balance Forward to FY16	\$9,031.35



DS Farmer's Market  
Income Statement  
For the Three Months Ending December 31, 2014

	Current Month	Year to Date
Revenues		
FM Booth	\$ 1,265.00	\$ 4,060.00
FM App Fee	40.00	240.00
Interest Income	4.86	15.54
	<hr/>	<hr/>
Total Revenues	1,309.86	4,315.54
	<hr/>	<hr/>
	<hr/>	<hr/>
Expenses		
Advertising Expense	67.50	560.00
FM Manager	727.50	2,157.50
FM Coordinator	1,547.00	2,856.75
Supplies Expense	11.41	71.45
	<hr/>	<hr/>
Total Expenses	2,353.41	5,645.70
	<hr/>	<hr/>
Net Income	<u>(\$ 1,043.55)</u>	<u>(\$ 1,330.16)</u>

DS Farmer's Market  
Balance Sheet  
December 31, 2014

ASSETS

Current Assets		
Regular Checking Account	\$	<u>6,716.21</u>
Total Current Assets		6,716.21
Property and Equipment		
Total Property and Equipment		<u>0.00</u>
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>6,716.21</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		<u>0.00</u>
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	8,046.37
Net Income		<u>(1,330.16)</u>
Total Capital		<u>6,716.21</u>
Total Liabilities & Capital	\$	<u><u>6,716.21</u></u>

Unaudited - For Management Purposes Only

## Craig, Kerri

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**From:** Gillis, Gina  
**Sent:** Tuesday, January 06, 2015 4:27 PM  
**To:** marianne simmons  
**Cc:** Fischer, Michelle; Craig, Kerri  
**Subject:** RE: FMAB Budget  
**Attachments:** Farmers Market Income Statement, Budget and Balance Sheet .pdf

Marianne,

I have attached the Income Statement, Balance Sheet and Budget here. My recommendation would be to increase the Market Coordinator to \$7,500.00. That would be allowing an average of \$500.00 a month for the remaining months of this Fiscal which is about Stacy would use. It would reduce the carryover amount to FY 16 but that all depends on booth and application income anyway.

Kerri,

Please post on boardbook for the Farmers Market meeting.



CITY OF DRIPPING SPRINGS

GINA GILLIS  
CITY TREASURER

511 MERCER ST DRIPPING SPRINGS, TX 78620  
PO BOX 384 DRIPPING SPRINGS, TX 78620

VOICE: (512) 858-4725  
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WEB: [HTTP://WWW.CITYOFDRIPPINGSPRINGS.COM](http://WWW.CITYOFDRIPPINGSPRINGS.COM)

**From:** marianne simmons [<mailto:marianne.dsfm@gmail.com>]  
**Sent:** Tuesday, January 6, 2015 3:46 PM  
**To:** Gillis, Gina  
**Cc:** Fischer, Michelle; Craig, Kerri  
**Subject:** FMAB Budget

Gina,

Hello & Happy New Year!

At our December FMAB meeting, it was pointed out that the Income Statement ending Dec. 31, 2014 did not include all the market manager expense, so we tabled discussion.

The board will discuss the budget and possible amendment at their next meeting January 13, 2014.

Please prepare the current Income Statement and any other detail we need to inform our discussion. I would also appreciate your recommendations for Budget Amendments, including the timeline for approval by City Council.

This will need to be provided to Kerri for uploading onto our Boardbook site.

Thank you,

Marianne Simmons



**Date: January 8, 2015**

**To: Parks & Recreation Commission**

**From: Dripping Springs Farmers Market Association Board**

**Re: Recommendation to Create an Advisory Committee for Veterans Memorial/The Triangle**

Veterans Memorial Park/The Triangle is in need of attention and improvements to sustain its current and future use, to provide for safety of the public, and to enhance it as the gateway/entrance to the City of Dripping Springs.

The Dripping Springs Farmers Market Association (DSFMA), an entity of the City, has become a busy, weekly community gathering place. In addition to several repeat users, Bluebonnet Flea has received approval for a Saturday market once a month. Improvements to the property will support and enhance these users, and attract new users.

The DSFMA Board recommends the creation of an advisory committee for Veterans Memorial Park/The Triangle. We recommend that the draft Master Parks, Recreation, and Open Space Plan (scheduled to be approved by the City Council in February) include a goal and action items for the creation of the advisory committee. We recommend that the advisory committee collect information, study, and make recommendations to the Parks & Recreation Commission and City Council regarding the needs of Veterans Memorial Park/The Triangle. We request that the advisory committee include representation from the DSFMA.

The advisory committee should include input from stakeholders involved with the use of Veterans Memorial Park/The Triangle. We have identified the following stakeholders: Parks & Recreation Commission; the City's Maintenance Director; Founders Day Commission; Veterans of Foreign Wars and American Legion Posts; DSFMA; Dripping Springs Lions Club (Christmas on Mercer Street and Holiday Decorations); Bluebonnet Flea Market; Dripping Springs United Methodist Church (Pumpkin Patch); Frosty's Christmas Trees; St. Martin de Porres Catholic Church Knights of Columbus (Fish Fry); and the Dripping Springs Water Supply Corporation.

Some of the ideas we have for the advisory committee are:

Contact all stakeholders & gather their input

Review City plans to guide ideas for improvements: Comprehensive Plan; Master Plan for Parks, Recreation and Open Space; Trail Plan; and Transportation Plan

Request traffic & safety assessments: entry & egress, traffic flow, parking, handicapped accessibility, emergency responder access, and signage

Identify improvements in parking, road surface, barriers, handicapped accessibility, and signage

Identify improvements in grounds, landscaping and utilities

Collect past DSFMA customer survey results

Conduct a survey of users

Compile a graph of the growth of DSFMA over the last 8 years

Develop cost estimates for recommended improvements

Prioritize recommended improvements

Create a presentation for the Parks & Recreation Commission and City Council to present findings and recommendations

We hope that these ideas and suggestions can be used to develop a goal and action items for the advisory committee in the Master Plan for Parks, Recreation, and Open Space. DSFMA Board Members would be happy to discuss our recommendation and ideas with the Commission.

Thank you for your consideration of this request.

Sincerely,

Marianne Simmons, Chair