

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, January 17, 2019
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Elaine Voeltz, Danny Villarreal, Charlie Burks

Barbara Quarles was absent and Helen Rockenbaugh was due to arrive late.

Elaine Voeltz moved to approve minutes of Regular B of A Meeting on November 15, 2018; seconded; Danny Villarreal motion carried with a vote of 3 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

Dane Avery was not present at the meeting. Mayor Quirk reviewed Mr. Avery's monthly report and Charlie Burks reported that it had been a quiet month in the Village regarding trees.

Rebecca Howe noted that Dane Avery had contacted her regarding the cutoff date for trimming oaks, which would be February 14th, and also reviewed the process for attaining a tree trimming permit.

Helen Rockenbaugh arrived at 7:04 pm.

C. ITEMS SCHEDULED FOR ACTION

1. Mayor Quirk read aloud the Order of General Election. Danny Villarreal moved to call for the May 4th General Election; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
2. Rebecca Howe updated council regarding the Nuisance Complaint at 527 Leanna Oaks Loop. Ms. Howe noted that some complications in the ordinance had been presented by the Village Attorney and that, per attorney advise, a final letter of notice of court action could be sent out and then the complaint could be filed in municipal court. Danny Villarreal moved to send the final notice granting 7 days and to then file the complaint in municipal court if the camper was not moved; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Council briefly discussed updates on neighboring developments, as they pertained to street access issues, as well as the recommendations from the Village Attorney at the Special Meeting on May 15, 2018 regarding the adoption of curb cutting and exaction ordinances and/or the procurement of a traffic impact study for the Village of San Leanna. Council discussed moving forward with the curb cutting and exaction ordinances and arranging to hear bids for a larger scale traffic impact study in the future.

Charlie Burks moved to have the City Administrator initiate work by the Village Attorney on ordinances addressing outside access to Village roads; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.

Charlie Burks moved to have the City Administrator begin arranging bids from engineering firms for a traffic impact study; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.

4. Charlie Burks moved to approve the financial report for November 2018; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor - 0 opposed.
5. Helen Rockenbaugh moved to approve the financial report for December 2018; Danny Villarreal seconded; motion carried with a vote of 4 in favor - 0 opposed.

D. ITEMS FOR DISCUSSION

1. Council discussed possible amendments to Zoning Ordinance No. 13-001 including regulations regarding private businesses in recreational vehicles, solar panels, and rain water collection as well as updates to ordinance language, lot size specifications, and construction hours. Council asked Rebecca Howe and Linda Barrett to look into a few points of clarification. Council decided to have one more month of discussion on the matter and to consider adoption of the amendments to Zoning Ordinance No. 13-001 at the March 2019 meeting.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on the beginning of the state legislative session. Mayor Quirk stated that she received a letter from Capital Metro stating that the Village of San Leanna would not be receiving funds going forward. Rebecca Howe stated that she had reached out to Capital Metro for clarification but was still awaiting a response.

Linda Barrett reported on active building permits in place at 504 Leanna Oaks Loop, 11600 Circle Dr, 11410 Circle Dr, 612 Old Manchaca, and 820 Indian Trail Rd.

There was a brief discussion of how the driveway at 612 Old Manchaca Rd might impact drainage along Old Manchaca Rd.

2. Administrative: Village Administrator, Rebecca Howe, gave an update on the status of the annual audit box and stated that she would be completing upcoming water reports.
3. Roads: Danny Villarreal reported on the state of the roads in the Village and addressed some requests for more speed humps in the Village. Mr. Villarreal also reported on drainage issues observed on River Oaks Dr and Indian Tree Trl during heavy rains.

Rebecca Howe reported that a resident on Sleepy Hollow Rd had reported a drainage issue and that she was working on finding any documentation possible on easements across the affected properties.

Ms. Howe also reported on the status of the drainage projects being handled by Southwest Engineers. Southwest Engineers reported to Ms. Howe that bids would not be necessary for the initial smaller project and council discussed moving forward with a quote from DNZ Landscaping if Southwest Engineers would waive the \$1250 fee for bidding assistance.

4. Public Affairs: Helen Rockenbaugh reported on a very successful “Pancakes with Santa” event. Mrs. Rockenbaugh reported that the Free Little Library in Buda had experienced two instances of book theft in the recent weeks and was accepting book donations.

Council discussed topics for the upcoming newsletter.

5. Public Safety: Elaine Voeltz reported a very quiet month the in Village of San Leanna with a single SpotCrime report of a dangerous animal on Leanna Oaks Loop.
6. Water: Barbara Quarles was not present. Byron Townsend reported on the drought status and the status of the water system. The Aquifer District was in Stage 1/No Drought Status with a voluntary 10% conservation period in place. The City of Austin was in Conservation Stage. Mr. Townsend reported that the water system was running smoothly and that well levels had risen 17.1 ft. since the previous month, to a level of 43.7 ft.
7. Environmental: Charlie Burks reported that water had been installed at the north park gazebo and that he was working on running electrical service to the site and laying a granite trail from the street to the gazebo.

F. ADJOURNMENT TO EXECUTIVE SESSION

1. Mayor Quirk adjourned the meeting to Executive Session.
Council discussed matters pertaining to the resignation of Alderwoman Barbara Quarles and appointment to fill vacant seat on the Board of Aldermen.
2. Council discussed updates to the holiday schedule and details pertaining to upcoming maternity leave for the City Administrator of the Village of San Leanna

G. RESUME REGULAR MEETING

1. Mayor Quirk resumed the regular meeting of the Board of Aldermen.

Elaine Voeltz moved to accept the resignation of Alderwoman Barbara Quarles; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor - 0 opposed.

2. Helen Rockenbaugh moved to appoint Mary Wright to fill the vacant Alderperson position; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Mary Wright was not present to be installed.
4. Charlie Burks moved to accept a maternity leave agreement for the City Administrator of the Village of San Leanna including the following allowances:
 - a. The City Administrator will receive paid time off for the first two weeks post-delivery with the exception of a maximum of 8 hours of work for the Village each week if/when emergencies, deadlines, or important payments must be dealt with.

- b. Paid time off for the third and fourth weeks post-delivery with the exception of a minimum of 8 hours and a maximum of 24 hours of work for the Village for emergencies, deadlines, payments, correspondence, and catch up work.
- c. The City Administrator will return to her regular work load on the fifth week post-delivery.

Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.

- 5. Elaine Voeltz moved to add two floating vacation days to the holiday schedule for the City Administrator of the Village of San Leanna per calendar year. The floating vacation days may be used at any time with prior notice to the mayor and will not roll over to the following year if unused. Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.

H. ADJOURNMENT

Charlie Burks moved to adjourn the meeting; Danny Villareal seconded; meeting adjourned at 8:51 p.m.