

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Special Board of Aldermen Public Meeting  
Thursday, July 19, 2018

7:00 p.m. – Community Center – 11906 Sleepy Hollow

**A. MEETING CALLED TO ORDER**

Present: Molly Quirk, Helen Rockenbaugh, Elaine Voeltz, Charlie Burks, Danny Villarreal, Barbara Quarles.

Elaine Voeltz moved to approve minutes of Special B of A Meeting on June 28, 2018 with a correction to the spelling of one word; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Village Arborist, Dane Avery, addressed the council regarding the state of Village trees, reporting that street and park trees were in good condition and that P&R Tree Trimming had been working to complete several tree trimming projects involving oaks. Mr. Avery reported that the optimal time for trimming oaks was from the beginning of July to the end of September.

**C. ITEMS SCHEDULED FOR ACTION**

1. City Administrator, Rebecca Howe, gave a brief explanation of the oak wilt containment options and proposals. We Love Trees LLC offered a proposal based on the Texas Forest Service's trenching line map with a projected cost of \$13,425. Oak Wilt Specialists of Texas was not willing to provide a quote to the Village without written permission from each affected property owner, prior to coming out for a quote. Dane Avery provided a map detailing an alternate trenching pattern which was to be quoted by Grubert Equipment Contractors but Ms. Howe had not received that quote at the time of the meeting. After a lengthy discussion, council stated that they would prefer to move forward with the map provided by the Texas Forest Service but that they were unsure if the Village of San Leanna was permitted to accept a quote from We Love Trees LLC without acquiring a second bid. Charlie Burks moved to table the consideration of oak wilt containment measure for a period of two-weeks, during which Ms. Howe would clarify legal requirements for attaining bids and follow up with Grubert Equipment Contractors for a second proposal; Elaine Voeltz seconded; motion carried with a vote of 5 in favor – 0 opposed.
2. After a brief explanation of changes of the changes to the Village of San Leanna Water Policy, Charlie Burks moved to accept the amended Village of San Leanna Water Policy outlining new online utility payment options; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. City Administrator, Rebecca Howe, reported that she had received a complaint regarding a large camper parked in the driveway at 527 Leanna Oaks Loop which was in violation of the

Deed Restrictions on properties in San Leanna Park Subdivision. Council discussed the limitations on enforcement of deed restrictions and the complainant's option to file a nuisance complaint. Charlie Burks moved to have the City Administrator send a letter to the property owner at 527 Leanna Oaks Loop informing them that the camper in the driveway was in violation of the property's deed restrictions; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.

4. Zoning Administrator, Linda Barrett, addressed the council regarding the unpermitted construction with multiple violations of Zoning Ordinance No. 13-001 which had taken place at 504 FM 1626. Mrs. Barrett reported that the property owner had installed an in-ground pool, an outdoor kitchen, and a storage building that was located less than 10' from the back-fence line without following permitting or inspection requirements through the Village of San Leanna. Mrs. Barrett reported that she had been in contact with the home owners and the Village Advisor, Kathleen Lessing, to determine what measures needed to be taken for the property to become compliant; including completion of required inspections and the request of necessary variances. Danny Villarreal moved to have the City Administrator draft an official letter regarding the unpermitted construction at 504 FM 1626 and outlining the variances required for the owner to move forward with construction; Elaine Voeltz seconded; motion carried with a vote of 5 in favor – 0 opposed.
5. Charlie Burks moved to appoint Danny Villarreal as the new Floodplain Administrator by Resolution No. 18-003; Elaine Voeltz seconded; motion carried with a vote of 5 in favor – 0 opposed.
6. Charlie Burks moved to approve the financial report for June 2018 as written; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

#### **D. ITEMS FOR DISCUSSION**

1. Council briefly discussed upcoming projects that might impact the budget for fiscal year 2018-2019. Rebecca Howe clarified that the major road project on Old Manchaca Road was scheduled to take place in fiscal year 2019-2020 rather than 2018-2019. There was a brief discussion of approximate costs to bring water and electricity out to the Village parks and which category of the budget would include the cost of oak wilt containment.

#### **E. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported that she had not attended any conferences or symposiums.

Linda Barrett reported that there were no new permits issued and active permits at 11909 Sleepy Hollow Rd for solar panels and at 820 Indian Tree Trail for a mother-in-law-suite. Mrs. Barrett also updated the council regarding a deck built at 505 Leanna Woods Cove in violation of the Zoning Ordinance. Council requested that a letter be sent to the property owner regarding the violation and the procedure for applying for a variance. Council briefly discussed the need for amendments to the Zoning Ordinance and possible methods for ensuring that new and existing residents are aware of permitting requirements.

2. Administrative: Village Administrator, Rebecca Howe, reported that she had been working for the most part on oak wilt containment issues and the new billing software migration.
3. Roads: Danny Villarreal reported that he had reached out to a contact provided by the MAyor regarding getting access to an upcoming watershed study but had not heard back at the time of the meeting. Mr. Villarreal reported that Travis County had completed most of the patching and crack sealing project and that the county stated that they would be able to repave a section of Ridge Drive and still come in under the budget for the project. Mr. Villarreal also stated that DNZ Landscaping would begin work on filling holes on Indian Tree Trail by the end of July.
4. Public Affairs: Council congratulated Helen Rockenbaugh on a very successful 4<sup>th</sup> of July event. Mrs. Rockenbaugh reported that the 4<sup>th</sup> of July parade had about 102 attendees and cost about \$468 total. Mrs. Rockenbaugh reported that she had ordered some games for future Village events and would be ordering some reusable and customizable signs.
5. Public Safety: Elaine Voeltz reported one family violence/assault incident on Leanna Oaks Loop. Mrs. Voeltz also reported that a second large caliber bullet was found in her yard and Travis County requested that all residents call the Sheriff's office if they hear any shooting happening in or around the Village. Mrs. Voeltz stated that she would confirm with Travis County before letting everyone know when National Night Out would be scheduled.
6. Water: Barbara Quarles reported on the drought status and the status of the water system. The Aquifer District was in Stage 2 Drought Status with a burn ban was in place. The City of Austin remained in Conservation Stage. The water system was reportedly running smoothly and well levels had dropped 5.3 ft. since the previous month, to a level of 132.5 ft.
7. Environmental: Charlie Burks reported a quiet month for Environmental Affairs. Council discussed having the light bulb in the parking lot replaced. Ms. Howe reported that she was working with TML IRP to get the fence post in front of the Community Center repaired.

Council discussed calling a special meeting in the near future to discuss amendments to the Zoning Ordinance. Ms. Howe stated that she would confirm that no action was need for the Zoning Administrator to meet with members of the community to compile a list of proposed amendments.

## **F. ADJOURNMENT**

Danny Villarreal moved to adjourn the meeting; Elaine Voeltz seconded; meeting adjourned at 8:48 p.m.