

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, August 18, 2022

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

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Christa Gregg, Helen Rockenbaugh, Marcos Campos.

Danny Villarreal and Mary Wright were not present.

Marcos Campos moved to approve minutes of Regular B of A Meeting on July 21, 2022 as written; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Rebecca Howe updated council on the report sent in by Dane Avery noting that there was nothing significant to report with Village trees and that the recent rain would be a huge help.
2. Mayor Quirk read citizen's communication from resident, Dan LaFleur, stating support and appreciation for Dane Avery's help with trees on his property over the years.

C. ITEMS SCHEDULED FOR ACTION

1. Council discussed request for expense share to move the Pedernales Electric Cooperative power pole in the right-of-way in front of 736 River Oaks Dr Christa Gregg moved to table the request for expense share until more council members were present, as it was not a request the Village had received before; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.
2. Council discussed action item 3 before action item 2 while documents were being distributed.

Helen Rockenbaugh presented information regarding plans for upgrading walking paths at Jim Payne Park, including poll results and approximate price comparisons for concrete and crushed granite. Council discussed path materials, layout, and ADA accessibility. Helen Rockenbaugh moved to table action to widen and extend walking paths at Jim Payne Park until specific quotes for concrete work could be obtained; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.

3. Council discussed arborist contract services in the Village of San Leanna and reviewed the proposal submitted by Dane Avery for the 2022-2023 fiscal year. Council briefly discussed needed updates to the position and opening the position to more applicants before selecting an arborist. Mayor Quirk appointed Helen Rockenbaugh, Marcos Campos, and herself to a committee for the creation of a request for proposals (RFP) to be posted for the position. Helen Rockenbaugh moved to table action on arborist contract services until the request for proposals was drafted; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.
4. Rebecca Howe presented information on the Right-of-way Tree Watering Program and options for incentivizing participation as the current structure provided a very small rate adjustment to

participants. The program aims to incentivize a handful of San Leanna residents to water specific oak trees in the public right-of-way in times of drought when the trees may suffer from drought related stress. After some discussion, Marcos Campos moved to institute a \$10 water bill credit for each participating resident during months that the program is in effect and to authorize the reimbursement of costs associated with program-related watering; Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

5. Marcos Campos moved to approve the audit engagement letter with the accounting firm of Donald L. Allman, CPA; Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.
6. Helen Rockenbaugh moved to approve renewal of Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances; Marcos Campos seconded; motion carried with a vote of 3 in favor – 0 opposed.
7. Helen Rockenbaugh moved to approve financial report for July 2022; Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Rebecca Howe presented the tax rate and proposed budget in depth, with council members discussing plans and required budgets for each department.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on the status of the Zoning Ordinance update and water issues in the surrounding areas.

Linda Barrett reported that two certificates of use were issued for 501 Hacienda and 512 River Oaks, and all other active permits remained unchanged primarily due to difficulty obtaining materials. Mrs. Barrett reported that the 2022-2023 fiscal year could see as many as nine new home builds.

2. Administrative: Rebecca Howe reported on updates with Capital Metro BCT funding, the Travis County Hazard Mitigation Plan update, and GLO grant opportunities.
3. Roads: Danny Villarreal was not present but Mayor Quirk reported on pothole filled with sample material.
4. Public Affairs: Mary Wright was not present to report on Public Affairs.
5. Public Safety: Christa Gregg reported that on plans for National Night Out on October 4th including a jump house, snow cones, and food.
6. Water: Marcos Campos reported on the drought status and the status of the water system. The Aquifer District had declared Stage 2 Alarm Drought Status with a mandatory 20% conservation period. The City of Austin was in Stage 1 Drought. Marcos Campos reported that the water system was running smoothly and that well levels had fallen 0.9 ft. since the previous month, to a level of 153.2 ft. The burn ban was in effect.

7. Environmental: Helen Rockenbaugh reported on tree work, disc golf basket installation, and issues with the electrical service installation at Jim Payne Park.

F. ADJOURNMENT TO EXECUTIVE SESSION

8. Mayor Quirk adjourned to executive session.

The Board of Aldermen met in Executive Session to discuss performance review, cost of living/performance-based raises for employees, and other relevant employee matters per Section 551.074 of the Open Meetings Act.

G. RESUME REGULAR MEETING

Mayor Quirk resumed the regular meeting.

H. ITEMS SCHEDULED FOR ACTION

9. Christa Gregg moved to finalize the employee compensation budget lines as follows:

Joshua Gregg (Meter Reader) at \$1920 per year paid monthly.

Linda Barrett (Zoning Administrator) at \$12,000 per year paid monthly - hours in excess of 40 per month to be billed at \$25 per hour.

Rebecca Howe (2/3 City Administrator, 1/3 Bookkeeper) at \$61,215 per year paid bi-monthly.

Rebecca Howe (Employee Benefit Stipend) at \$3000 per year paid monthly.

Helen Rockenbaugh seconded; motion carried with a vote of 3 in favor – 0 opposed.

10. Helen Rockenbaugh moved to add and finalize the contractor compensation budget lines as follows:

Byron Townsend (Water Operator) at \$33,000 per year paid monthly.

Assistant

Christa Gregg seconded; motion carried with a vote of 3 in favor – 0 opposed.

10. Christa Gregg moved to finalize the proposed budget and tax rate for FY 2022-2023; Marcos Campos seconded; council voted as follows:

FOR: Marcos Campos, Christa Gregg, Helen Rockenbaugh

AGAINST:

PRESENT and not voting:

ABSENT: Danny Villarreal, Mary Wright;

motion carried with a vote of 3 in favor – 0 opposed.

I. ADJOURNMENT

Marcos Campos moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 10:07 pm.