

THE VILLAGE OF SAN LEANNA
MINUTES
Regular Board of Aldermen Public Meeting
Thursday, August 19, 2021
7:00 p.m. – Videoconference Call

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Helen Rockenbaugh, Christa Gregg, Charlie Burks, Danny Villarreal, Mary Wright.

Danny Villarreal moved to approve minutes of Special B of A Meeting on July 21, 2021 as written; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

C. PUBLIC HEARING

1. Council heard information regarding the request for a variance to Zoning Ordinance No. 13-001 allowing the placement of an accessory structure prior to the construction of the main residence at 732 and 736 River Oaks Dr. Zoning chairman, Don Nyland, reported that the Zoning Committee voted to recommend that the variance be approved, noting that the main residence was delayed due to timelines with the Travis County Septic Permitting office and that the accessory structure would adhere to all other zoning requirements.

D. ITEMS SCHEDULED FOR ACTION

1. Mayor Quirk resumed the regular meeting.

Helen Rockenbaugh moved to approve request for a variance to Zoning Ordinance No. 13-001 allowing the placement of an accessory structure prior to the construction of the main residence at 732 and 736 River Oaks Dr.; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

2. Council discussed a complaint regarding unauthorized tree trimming and removal at 723 River Oaks Dr. Although the council did determine that the trimming and removal did take place and was most likely a violation, legal counsel advised that a lack of documentation of the trees before removal and a lack of photographic evidence or concrete timelines of trimming would make defending a citation in court difficult. Charlie Burks moved to send a letter to the property owner at 723 River Oaks Dr. outlining regulations for oak trimming and requiring the home owner to cease removal or trimming of any trees in the Village right-of-way; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Council discussed the home-based business at 820 Indian Tree Trail and determined that the reported heavy machinery and trucks disrupting the neighbors and the performance of work by non-resident employees on the property constituted a violation of Zoning Ordinance No. 13-001. Charlie Burks moved to send a second letter granting the property owners 14 days to come into compliance with the Village's Zoning Ordinance regarding home-based businesses; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

4. Danny Villarreal moved to approve renewal of Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
5. Council reviewed the amended budget for fiscal year 2021-2022. Charlie Burks moved to of adoption of amended budget for FY 2020-2021, by Resolution 21-003; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
6. Charlie Burks moved to approve the new quote from Alpha Paving for additional speedbumps on Chapel Ln and around Jim Payne Park; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
7. Danny Villarreal reviewed several quotes for drainage projects and road work through DNZ Landscaping.

Danny Villarreal moved to table the Chapel Ln/Hunting Creek Ln project for engineering input; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

Dany Villarreal moved to table the River Oaks/Redbud Trl storm drain and Sunset Dr/Ridge Dr right-of-way projects to be prioritized against previously discussed drainage projects; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

Helen Rockenbaugh moved to approve the Jim Payne Park culvert clean out project; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

8. Charlie Burks moved to approve the July 2021 financial report; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
9. Danny Villarreal moved to finalize the tax rate for FY 2021-2022 at \$0.2498 per \$100 valuation; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

Council discussed the 2021-2022 Proposed Budget at length. Charlie Burks moved to finalize the budget for FY 2021-2022 as discussed, pending action taken after the executive session to set employee and contractor compensation; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

E. ITEMS FOR DISCUSSION

F. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on the timeline for ARPA funding and reporting as well as the current COVID-19 pandemic stage and status. ESD-5 had cancelled the in-person Back to School event in September. Mayor Quirk also touched on funding options for infrastructure projects.

Linda Barrett reported that there were six pending new builds for the 2021-2022 fiscal year. Aside from one certificate of use at 500 River Oaks Dr, all permits statuses remained the same as the previous month.

2. Administrative: Rebecca Howe reported on the status of the Tunnel Trail annexation, Old Manchaca Road project, and that several mow notices had been mailed.
3. Roads: Danny Villarreal reported that Travis County would be fixing a couple of spots on the crack sealing and pot hole filling job.
4. Public Affairs: Helen Rockenbaugh reported the 50th anniversary party event would be cancelled due to the increase in COVID-19 cases, but she would be handing out Mandola's cookies to utilize the deposit paid to Mandola's for the event.

Rebecca Howe reported that she would be working with Helen Rockenbaugh on a newsletter to be mailed by early September.

5. Public Safety: Christa Gregg updated council on National Night Out block party plans and options for virtual and distanced events. Mrs. Gregg reported that there would be a landing page created for the event as well.
6. Water: Mary Wright 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. Mary Wright reported that the water system was running smoothly and that well levels had fallen 4.4 ft. since the previous month, to a level of 104 ft.
7. Environmental: Charlie Burks stated that he had handled his report during budget discussions as council had discussed cleaning up the right-of-way, park improvements, and mowing.

G. ADJOURNMENT TO EXECUTIVE SESSION

1. Mayor Quirk adjourned to executive session.

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

H. RESUME REGULAR MEETING

Mayor Quirk resumed the regular meeting.

I. ITEMS SCHEDULED FOR ACTION (Cont'd)

10. Helen Rockenbaugh moved to finalize the employee and contractor compensation budget lines as follows:
 - Byron Townsend (Water Operator) at \$30,000 per year paid monthly.
 - Joseph Francis (Meter Reader) at \$1920 per year paid monthly.
 - Dane Avery (Arborist) at \$12,000 per year paid monthly plus \$1,000 extra in budget for miscellaneous expenses and consultations.
 - Linda Barrett (Zoning Administrator) at \$6,000 per year paid monthly.
 - Rebecca Howe (2/3 City Administrator, 1/3 Bookkeeper) at \$58,300 per year paid bi-monthly.
 - Rebecca Howe (Employee Benefit Stipend) at \$3000 per year paid monthly.

Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

J. ADJOURNMENT

Charlie Burks moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 9:26 pm.