

THE VILLAGE OF SAN LEANNA
MINUTES
Regular Board of Aldermen Public Meeting
Thursday, August 20, 2020
7:00 p.m. – Video Conference Meeting

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Helen Rockenbaugh, Becky Mullan, Danny Villarreal, Mary Wright

Charlie Burks was not present.

Danny Villarreal moved to approve minutes of Regular B of A Meeting and Public Hearing on July 16, 2020 as written; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

Helen Rockenbaugh moved to approve minutes of Special B of A Meeting on August 10, 2020 as written; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Mike Hammack noted that he had submitted a request for a permit to demolish a barn on his property. Mayor Quirk stated that Linda Barrett, the Zoning Administrator, would be in contact about a permit.

C. PUBLIC HEARING

1. Don Nyland presented information concerning the request for a variance to Zoning Ordinance No. 13-001 allowing concessions to south (front) setback requirements for a new single-family dwelling at 732 and 736 River Oaks Dr. The Zoning Committee recommended granting the variance to allow a 10' setback from the front lot line rather than the prescribed 30' setback from a front lot line. Property owner, Cooper Rounds, requested that the Board consider an additional allowance to a portion of the property at 732 river oaks due to the varying depth of the right- of- way.
2. Don Nyland presented information concerning request for a variance to Zoning Ordinance No. 13-001 allowing the construction of an observation deck prior to the construction of the main residence at 732 and 736 River Oaks Dr. The Zoning Committee recommended granting the variance to allow the construction of an observation deck on the property prior to construction of the main variance. Council briefly discussed precautions regarding oak wilt and plans for use of the deck.

D. ITEMS SCHEDULED FOR ACTION

1. Helen Rockenbaugh moved to grant the variance to Zoning Ordinance No. 13-001 allowing a 22-foot concession to south (front) setback requirements for a new single-family dwelling at

732 and 736 River Oaks Dr – allowing the home’s foundation to begin 8 feet from the lot line; Danny Villarreal seconded; motion carried with a vote of 4 in favor- 0 opposed.

2. Danny Villarreal moved to grant the variance to Zoning Ordinance No. 13-001 allowing the construction of an observation deck prior to the construction of the main residence at 732 and 736 River Oaks Dr.; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor- 0 opposed.
3. Council briefly discussed the proposed trickle channel on River Oaks Dr as well as the alternative option of a catch basin, noting that the latter would be significantly more expensive. Rebecca Howe noted significant delays in projects with Southwest Engineers. Danny Villarreal moved to table the revised plans for a trickle channel (moving forward with the rest of the project) until engineering issues could be resolved; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Helen Rockenbaugh moved to renew the Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances given that the fee remained \$1500; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed
5. Helen Rockenbaugh moved to approve the audit engagement letter with the accounting firm of Donald L. Allman, CPA; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed
6. City Administrator, Rebecca Howe reviewed changes to made within the proposed amended budget for FY 2019-2020 noting that two budget category numbers needed to be corrected. Helen Rockenbaugh moved to adopt the amended budget for FY 2019-2020 with noted corrections by Resolution 20-004; Danny Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed
7. Rebecca Howe reviewed changes made to the amended Fund Balance Reports. Danny Villarreal moved to approve the amended Fund Balance Reports for November 2019 - June 2020; revised to correct Bond Debt Balance and the Road Fund Reserve for Projects.; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed
8. Danny Villarreal moved to approve financial report for July 2020; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed
9. Council discussed the proposed tax rate and budget for fiscal year 2020-2021. Rebecca Howe explained new terminology and requirements related to Senate Bill 2. Council discussed the budget in detail with Ms. Howe and made changes to increase projected property tax revenue, decrease anticipated revenue from interest, and restore office expenses to \$3500. Helen Rockenbaugh moved to finalize the proposed budget and tax rate for FY 2020-2021; seconded; Danny Villarreal motion carried with a vote of 4 in favor – 0 opposed

E. ITEMS FOR DISCUSSION

F. REPORTS AND INFORMATION

1. Mayor’s Report: Mayor Quirk’s reported that the Village of San Leanna’s BTC Program funding through Capital Metro had been reinstated and that the new funding amount would

be announced in December 2020. Mayor Quirk also reported that new COVID-19 cases had stabilized in Travis County and urged residents to continue precautions.

Linda Barrett reported that a conditional certificate of use had been issued for 11300 Lake Dr, pending several minor tasks. Additional COOs were issued for 12016 Sleepy Hollow and 11300 Circle Dr. Existing permits were in place at 500 River Oaks Dr, 715 River Oaks, 11511 Hunting Creek, 500 River Oaks Dr, and 11306 Circle Dr. and Mrs. Barrett reported on many upcoming projects.

2. Administrative: Village Administrator, Rebecca Howe, reported on progress with Zoning Ordinance complaints and amendments, touching on plans for ordinance codification in the coming fiscal year.
3. Roads: Danny Villarreal reported that scheduling was in the works for speedhump installation on San Leanna Dr. and Sunset Drive and that a company was sending two 50-pound bag samples of cold asphalt to try out on pot holes in the Village. Mr. Villarreal discussed drainage concerns throughout the Village.
4. Public Affairs: Helen Rockenbaugh reported on plans to distribute an informational goodie bag to all residences for the 50th anniversary of the Village's incorporation. There was a brief discussion of plans for a Halloween Car Parade.
5. Public Safety: Becky Mullan discussed with council traffic concerns on San Leanna Dr with the extension of Wayne Riddell Loop to South 1st. Mrs. Mullan reported, also, on materials dumped at Jim Payne Park and drivers running stop signs in the Village.
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 6.2 ft since the previous month, to a level of 120.8 ft. The burn ban was on.
7. Environmental: Charlie Burks was not present to report on further environmental affairs.

G. ADJOURNMENT TO EXECUTIVE SESSION

1. Mayor Quirk adjourned to executive session. Council discussed 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

1. Danny Villarreal moved to update employee and contractor pay on the proposed budget for FY 2020-2021 as follows:
 - a. Dane Avery, Arborist, to remain at \$1000 per month, \$12000 per year, with a \$1000 padding in the Arborist budget line for consultations and other expenses as it was in FY 2020-2021.
 - b. Joseph Francis, Meter Reader, salary increase of 3% to \$154.50 per month, \$1,854 per year.
 - c. Byron Townsend, Water Operator, salary increase of 4% to \$26,688 per year.

- d. Rebecca Howe, City Administrator, salary increase to \$55,000 per year to be divided over the City Administrator (2/3) and Bookkeeper (1/3) budget lines with a monthly stipend of \$250 to be used for health benefits or other miscellaneous expenses.
- e. Linda Barrett to be moved from hourly pay to a salary of \$450 per month at the rate of \$25 per hour (18 hours per month) with additional hours worked to be tracked and billed.

Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

I. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Helen Rockenbaugh seconded; meeting adjourned at 9:31 p.m.