

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
Thursday, August 15, 2019  
7:00 p.m. – Community Center – 11906 Sleepy Hollow

**A. MEETING CALLED TO ORDER**

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

Charlie Burks moved to approve minutes of Regular B of A Meeting on July 17, 2019 as written; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Dane Avery reported on the state of the trees in the Village, noting that the tree watering program may need to be started if there was not more rain in the following weeks and that he would like to work more closely with the tree committee in the coming fiscal year. Mr. Avery also noted several small jobs throughout the Village that were being handled.
2. Jim Payne addressed council and requested that follow up be made regarding the Capital Metro BTC Program funding.

**C. ITEMS SCHEDULED FOR ACTION**

1. Helen Rockenbaugh nominated Charlie Burks as Mayor Pro Tem. Danny Villareal moved to appoint Charlie Burks as Mayor Pro Tem; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.

City Administrator, Rebecca Howe, stated that she would install Mr. Burks following the meeting.

2. Following a brief discussion of details, Helen Rockenbaugh moved to approve the employee agreement between the Village of San Leanna and Linda Barrett, Zoning Administrator; Becky Mullan seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Danny Villarreal gave a description of the damage to the road on Ridge Dr between Sunset Dr and Hunting Creek Dr. Rebecca Howe addressed the feedback from Southwest Engineers and concerns from residents regarding the ongoing cost of keeping the road open and maintained. Council determined that even if the road was later closed or traffic was limited, the hole would still need to be repaired to prevent liability. Charlie Burks moved to approve the proposal to repair Ridge Drive at the drainage ditch between Sunset Drive and Lake Drive; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

4. Council discussed the proposed camping ordinance and Rebecca Howe touched on some points regarding camping with permission from a property owner and other exceptions allowed by the ordinance. Charlie Burks moved to adopt Ordinance No. 19-002 prohibiting unauthorized camping in public areas within the Village of San Leanna; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.

Council discussed procuring “No Camping” signs for the park.

5. Members of Council expressed many opinions both in favor of using the Community Center and against using the Community Center. Concerns were expressed about having enough space for an event and having files and equipment properly secured.

Helen Rockenbaugh expressed that she would be interested in holding small events such as music nights and a business fair.

Helen Rockenbaugh moved to allow the Community Center parking lot to be used one time for the Halloween “Trunk or Treat” event with the building to be used for access to the bathrooms only; Becky Mullan seconded; motion carried with a vote of 5 in favor – 0 opposed.

6. Danny Villarreal moved to approve the renewal of the Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances if the annual fee remained at or below \$1500; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.
7. Charlie Burks 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 5 in favor – 0 opposed.
8. Charlie Burks moved to approve amended Water Fund Reports for November 2018, January 2019, March 2019, April 2019, and June 2019; revised to correct categorization error of new water account deposits; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
9. Charlie Burks moved to approve the July 2019 financial report; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
10. Rebecca Howe reviewed the proposed budget and tax rate for FY 2019-2020, noting that Travis County Appraisal District had not provided final certified rolls at the time of the meeting. Council would approve the proposed rate to be published but totals would likely change when Travis County finalized appraisals the following week.

There was a brief discussion of Texas Senate Bill 2 which would change tax rate procedures in 2020. Charlie Burks moved to finalize the proposed budget and tax rate for FY 2019-2020; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

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

1. There were no items scheduled for discussion but there was citizen communication from Linda Barrett expressing concern about overgrown lots and yards in the Village and the feeding of deer in yards and by hand.

## **E. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported that she would be following up on Capital Metro funding.

Linda Barrett reported on a new permit at 11300 Lake Dr and existing permits at 603 Old Manchaca Rd, 11901 Sleepy Hollow, 11907 Sleepy Hollow, 501 Hacienda, 11306 Circle Dr, and 11410 Circle Dr. Mrs. Barrett reported there were upcoming permits for 11505 Sombrero and 11409 Ridge Dr.

Linda Barrett reported that she had plans arranged with the owner of 504 FM 1626 for getting his accessory buildings inspected.

2. Administrative: Village Administrator, Rebecca Howe, reported that she had been working on the Budget and Tax Rate preparation and catching up on clerical work. Ms. Howe reported that she would be attending a seminar about Short Term Rentals the following day and that the Village attorney sent over some interim ordinances to have adopted to bring the Zoning and Subdivision Ordinances into compliance with a few new Texas House Bills..
3. Roads: Danny Villarreal recapped the issue with the hole in the road on Ridge Dr and reported that he expected to have the crack and pothole repairs by Travis County scheduled in the coming weeks.
4. Public Affairs: Helen Rockenbaugh reported that the newsletter announcing the proposed tax rate would be going out at the end of August and invited council to send in any articles they wanted to have included. Mrs. Rockenbaugh reported that she would forego a Fall Fest event and plan "trunk-or-treat" in the Community Center parking lot on Halloween.

Mayor Quirk suggested a movie in the park event in the fall.

5. Public Safety: Becky Mullan reported that she would be planning National Night out for October 1<sup>st</sup> and that she was getting with Elaine Voeltz about signing up for SpotCrime and reported on a false alarm and one assault in the Village over the month.

Becky Mullan stated that she would like to facilitate a better sense of community through events and community outreach in order to promote public safety.

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 14.6 ft. since the previous month, to a level of 54.6 ft. Mrs. Wright reported that there was a leaking valve which was being repaired and a burn ban in effect.
7. Environmental: Charlie Burks reported that he purchased a generator for the park and he would be purchasing a 100' extension cord. Mr. Burks also reported that he would be

installing the dog waste bag dispensers and mentioned that he would like a garbage can placed at the park by Waste Connections.

#### **F. 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.

#### **G. RESUME REGULAR MEETING**

1. Charlie Burks moved to update employee and contractor pay on the proposed budget for FY 2019-2020 as follows:
  - a. Dane Avery, Arborist, to remain at \$1000 per month, \$12000 per year, with a \$1000 padding in the Aroborist budget line for consultations and other expenses as it was in FY 2018-2019.
  - b. Joseph Francis, Meter Reader, salary increase to \$150 per month, \$1,800 per year.
  - c. Byron Townsend, Water Operator, salary increase of 8% to \$25,661 per year.
  - d. Rebecca Howe, City Administrator, salary increase to \$50,000 per year to be divided over the City Administrator (2/3) and Bookkeeper (1/3) budget lines.Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.

#### **H. ADJOURNMENT**

Charlie Burks moved to adjourn the meeting; Danny Villarreal seconded; meeting adjourned at 9:14 p.m.