

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
Thursday, July 18, 2019

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

**A. MEETING CALLED TO ORDER**

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

Becky Mullan was absent.

Charlie Burks moved to approve minutes of Regular B of A Meeting on June 20, 2019 as written; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.

Danny Villarreal moved to approve minutes of Special B of A Meeting on July 2, 2019 as written; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Dane Avery was not present to report on trees in the Village.

**C. ITEMS SCHEDULED FOR ACTION**

1. After some discussion of the City of Austin's plans and the Village of San Leanna's stake in the matter, council declined to take an official position on the closing of Old San Antonio Rd near South Park Meadows shopping center and encouraged private citizens to submit a petition to the City of Austin. Charlie Burks moved to table the writing of a letter to the City of Austin opposing the permanent closure of Old San Antonio Rd between South Park Meadows and Akins High School; Danny Villarreal seconded; motion carried with a vote of 3 in favor – 1 abstention.
2. Rebecca Howe reviewed the proposed duties for the position of Zoning Administrator. Helen Rockenbaugh moved to formally create the position of Zoning Administrator for the Village of San Leanna; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Danny Villarreal moved to approve sending the City Administrator to required 10-hour Public Funds Investment Act training in the event that the training could not be obtained free of charge through TexPool Academy; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Charlie Burks moved to approve the June 2019 financial report; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

**D. ITEMS FOR DISCUSSION**

1. Elaine Voeltz, on behalf of the Financial Committee, and the City Administrator, Rebecca Howe, addressed council regarding the proposed budget for fiscal year 2019-2020 with an explanation of each budget line. Council discussed increasing funding for Public Information for new bulletin boards, Miscellaneous Expenses for annual training events, and Public Affairs for the San Leanna's 50<sup>th</sup> Anniversary party.
2. Helen Rockenbaugh addressed the rest of council about revisiting the October 2018 decision against the use of the Community Center for community sponsored events. Mrs. Rockenbaugh made a case for using the Community Center for community events citing security and weather setbacks at the park. Council discussed options for securing files and office equipment or creating additional office space.

Residents, Linda Barrett and John Linton, expressed that they would like to see the Community Center used for community events.

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

1. Mayor's Report: Mayor Quirk reported on a misunderstanding with the City of Austin regarding water service at the Fire Station and that she had heard that the 4<sup>th</sup> of July parade was a success.

Linda Barrett reported on a certificate of occupancy at 504 Leanna Oaks Loop 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 may be as many as 3 new permits the following month.

Mrs. Barrett reported that she had not received a response from the Barron's regarding their outstanding inspections.

2. Administrative: Village Administrator, Rebecca Howe, reported that she had attended the TML Budget and Tax Rate Workshop and explained a bit of what she learned about SB2 which changed several things about Tax Rate calculation for 2020-2021 and on. Ms. Howe reported that she also attended a Governing Roundtable about homelessness. Ms. Howe reported that she would be working primarily on the budget and tax rate for the following month and might be attending the Public Investments Funding Act training.
3. Roads: Molly Quirk reported that she sent an email to Sam Sargent inquiring about the Capital Metro Small Cities group.

Danny Villarreal reported that he received the quote from Travis County for potholes and crack sealing which was \$14, 414, adding that it was likely that the Village would receive a refund of unused funds at completion. Mr. Villarreal reported that there was a small hole in the road on Ridge Dr and that he would see if the county could include that hole when they came to seal the cracks and potholes.

Byron Townsend informed council that the road cut on Sleepy Hollow would be repaired at the same time as the upcoming road cuts on River Oaks Dr and Lake Dr as two additional meters were set to be installed.

4. Public Affairs: Helen Rockenbaugh reported newsletter went out at the end of June. Mrs. Rockenbaugh reported that she brought an example of the form for the Austin Water rain

barrel rebate program which is accessible to the Village of San Leanna. Mrs. Rockenbaugh noted that there were about 85 attendees at the 4<sup>th</sup> of July parade and that the fire truck went nice a slowly for the people walking. Mrs. Rockenbaugh reported that she would be planning a Fall Fest event and “trunk-or-treat” in the Community Center parking lot. Mrs. Rockenbaugh recommended that the Village of San Leanna work on an ordinance prohibiting camping in public areas.

5. Public Safety: Becky Mullan was not to report on Public Safety.
6. Water: Mary Wright reported on new service locations on Sleepy Hollow Ln and 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 41.0 ft.

Byron Townsend reported on additional misunderstanding with the City of Austin regarding a needed fire hydrant inspection on a hydrant that was not located in the Village of San Leanna.

7. Environmental: Charlie Burks reported he would be purchasing shade umbrellas for the park picnic tables and that, upon further exploration with Byron Townsend, he did not think that electricity installation at Jim Payne Park would be feasible at a reasonable cost.

Mr. Burks reported on a large oak limb left or dropped on Circle Dr and council had a short discussion regarding tree trimming jobs throughout the Village.

#### **F. ADJOURNMENT TO EXECUTIVE SESSION**

1. Mayor Quirk adjourned to executive session. Council discussed the employment and compensation for the position of Zoning Administrator.

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

1. Helen Rockenbaugh moved to present an offer of employment to Linda Barrett for the position of Zoning Administrator at the rate of \$20 per hour with no mileage reimbursements; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

Helen Rockenbaugh moved to set July 1<sup>st</sup>, 2019 in Linda Barrett’s employment agreement as the beginning date for tracking payable billing hours for zoning administration work; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

#### **H. ADJOURNMENT**

Charlie Burks moved to adjourn the meeting; Danny Villarreal seconded; meeting adjourned at 8:52 p.m.