

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
Thursday, August 17, 2017  
7:00 p.m. – Community Center – 11906 Sleepy Hollow

**A. MEETING CALLED TO ORDER**

Present: Elizabeth Korts, Charlie Burks, Fred Helmerichs, Barbara Quarles, Molly Quirk  
Absent: Elaine Voeltz

Fred Helmerichs moved to approve minutes of Regular B of A Meeting on June 15, 2017 as originally written; Barbara Quarles seconded; motion carried with a vote of 4 in favor – 0 opposed.

Molly Quirk moved to approve minutes of Regular B of A Meeting on July 20, 2017 as written; Barbara Quarles seconded; motion carried with a vote of 4 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Christy Moffett from the Community Development Block Grant (CDBG) Program presented information to the council and attending residents regarding the availability of grant funds to the Village of San Leanna beginning in the 2018-2019 fiscal year. Mrs. Moffett outlined the requirements that all CDBG requests must meet in order to be considered on both a village-wide and individual basis. Disbursement of funds must meet the national objective to improve affordable housing options, improve community facilities and services, or to revitalize neighborhoods; at least 70% of the funds must benefit low-to-moderate-income residents which Mrs. Moffett noted would be considered an annual income of \$60,100 or less for a family of four.
2. Dane Avery addressed the council regarding the tree watering program, oak wilt status, and the current state of the Village of San Leanna street trees. Mr. Avery reported that the oak and elm trees in San Leanna were doing well for the most part but that there had been two new cases of oak wilt within the Village in 2017; one instance of oak wilt, had been an isolated event but the other case, on a property bordered by Sunset and San Leanna Drive, remained an issue of concern at the time of the meeting. Mr. Avery added that PEC had recently hired an arborist whom Mr. Avery had been in contact with to work on the preservation of Village trees that impede on electrical lines.

**C. ITEMS SCHEDULED FOR ACTION**

1. Council discussed the audit engagement letter with the accounting firm of Donald L. Allman, CPA as well as other options available to the Village of San Leanna for annual financial reporting. Fred Helmerichs suggested the possibility of doing a full financial audit every

other year with a smaller financial review for the years in between. Molly Quirk suggested that the Village Administration look into the financial reporting requirements based on any official population updates due to the upcoming U.S. Census. Jim Payne stated that he would look into pricing less extensive financial review options but suggested that the engagement letter be approved for budget allotment purposes.

Charlie moved to approve the audit engagement letter with the accounting firm of Donald L. Allman, CPA for budget allotment purposes. Barbara Quarles seconded; motion carried with a vote of 3 in favor – 1 opposed.

2. Charlie Burks moved to renew the Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances provided that there is not an increase of \$250 or more in annual fees. Barbara Quarles seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Molly Quirk requested that City Administrator, Rebecca Howe, contact the Manchaca Fire Department regarding the Fourth of July party expenses. Fred Helmerichs inquired as to whether there had been any tree trimming scheduled by the Village of San Leanna during the first half of August 2017 and Charlie Burks stated that there had not. Molly Quirk inquired about the building permit allocation of -\$470.00 and Rebecca Howe clarified that the negative income was a result of a resident being refunded for building permit fees that were not used for inspections.

Charlie Burks moved to approve the July Financial Report as written. Fred Helmerichs seconded; motion carried with a vote of 4 in favor – 0 opposed.

4. Council discussed the proposed budget for FY 2017-2018. Fred Helmerichs inquired about the “Security Lights” allotment being reduced by \$200 and Kathleen Lessing clarified that the reduction was due to the lack of an annual increase and the budget surplus from FY 2016-2017. Mr. Helmerichs confirmed with Ms. Lessing that the Village had a list of the street lights currently included in billing. Mr. Helmerichs inquired about what was included in the category named “Organizational Dues” and Ms. Lessing reported that the category included dues for Texas Municipal League, Capital Area Council of Governments, Central Texas Resource Conservation & Development Council (RC&D), and the Texas Colorado Flood Plain Coalition – noting that RC&D was the only optional membership. Council stated that changes to the “Arborist” allocation would be discussed in detail during the executive session. Charlie Burks asked for confirmation that the vote would not adopt the budget and Kathleen Lessing confirmed that the vote would only approve the proposed budget to be distributed to residents and would not serve as an official adoption of the budget for FY 2017-2018. Fred Helmerichs noted that he would like to see the “Road Maintenance” allocation be raised back up to \$20,000 from \$15,000, citing much needed road repair and maintenance throughout the Village.

Jim Payne and Kathleen Lessing explained some aesthetic changes and reorganization of the financial report.

Charlie Burks moved to finalize the proposed budget for FY 2017-2018. Barbara Quarles seconded; motion carried with a vote of 3 in favor - 1 opposed.

Kathleen Lessing gave a brief explanation of the proposed tax rate which had not changed from the previous year.

Fred Helmerichs moved to approve the proposed tax rate for FY 2017-2018. Charlie Burks seconded; motion passed with a vote of 4 in favor – 0 opposed.

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

1. Charlie Burks proposed to increase the Village of San Leanna's investment in the tree services program and Arborist position, bringing it back to the level of involvement seen in FY 2015-2016 and before. Mr. Burks also expressed that the tree permit fees should be raised to reflect the rates charged by other similar sized municipalities in surrounding areas. Dane Avery proposed that the Tree Committee be brought back as a priority again, as well. Mr. Avery provided a document outlining the proposed increases in involvement for the Tree Service Program which was to be reviewed in detail during the executive session.
2. Mayor Korts reported that the Village Attorney, Monte Akers, provided a memo regarding possible ways to handle the impervious cover amendment to Zoning Ordinance No. 13-001. After some discussion, the council decided to move forward with a direct amendment to the zoning ordinance outlining a maximum percentage (ranging from 20-25%) of each lot that may be covered with impervious materials of any kind.

Mayor Korts stated that she would clarify the section of the Village of San Leanna's agreement with ATS Engineers, Surveyors, and Inspectors involving site review limitations as it was understood that ATS may not enforce ordinances with regard to placement or size of the home on building plans submitted.

It was noted that, due to legal requirements for a public hearing, the amendment would not be voted on until the September 2017 meeting.

3. Fred Helmerichs reported that, due to many of the Village Engineer candidates being on vacation, he had only been able to pin down one interview with John Littlefield at Southwest Engineers on August 21, 2017. Mr. Helmerichs reported that Alan Plummer Associates, Inc. and Freese and Nichols, Inc. would be ready to interview later in August and that all prospects had reviewed the engineering notes Mr. Helmerichs provided but were awaiting a meeting in order to discuss them.

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

1. Mayor's Report: Mayor Korts stated that there have not been any meetings or symposiums to attend. The Mayor reported one new building permit issued for a sprinkler system installation at 504 W FM 1626, as well as active permits for 500 San Leanna Cove, 11501 Circle Dr, 11306 Circle Dr, and 12109 Sleepy Hollow.
2. Administrative: Village Administrator, Rebecca Howe, reported that she began the process of contacting volunteers for the Village Tree Watering Program in mid-August. Advisor, Kathleen Lessing, reported that she resolved the issue from the previous month in which TCEQ had an incorrect population count for the Village of San Leanna; it was decided that San Leanna would not have to change procedure for reporting the annual CCR. Ms. Howe stated that she had updated the Village website and received a lot of helpful feedback from council and residents. Ms. Howe also reported that she would be looking into options for

online and credit card payment processing for water billing payments. With regard to resident affairs, Ms. Howe reported that there had been an ongoing issue with loose dogs in the Village and that contact had been made to resolve the possible fire and safety hazard on the lot to the north of the Community Center. To conclude, Ms. Howe read a thank you card to the council from resident, Waltraud Foree.

3. Roads: Fred Helmerichs updated the Village Council about the cracks appearing on Circle Drive. Alpha Paving reported that they believed the issue to be related to subpar subsoil and offered a one-time crack filling service. Mr. Helmerichs expressed that he would like to investigate who may be responsible for laying the road without proper treatment of the soil. Molly Quirk recalled that the soil was always known to be bad and expressed concern that investigating the situation may cost more money than it would be worth since the Village had often opted for the most cost-effective options in the past. After a short discussion, council decided that a letter could be drafted with the Village Attorney's help and sent to Alpha Paving accepting the one-time crack sealing service but not as a final solution. Mr. Helmerichs would also draft a letter to the engineer and contractor on the job questioning the end result and why measures were not taken to stabilize the soil prior to construction.

Mr. Helmerichs reported that he would be obtaining price quotes for clearing the drainage ditches and installing a pipe to aid with erosion issues along Old Manchaca Rd. and the north end of Sunset Dr.

Molly Quirk inquired about dangerous overgrowth in the right-of-way on River Oaks Dr at Hacienda Dr. Charlie Burks stated that he was looking for someone to help with brush clearing throughout the Village.

Fred Helmerichs updated the council that during his research on the previously approved engineering plans, he found that, with one exception, the money spent toward the projects was on speculative data, not complete "shovel ready" plans.

4. Public Affairs: Molly Quirk requested details on budget deadlines and articles from the council for the Fall Newsletter. Mrs. Quirk reported that there would be a Fall celebration in October and that the neighborhood movie night would be postponed until the weather began to cool off.
5. Public Safety: Elaine Voeltz was unable to attend the council meeting. Mayor Korts reported that SpotCrime listed one count of burglary and one report of fraud on Old Manchaca Rd. The Mayor also noted that Travis County Sheriff's Department believed they had caught the individual who was stealing from open cars in the village during the previous month and encouraged everyone to report all incidents of theft to the sheriff's department.
6. Water: Barbara Quarles reported that the Aquifer District remained in Stage 1/No Drought Status with a voluntary 10% conservation period in place. The City of Austin remained in Conservation Stage. The Travis County Burn Ban was in effect but there was no official drought status. Ms. Quarles reported that the water system was running smoothly and that well levels had fallen 6.6 ft. since the previous month, to a level of 73.1 ft.

Ms. Quarles also reported that a valve on the delivery line from the City of Austin needed to be replaced and that the repair would be completed when the parts arrived.

7. Environmental: Charlie Burks reported a quiet month for environmental department. Mr. Burks stated that he was looking for members for the Tree Committee and also for a handy-man or landscaper to do some work clearing areas in the parks and right of way through the Village.

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

1. Mayor Korts adjourned the regular meeting to Executive Session in order for discussion of employee and contractor performance reviews, possible cost of living raises, and other relevant employee/contractor matters. Following discussion, the Mayor resumed the regular meeting.

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

1. Molly Quirk moved to approve a 10% salary increase for Cal Francis, Meter Reader, for FY 2017-18; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
2. Charlie Burks moved to approve the following for Dane Avery, Arborist:
  - a. increase hours paid to a minimum of 6 hours per month (level of FY 2015-16)
  - b. increase salary to \$800 per month (level of FY 2015-16), plus a 12.5% increase, for a total of \$900 per month
  - c. approve payment for up to 20 free consultations for new residents at \$50 each, retroactive to Village move-in beginning October 2016 and going forward through September 2018
  - d. the Arborist will provide monthly written documentation of services provided;Molly Quirk seconded; motion carried with a vote of 3 in favor – 1 opposed.
3. Molly Quirk moved to approve an increase in the budgeted amount for Kathleen Lessing, Advisor, to \$5,000, based on a potential increase in hours paid for FY 2017-18; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Charlie Burks moved to approve a 5% salary increase for Rebecca Howe, City Administrator, for FY 2017-18, dependent on the 6-month employee performance evaluation; Fred Helmerichs seconded; motion carried with a vote of 4 in favor – 0 opposed.

#### **H. ADJOURNMENT**

Charlie Burks moved to adjourn the meeting; Molly Quirk seconded; meeting adjourned at 10:45 p.m.