

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, June 15, 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, Elaine Voeltz

Elaine Voeltz moved to approve minutes of Regular B of A Meeting on May 18, 2017 as written; Barbara Quarles seconded; motion carried with a vote of 5 in favor – 0 opposed.

B. ITEMS SCHEDULED FOR ACTION

1. Don Allman, CPA, presented the audit report for FY 2015-2016, noting a net worth of \$1,597,103, with an increase in net assets of \$20,138 since the previous year. Mr. Allman pointed out an \$88,000 drop in the San Leanna's Cash and Current Assets between 2015 to 2016, noting that the drop was primarily due to \$154,000 in road improvements that, "through good planning by the city", were paid for in cash rather than through financing. At Jim Payne's request, Mr. Allman explained the typical protocol for maintaining general internal controls, adding that the hiring of five additional employees needed to allow for true separation of duties is not typically feasible for small cities like the Village of San Leanna.

C. CITIZENS' COMMUNICATION

1. Resident, Michael Virga, raised a concern about an ongoing issue at his address, 501 Leanna Woods Cove, with his neighbor, at 505 Leanna Woods Cove, regarding a leak between their properties. According to Mr. Virga, the leak had gone unrepaired despite numerous complaints spanning over a year's time. The Village Advisor, Kathleen Lessing, addressed the measures that had been taken by the Village, as well as new developments on the complaint. Ms. Lessing assured Mr. Virga that, as the house was foreclosed on and sold mid-May, the Village would see the issue through to its resolution with the new contact for the property.

D. ITEMS SCHEDULED FOR ACTION (cont.)

1. City Administrator, Rebecca Howe, gave a brief description of the Community Development Block Grant (CDBG) Urban County Cooperative Agreement, outlining the points that had been discussed in the conference call between herself, Village Advisor Kathleen Lessing, and the CDBG county representative, Christy Moffett. Participation in the CDBG Urban County Cooperative Agreement would allow for moderate and low-income residents of the Village of San Leanna to apply for grant funds toward the upkeep and improvement of their homes. After a brief discussion regarding the language and requirements of the contract with Travis

County, Mayor Korts stated that an attempt to acquire an extension for the vote had been unsuccessful due to a HUD deadline and suggested that the council vote on whether to adopt the agreement pending review of the contract by the Village Attorney. Fred Helmerichs moved to approve the CDBG Urban County Cooperative Agreement with Travis County pending approval by the Village Attorney, Monte Akers; Molly Quirk seconded; motion carried with a vote of 5 in favor – 0 opposed.

The City Administrator noted that a vote was not taken to approve the audit report for FY 2015-2016 at the close of Don Allman's presentation. Charlie Burks moved to approve the audit report for FY 2015-2016; Elaine Voeltz seconded; motion carried with a vote of 5 in favor – 0 opposed.

2. Upon reviewing the General and Water fund reports, Mayor Korts inquired about the YTD funds designated to the Infrastructure Repairs category in the amount of \$6,091.60. Fred Helmerichs indicated that he believed those funds to be the water catchment work done on Circle Drive. Advisor, Kathleen Lessing, reported that the majority of the Infrastructure Repairs charge was for engineered plans acquired from Joel Wilkinson and that the \$5,291.73 designated to Road Maintenance was for the water catchment work on completed on Circle Drive. Fred Helmerichs asked about the decrease in Franchise Fee income for FY 2015-2016, as reported in the audit presentation by Don Allman, and council discussed possible reasons for the decrease. Charlie Burks moved to approve the financial reports; Barbara Quarles seconded; motion carried with a vote of 5 in favor – 0 opposed.

Mayor Korts shared that Federal Fund rates had gone up and the Village TexPool savings account should begin earning more interest.

E. ITEMS FOR DISCUSSION

1. Financial Committee member, James Payne, requested that council members submit proposed projects for FY 2017-2018 budget considerations as soon as possible. Charlie Burks suggested that the Infrastructure Repair budget category be maintained or increased for the coming year; council agreed with Mr. Burks, noting that projects approved but not completed in FY 2016-2017 should carry over. Mr. Burks also expressed interested in using current available budget funds toward improvements, including trails, a gazebo, and mound removal, in the north park area before the end of FY 2016-2017 year.
2. Council members reviewed and discussed possible amendments to Zoning Ordinance No. 13-001. Elaine Voeltz proposed that the council reconsider the definition of a lot as outlined by the ordinance and that the restrictions regarding accessory buildings be in relation to lot size rather than being universal across lots of all sizes. Mrs. Voeltz pointed out several areas where vocabulary could be clarified, including section 8 in which the ordinance addresses masonry; Mrs. Voeltz suggested that the document should read "fiber cement siding" rather than "fiber cement." Mrs. Voeltz also pointed out that the ordinance does not address fencing requirements for pools that were preexisting at the time that the ordinance was adopted. Mayor Korts proposed that impervious ground cover restrictions be considered as a percentage of the lot size. Mayor Korts also suggested that a statement be added to the ordinance regarding keeping the original footprint of a residence in the event of a fire or catastrophic event and that, in such an event, the foundation must be certified as safe by an engineer. On advice from the Village's inspection company, ATS, Mayor Korts suggested that the building codes referenced in the ordinance be updated and that residents be required

to provide an affidavit to the engineers on each project, confirming that the setback requirements are met in the building plans.

Fred Helmerichs weighed in on several of the aforementioned issues, as he had taken the time to compare the Village Zoning Ordinance to the City of Austin and Travis County ordinances. Mr. Helmerichs added that specific codes should be cited in the ordinance rather than referring to the “most current” codes. Molly Quirk expressed concern that the amendments should keep the Village safe but should not become too restrictive, as many residents value the freedom of living in outside of the limitations of the City of Austin. Charlie Burks expressed concern that new amendments regarding the subdividing of lots uphold the current trend toward large lots to prevent crowding. Barbara Quarles requested clarification on the section referring to hardship variances. Kathleen Lessing suggested adding more clarification regarding utility easements extending the full length of property borders.

3. Fred Helmerichs updated the council that he had contacted Alan Plummer Associates, Inc., Freese and Nichols, Inc., Murfee Engineering, and Southwest Engineering regarding engineering services for the Village of San Leanna. Mr. Helmerichs stated also that the companies he contacted are accustomed to dealing with cities of various sizes and that they have expressed willingness to look at plans that were drawn up by the former engineer for the Village of San Leanna, Joel Wilkinson.
4. As reported by both Mayor Korts and Fred Helmerichs, a civil engineer named Rob Smith with Meritage Homes contacted the Village of San Leanna regarding plans to build a 30 acre subdivision to the west of the Village. Initial discussion of the plan indicated that the builders needed to connect a subdivision road to the west end of River Oaks Drive in order to meet the county safety requirement of a second access point for emergency vehicles. Mr. Smith assured Mayor Korts and Mr. Helmerichs that the subdivision would not connect to Manchaca Road but council expressed concern that, in time, expansion further to the west would likely make River Oaks Drive a connecting road between FM 1626 and Manchaca Road. Mr. Helmerichs reported that the builders intend to acquire water service from the City of Austin. Mayor Korts will contact the Village Attorney, Monte Akers, regarding options for halting the development or denying road access. Elaine Voeltz stated that she would be in contact with Bob Moore at TXDOT to find out more information about the project.

F. REPORTS AND INFORMATION

1. Mayor’s Report: Mayor Korts stated that there have not been any meetings or symposiums to attend. The Mayor also noted that house at 623 River Oaks had been cleaned up significantly and was for sale; the Village should expect an update from the Health Department either extending the deadline or closing the case.

Mayor Korts asked City Administrator, Rebecca Howe, to briefly explain the Flood Protection Grant Program which assists “states and local entities in creating or improving upon flood early warning systems, flood response plans, and/or flood protection planning studies.” Ms. Howe reported that the Flood Protection Grant Program was not underway yet but the Village of San Leanna would be on the contact list for when the program begins taking applications.

2. Administrative: Mayor Korts reported that no new permits had been issued and that three sets of plans had been submitted to ATS for review, including the rebuild at 11501 Circle Drive, a carport at 11306 Circle Drive, and a patio cover at 12109 Sleepy Hollow Lane. Kathleen Lessing reported that there was no update on the active permit for 500 San Leanna Cove as she had not been able to reach the homeowner. Council members discussed the possibility of contacting PDG to confirm that more inspections were not done at 500 San Leanna Cove without knowledge of the Village Zoning Department. Mayor Korts also added that the new home at 504 W FM 1626 was almost ready for its final inspection.

City Administrator, Rebecca Howe, updated council that the TCEQ Lead and Copper water samples were collected and sent to TCEQ for analysis. Byron Townsend added that the sampling went very smoothly.

3. Roads: Fred Helmerichs gave an update on the water catchment work completed by DNZ Landscaping on Circle Drive. After much discussion, the council decided that projects quoted at over \$5,000 should require a council vote and, in the case of drainage work, engineered plans.

Mr. Helmerichs also reported that the new street signs for Circle Drive and throughout the Village had been delivered and were ready to be installed. The sign for the Circle Drive entrance may take a bit longer as there is work to be done on the poles before mounting can take place. The council discussed the use of a Village handyman but decided independent contractors would be used for the time being.

Mr. Helmerichs had contractors out to rate the condition of the Village roads and found that they were rated about a "C" by a few different contractors. Mr. Helmerichs stated that he was awaiting a quote for road sealant to preserve the Village roads, noting that the end of the warranty period on Circle Drive is upcoming.

4. Public Affairs: Molly Quirk stated she had received only 5 RSVPs regarding the July 4th event, which will take place at the Manchaca fire station, mid-day on the 4th, with live music and an inflatable water slide. Costs will be split with Manchaca Fire/Rescue. Mrs. Quirk stated that there would be a second email reminder to RSVP for the event which would also notify residents that it is a potluck-style lunch.

Mrs. Quirk requested that council members send her any articles that they would like included in the Summer 2017 Village Newsletter.

5. Public Safety: Elaine Voeltz reported a very quiet month in the Village of San Leanna with SpotCrime reporting only one false alarm on Sunset Drive.

Mrs. Voeltz also stated that the street lights at the intersection of Hunting Creek and Chapel Lane had been repaired as of June 17, 2017.

Mrs. Voeltz informed the council that, as reported in the Summer 2017 Village Newsletter, residents may report non-emergency issues online through the Travis County Sheriff's Department website.

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. There was no burn ban in effect but the Fire Department requested that

they be notified of burning and that all burning be completed before nightfall. Ms. Quarles reported that well levels had fallen 15.2 ft. since the previous month, to a level of 59.7 ft. The Village Water Operator, Byron Townsend, reassured the council that critical levels for the well would be around 300 ft but that the Village wells have never reached that level.

Ms. Quarles also reported that Central Texas Water Maintenance replaced the pump drive coupling at the Main well and that the service line at 11907 Bluebonnet Lane was replaced due to an inoperable cut-off valve.

7. Environmental: Charlie Burks reported that a large hackberry tree was downed on Sombrero Road during a storm on June 5th. Charlie Burks, Fred Helmerichs, Bruce Rivers, and Rocio Briones worked on getting the tree cleared from the road with the help of Texas Tree Service; the remainder of the tree will need to be addressed in the future but it is located on the resident's property.

Mr. Burks stated that he will be scheduling some upkeep canopy work on tree throughout the village. Mayor Korts requested that the speedbump sign be cleared on San Leanna Road to prevent any damage to vehicles in the Village.

G. ADJOURNMENT

Fred Helmerichs moved to adjourn meeting; Molly Quirk seconded; motion carried and meeting adjourned at 9:40 p.m.