

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting

Thursday, May 18th, 2017

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

A. MEETING CALLED TO ORDER

Present: Elizabeth A. Korts, Barbara Quarles, Charlie Burks, Fred Helmerichs, Elaine Voeltz Alderperson, Molly Quirk, was absent.

Mayor Elizabeth A. Korts introduced new City Administrator, Rebecca Howe.

Mayor Korts corrected a statement she made in the Regular B of A Meeting on April 20, 2017, which was recorded under section E, number 1, bullet point D of the April 20th minutes, that former Mayor Jim Payne could not attend the meeting because he was being designated as Professor of Emeritus at the University of Texas. He was, in fact, receiving the honor at St. Edwards University.

Fred Helmerichs moved to approve minutes of Regular B of A Meeting on April 20, 2017 as corrected; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Dane Avery, Village arborist, was not present.
2. Resident, Kathleen Lessing, informed the council that the drainage ditch on the side of her home on Old Manchaca Rd was experiencing some erosion near the headwall and was in need of more fill. She stated that the soil was about 6 inches lower and was collecting water. Fred Helmerichs acknowledged the issue and stated that he would take care of it.

C. ITEMS SCHEDULED FOR ACTION

1. As Village Advisor, Kathleen Lessing installed Elizabeth A. Korts as Mayor and Barbara Quarles and Elaine Voeltz as Alderpersons, each for new two-year terms of office.
2. Mayor Korts thanked Charlie Burks for his service as Mayor Pro Tem and expressed satisfaction with his work. Elaine Voeltz moved to nominate Charlie Burks for the position of Mayor Pro Tem until May 2018. Barbara Quarles seconded; motion carried with a vote of 4 in favor – 0 opposed. The oath and statement will be administered after the meeting.
3. Charlie Burks moved to approve the employment agreement between the Village of San Leanna and Rebecca Howe; Barbara Quarles seconded; Advisor, Kathleen Lessing, informed the council that the agreement was drafted by legal counsel, Monte Akers; motion carried with a vote of 4 in favor – 0 opposed.

4. Mayor Korts presented the contract with ATS Engineers, Inspectors, and Surveyors (ATS) for building inspection services. Mayor Korts stated that Professional Design Group (PDG), the inspection company previously used by the Village of San Leanna, had raised the price of inspections to more than twice its previous fee and that the contract with ATS would provide for more affordable building inspections for residents of San Leanna. Mayor Korts stated that the initial draft of the contract was presented to Monte Akers and several changes were made on Mr. Akers' recommendation to come to the current contract.

Fred Helmerichs expressed concern about a contract procedure appearing to require requests for failed inspection reports. Mayor Korts and Kathleen Lessing both stated that the proposed procedure with ATS would not be very far from the procedure used by PDG, whereby all reports are provided by email or online and must be printed by the Village for individual files. Following discussion, Mayor Korts stated she will have ATS clarify the language and ensure that reports are readily available for failed inspections but would like to move forward with the proposed contract, as all building projects had been put on hold pending a new contract. Charlie Burks inquired about whether ATS could also offering engineering services for the Village; Mayor Korts suggested that we open a dialog about additional services once the inspection services are in place.

Charlie Burks moved to approve the contract with ATS for inspection services.

Fred Helmerichs asked, also, about ATS contract references to the International Code Council and the International Energy Conservation Code Compliance, specifically a mandatory Duct Blaster and Blower Door Testing fee of \$285. Elaine Voeltz stated that she did not interpret the fee to be mandatory per the contract's written language. Clarification will be made by Mayor Korts on that point as well.

Fred Helmerichs seconded the motion to approve the contract; motion carried with a vote of 4 in favor – 0 opposed.

5. Kathleen Lessing explained the procedure for adding Rebecca Howe as an authorized representative for TexPool transactions.
6. Kathleen Lessing explained the procedure for designating Rebecca Howe as a representative/signer for the Branch Bank & Trust checking account.

Elaine Voeltz moved to adopt both the resolution to amend authorized representatives for TexPool transactions and the resolution designating authorized representatives/signers for Branch Bank & Trust checking account; Barbara Quarles seconded; motion carried with a vote of 4 in favor – 0 opposed.

Elaine Voeltz inquired about the status of the interlocal agreement for road services between San Leanna and Travis County. Kathleen Lessing answered that Monte Akers reviewed the agreement and reported that the exact agreement has been used with several other cities without issue. With Mr. Akers' approval, the agreement was adopted.

7. Mayor Korts stated that the amended budget, providing for the extra funds to be allocated to an Advisor training the new City Administrator is in progress and asked Kathleen Lessing when it is expected to be completed. Ms. Lessing stated that it should be completed in June or July and added that she would confirm with Monte Akers that an amended budget will be necessary.

Barbara Quarles moved to approve the financial report for April 2017; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Mayor Korts asked the council and all present to consider changes and amendments they might like to see considered for Zoning Ordinance No. 13-001. Further discussion and proposals will be made at the June meeting.

E. REPORTS AND INFORMATION

1. Mayor's Report:
 - a) Mayor Korts stated that there have not been any meetings or symposiums to attend.
 - b) Village Advisor, Kathleen Lessing, updated the council on the Health Department inquiry for 623 River Oaks. Residents, Dan LaFleur and Art Gurley, added that they witnessed significant progress at the property earlier in the day. The Village will await the report from the Health department, as it had already been initiated, but will not pursue further action while progress continues.
2. Administrative: Mayor Korts reported that the pending contract with ATS had put all new building permits on hold. Mary Sconci, informed the Mayor that architectural plans for rebuilding at 11501 Circle Drive were completed. The Mayor reported that there was no new information about the active permit at 500 Leanna Woods Cove and that ATS agreed to perform the final inspection on the single-family residence at 504 FM 1626 upon completion.
3. Roads: Fred Helmerichs reported that the bar ditch on the south side of FM1626 had been cleaned out by TX DOT as requested but that TXDOT did not clean out the pipe; Mr. Helmerichs will continue to request pipe clean out. TXDOT has not responded or completed any of the requested work on the north side of FM 1626; Mr. Helmerichs will follow up with his contact, Bob Moore.
Pathmark quoted a price of \$400 for signs needed throughout the neighborhood, including the sign requested by the dead-end petition; the signs are 2 weeks out.
Regarding the water catchment project, Mr. Helmerichs reported that he received a quote of \$5285 for proposed work on the west side of Circle Drive extending down to the 11300 Circle Dr. There was an additional \$1200 worth of work quoted that would extend on to the private property at 11306 Circle Drive. It was agreed, upon Mr. Helmerichs suggestion, that the Village avoid work on private property if the initial work proved to be sufficient.
Mr. Helmerichs also proposed a future project to scrape down silt and gravel at the intersection of Sunset Drive and Ridge Drive and expressed concern about rainfall pooling in the road where Sleepy Hollow meets Leanna Oaks Loop.

The Council discussed yard work performed to remove bamboo from the residence and the right-of-way behind 11400 Circle Drive, facing Sunset Drive. Council agreed that a letter should be sent to the property owner, requesting repairs be completed to return the affected area to its original state.

Alpha Contracting offers a wear surface that can be installed on new or existing roads as preventative maintenance rather than waiting for costly repairs to arise; Mr Helmerichs will look into its appearance and pricing.

In discussing the effort to hire a new engineer for the Village, there was great interest expressed in finding a company or individual who would complete pending projects in which the Village had already invested funds.

Mr. Helmerichs stated that, in his conversations with a few engineering firms, most requested a rainfall study which the Village does not possess. Mr. Helmerichs expressed that he feels it's very important for the Village to participate in a cooperative, large-scale flood prevention plan and to also address impervious ground cover in the zoning ordinance. Elaine Voeltz expressed her concern that the projects needing immediate attention not be left behind by waiting for a large-scale plan, leaving insufficient funds for the completion of actual projects.

After much discussion regarding engineering services for the Village, it was agreed that the Council and the Infrastructure Committee would assemble a list of questions for use in interviewing several candidates and that candidates would be asked to provide quotes for both the large-scale plan and the projects that need immediate attention. Fred Helmerichs will make contact with several of the potential candidates.

4. Public Affairs: Molly Quirk was not able to attend the meeting. Elaine Voeltz stated that she will be sending an email to council members about upcoming newsletter topics. Mrs. Voeltz began to mention work that needed to be done on the website and Village Advisor Kathleen Lessing stated that she had completed an update to the Village website. Ms. Lessing and Mrs. Voeltz agreed that new articles are needed for the Current News section of the Village website. Fred Helmerichs asked that his personal contact information be added to the website for correspondence about issues pertaining to the Village roads.

Mayor Korts reported that a resident had noticed the missing Circle Drive sign and inquired as to what had happened and Mayor Korts told him that it was being refurbished. Fred Helmerichs reported that the sign would be ready in approximately one week..

5. Public Safety: Elaine Voeltz reported that several incidents occurred in the Village in April, including an attempted burglary of a vehicle, a non-traffic related warrant arrest on Leanna Oaks Loop, criminal mischief on Hacienda, a DWI at FM 1626 and Circle Drive, and a report of a terroristic threat on Sombrero. Mrs. Voeltz added that the non-traffic related incidents, including the terroristic threat, were household disputes and there should be no cause for alarm in other residents. Kathleen Lessing stated that she had been made aware of a possible dispute between neighbors on Sombrero but nothing regarding domestic disputes.

Mrs. Voeltz reported that notice about the Spring Clean-up was posted on Facebook before the event and that there was a good turn-out; Indian Tree Trail residents were disappointed that Waste Connections skipped their street.

Mayor Korts made mention of a pile of tires accumulating at a residence facing the Community Center; the resident will be asked to dispose of the tires.

Elaine Voeltz followed up with PEC about the malfunctioning street lights at the intersection of Hunting Creek and Chapel Lane, as they were still not functioning. PEC claimed the lights had been fixed on April 25th and that they would put in another work order to have the lights readdressed.

6. Water: Barbara Quarles reported the Aquifer District remained in Stage 1/No Drought Status but starting May 1st through September 30th, there would be a voluntary stage of conservation; the Aquifer District requests that residents reduce use by 10% during that period. The City of Austin remained in Conservation Stage. There was currently no burn ban

in effect but the Fire Department requested that they be notified of burning and that all burning by completed before nightfall. Ms. Quarles reported that the Village wells were at 44.5 feet, down 1.4 feet from April but functioning well. Byron Townsend confirmed that all was well in the water department and reported that he believed he would be able to fit a 12' x 12' shed in the fenced well yard on Sunset Drive; it would, however, need to be placed on raised ground or a foundation due to possible flooding. Mr. Townsend will mark the area to show where he believes the shed would fit best.

7. Environmental: Charlie Burks reported that Total Landscape has been working well for mowing but that he has encountered issues finding a company to do weed-eating services. Mr. Burks reported to Mayor Korts that the Village does own a weed-eater and that he will get a list of Village equipment sent over to her.

Barbara Quarles added to her water report that Lake Travis was still 99% full and Lake Buchanan was 95% full.

Charlie Burks reported no tree problems in the Village and that the rain fall had been very beneficial. Resident, Lian Amber, expressed potential interest in joining the tree committee to Mr. Burks but was unable to attend the council meeting.

Mayor Korts explained the water heater repair that was recently performed at the Community Center and inquired about the status of the invoice. Village Administrator, Rebecca Howe will follow up.

G. ADJOURNMENT

Fred Helmerichs moved to adjourn regular meeting; Charlie Burks seconded; motion carried and meeting adjourned at 8:31 p.m.