

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting  
November 17, 2016

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

**REGULAR BOARD OF ALDERMEN PUBLIC MEETING**

**A. MEETING CALLED TO ORDER**

Roll call

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

Molly Quirk motioned that the minutes for the Special Meeting and the minutes for the the Regular B of A Meeting for October 20<sup>th</sup>, 2016 with amended minutes be approved. Fred Helmerichs seconded the motion; motion carried with 4 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Freese and Nichols presented a presentation on Storm-Water Master Planning for a study and implementation. Questions arose about funding. Because we are not economically disadvantaged, it makes the chances less for the City of San Leanna to file for those grants but there are possibly other avenues to be explored. Jay Scanlon, P.E. for Freese and Nichols had the opportunity to drive around and look at the Village. He stated that our area mainly consist of roadside ditches, bar ditches and some open channels. Mr. Schanlon stated that these would fall under maintenance activities.

**C. ITEMS SCHEDULED FOR ACTION**

1. Resolution No. R16-006 to appoint new members of the Executive and Technical Committees of the Texas Colorado Floodplain Coalition was accepted and approved. Barbara Quarles was appointed as Technical Committee. Elaine Voeltz was appointed as Executive Committee and Fred Helmerichs was appointed Floodplain Administrator. Molly Quirks moved to make the motion to accept Fred Helmerichs, Barbara Quarles and Elaine Voeltz. Elaine Voeltz seconded the motion; motion carried with 4 in favor- 0 opposed.
2. There was a very brief discussion and explanation on the corrected August 2016 financials and the September 2016 financials. The ending balance in August did not match the beginning balance in September which delayed the approval of the September's financial. After a brief discussion on the computer glitch that caused the error, the amended August, 2016 Financials and the September, 2016 Financials were approved. Molly Quirks made the motion to accept these financial reports, Barbara Quarles seconded the motion Motion carried with 4 in favor and 0 opposed.

3. The October Financial Report was reviewed as the first one of the Fiscal year. Motion was made by Elaine Voeltz to approve the report; Molly Quirks seconded the motion. Motion carried 4 in favor – 0 opposed.
4. Following a very brief discussion in regards to additional bidders for this job, it was determined that DNZ was the only company to provide a bid for the work at Circle Drive and Ridge to install a channel from the end of Circle Drive and Ridge to the drain box. Fred Helmerichs made a motion to approve the bid and Molly Quirk Quirk seconded the motion. Motion carried with 4 in favor and 0 opposed.
5. After a short discussion on a need for a letter to be drafted to Travis County formally requesting minor road maintenance for the Village of San Leanna roads, Barbara Quarles made a motion to approve and Molly Quirk seconded the motion. Motion carried with 4 in favor – 0 opposed.
6. Brief discussion of an updated Employee Benefits Policy regarding over-time. Elaine Voeltz made a motion to approve the update of the policy and Barbara Quarl seconded the the motion. Motion carried with 4 in favor – 0 opposed.
7. After an explanation of the Employee Agreement with the former City Administrator, Fred Helmerichs made a motion to accept the agreement; Elain Voeltz seconded the motion. Motion carried with 4 in favor – 0 opposed.
8. The December, 2016 Board of Alderman Public meeting was cancelled with a motion made by Elaine Voeltz and seconded by Fred Helmerichs. Motion carried with 4 in favor – 0 opposed.

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

1. Update was given by Chairman of the San Leanna Improvements Committee, Jim Payne. After discussion with the Engineer, Joel Wilkinson, priority will be given to the big ditch. Joel will review the area and outline specifications of what needs to be accomplished and a ball park figure at the public meeting in January. Mayor Korts and Jim Payne met with Joel Wilkinson requesting a rough estimate on the funds needed for Old Manchaca Road so that a more accurate amount can be given to Cap Metro for the next large project.
2. Discussion and review of Village of San Leanna Water System Rate Structure was led by former city administrator, Kathleen Lessing. Kathleen stated that the last time the Village raised rates was October 1<sup>st</sup>, 2014. She pointed out that we already have somewhat high rates due to the agreement that we have the City of Austin to purchase water from them. She informed council that the COA has not raised our rates but could be prompted to do so if we showed a pattern of peak use as opposed to a steady usage. This is part of a non-written agreement with the COA to enable them to be able to plan for the amount of water they can anticipate being used. There was some discussion of cutting back the amount of water that we use of the COA from 350,000 gallons to 325,000 gallons. Kathleen will talk to Byron Townsend to get his opinion on using a little less of the City of Austin's water.

## E. REPORTS AND INFORMATION

1. **Mayor's Report -Update** – Mayor Korts attended the Texas Municipal Legal 101 workshop which the Mayor found very informative and intense. Mayor Korts will get some of sheets of information printed up to have on hand. Mayor Korts also wanted to take this time to present Kathleen Lessing with a plaque for committed service to the Village for 16 years. Mayor Korts also informed the council that she will not be running for mayor again in May. She asked that everyone think about who they might think will do good in this role.
2. **Zoning.... Mayor Korts**,New building permit (605 River Oaks Drive – swimming pool)  
New building permit (610 San Leanna Drive – remodel – removing fire place & chimney),  
New building permit (11910 Tunnel Trail – permanent accessory building)  
(11909 Bluebonnet Lane – remodel – 2 more inspections),  
(long standing permit for Leanna Woods Cove – permanent accessory building w/electric – is stagnant at this time)  
Request for permit on Old Manchaca Road – permanent accessory building with no permit issued as of this time.
3. **Roads..... Fred Helmerichs** reported that he had been in contact with the Travis County Road Management. Travis County will be providing estimates on crack sealing all the roads in the Village of San Leanna. Fred stressed that this is just an estimate, not a bid. Fred Helmerichs also reported that he gone over all the roads in the Village and that the portions of Sunset and Chapel had severe raveling or where the road is just deteriorating. Fred is also following up with the county to see if they could do a process called chip seal on River Oaks.
4. **Public Affairs..... Molly Quirk** reported on the Fall Fest. The festival was very successful with 30 + attending with about 10-12 children. The Halloween Hay ride was enjoyed but Molly suggested that the Village might think about doing something on both sides of the road next year. It was also reported that Mrs. Killion had passed away and Tim Kinsey's father.
5. **Public Safety.....Elaine Voeltz** reported that there was a blue form on FM 1626 but no way to know who this was. There was also an injury on San Leanna Drive and FM 1626. Elaine spoke about the disposal of solid waste commenting that this has not been a very big problem over the years. She stated that in the past when it happened the citizens just picked it up and got rid of it. We do not have a process in place for this at this time but Mayor Korts said she will contact Progressive and see if they will pick up these items if we put them in one certain spot.
6. **Water.... Barbara Quarles** reported that BSEAD is Stage 1 and Austin is Stage 2. No drought at this time and no burn ban. Water system is functioning properly. The wells have gone down about 7.5 feet. Lake levels are good with Travis being 99% full and Lake Buchanan is 95% full.

7. **Environmental.... Charlie Burks** was not in attendance at this meeting. Fred Helmerichs made a comment in reference to the trees hanging down along the roads and the trash truck hitting them when they come through. Charlie Burks had surgery the week of this meeting and will address the situation as soon as he is able to do so.

#### **F. ADJOURNMANET**

1. Motion to adjourn was made by Barbara Quarles, motion seconded by Molly Quirk. Motion carried with a vote of 4 in favor-0 opposed. Meeting adjourned at 8:15