

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting & Public Hearings
Thursday, January 18, 2018
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Jim Payne, Elaine Voeltz, Charlie Burks, Fred Helmerichs, Barbara Quarles.

Jim Payne moved to approve minutes of Regular B of A Meeting on November 16, 2017 as written; Fred Helmerichs seconded; motion carried with a vote of 5 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Village Arborist, Dane Avery, reported a quiet two months in San Leanna for the tree program. Mayor Quirk asked if the winter months were a good time for tree trimming and Mr. Avery confirmed that that was the case. Mr. Avery stated that it has been two years since the street trees in the Village had been treated with fertilizer and expressed desire to do so in the spring if the budget allowed. Rebecca Howe reported that in December Mr. Avery had requested a list of new residents who might benefit from a free tree consultation; that list would be passed to Mr. Avery. Mr. Avery inquired about volunteers for the tree committee and about the duties of the tree committee as outline in the Village's tree ordinance; Miss Howe was tasked with research on the subject. Elaine Voeltz inquired about the status of the broken branch on the elm tree near the Onion Creek Memorial Cemetery, just north of Sunset Drive. After a short discussion regarding the location of the branch and the relatively low level of risk it posed to pedestrians, Charlie Burks and Dane Avery decided that the branch would be included in the next Village tree trimming project. Council decided to also work together to identify any other potential areas or branches of concern.
2. Helen Rockenbaugh announced that there would be a Free Little Library Crawl on Valentine's Day. Mrs. Rockenbaugh stated that she would send all information regarding the event to the City Administrator to be sent out to the Village by email.

Mrs. Rockenbaugh also inquired about 2018 election information and which seats would be voted on in the election. Mayor Quirk stated the election was the next item on the agenda for discussion and action and suggested that the council move on to that section of the agenda to answer any questions.

C. ITEMS SCHEDULED FOR ACTION

1. Jim Payne moved to call the May 5th 2018 General Election; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed. Mayor Quirk announced that the

election would be held May 5th and the seats opening would be Public Affairs Commissioner, Environmental Commissioner, and Roads Commissioner. Mrs. Rockenbaugh inquired as to which incumbents would be running for reelection and council stated that it would be inappropriate to discuss at that time.

2. After some discussion regarding consolidating ditch clean out jobs and other drainage projects to be done throughout the Village of San Leanna in the future, Jim Payne moved to approve the bid by DNZ Landscaping on clean out of the ditch at Old Manchaca Road and Chapel Lane; Elaine Voeltz seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Fred Helmerichs gave a brief summary of the procedure for requesting quotes for road work through the Travis County Interlocal Agreement. Jim Payne moved to formally request a quote from Travis County for crack sealing and patching of Village roads; Elaine Voeltz seconded; motion carried with a record vote of 5 in favor – 0 opposed.
4. Jim Payne inquired about the negative sum in the Public Affairs category and the sum of approximately \$5800 under Water Maintenance and Repairs on the financial report for November 2017; Miss Howe reported that the negative sum was due to the Village receiving a payment from the fire department toward the 2017 4th of July party and that the total for Water Maintenance was due to a water main break. Elaine Voeltz inquired about Office Expenses. Jim Payne moved to approve the financial report for November 2017; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.
5. Mayor Quirk asked about the increase in the Office Expenses category and Miss Howe reported that there was a \$150 expense for a high capacity ink cartridge. Elaine Voeltz inquired about the \$0 entry under City of Austin Water and Miss Howe reported that the December payment for City of Austin water was processed in January and would appear on the January report. Charlie Burks reported that he saw that the light bulb at the Community Center was out and that it would be replaced. Jim Payne informed the council that Kathleen Lessing would be taking the allocated severance payment in January. Elaine Voeltz moved to approve the financial report for December 2017; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Mayor Quirk reported that the council had met with ATS Engineers, Inspectors, and Surveyors and Doucet & Associates regarding engineering services for the Village of San Leanna earlier in the week. Rebecca Howe inquired about what day would be good for scheduling the final interview with Southwest Engineers.
2. Jim Payne addressed the council about the reinstatement of the Welcome Committee which would entail a small group of residents stopping by the homes of new residents with a small gift basket. The council agreed that the Welcome Committee was a good idea.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported that, as the Emergency Services Coordinator, she was receiving correspondence and alerts regarding emergency services and that she would be happy to pass them on to anyone else who was interested in them as they were very interesting and informative.

Rebecca Howe reported on two new building permits at 816 Indian Tree Trail for a permanent accessory building and at 11407 Circle Drive to repair fire damage and refurbish the pool. Active Building permits included 11400 Sombrero Drive, 609 River Oaks Drive, and 405 San Leanna Drive. A Certificate of Occupancy was issued for 11501 Circle Drive.

2. Administrative: Village Administrator, Rebecca Howe, reported that she had turned in the annual audit box for FY 16-17 and that she had not attended the Homeland Security grant workshop as it had become apparent that the Village was unlikely to qualify for and funds through the program. Miss Howe reported that she was working on a survey covering a broad range of subjects and invited the council to send her anything they would like added to the questionnaire. Miss Howe reported that she had received a large open records request that she would be working on and had also received an update from Travis County that the developer for the Meritage Homes subdivision was reportedly seeking to connect to Polk Rd rather than River Oaks. Jim Payne reported that he had met with Dan Lafleur regarding the street access issue and after some discussion by council it was decided that the prospect of seeking an updated legal opinion would be addressed at a later meeting. Miss Howe reported that the application window for the Flood Prevention grant program was open.

3. Roads: Fred Helmerichs reported that the Interlocal Agreement with Travis County was in effect and touched on the request for the quote as discussed earlier in the meeting. Mr. Helmerichs reported that the county does not offer road sealing services and that anything of that nature would need to go through a private contractor. Mr. Helmerichs reported that, by his calculations, \$30,000-\$33,000 would need to be allocated toward roads per year for the Village to be able to afford to rebuild roads if preservation measures were not ever taken. Mr. Helmerichs touched on increasing road building and preservation costs. Mr. Helmerichs reported on ditch maintenance throughout the Village and inquired as to which commission was responsible for maintenance on the "Big Ditch" from Ridge Dr. to River Oaks Dr. After some discussion by council regarding the benefit verses cost of keeping the ditch mowed, the prioritization of projects, and annual budget allocations, Mayor Quirk asked that Mr. Burks and Mr. Helmerichs work together to make a decision on maintaining the "Big Ditch". Mr. Helmerichs reported that he too had confirmed with Travis County that Meritage Homes was moving forward with a second access point outside of the Village and also expressed the opinion that the Village should consider seeking an updated legal opinion in case the issue should arise again.

4. Public Affairs: Jim Payne gave a brief overview of the Winter Newsletter and reported that there would be no events coming up until the Spring.

5. Public Safety: Elaine Voeltz reported on a family disturbance and a check welfare call on Hacienda and an EMS assist complaint on Hunting Creek during December, with nothing to report in the month of January. Mrs. Voeltz addressed the ongoing issue of mailbox theft. Residents Helen Rockenbaugh and Danny Villarreal discussed that Informed Delivery was available as a free service through USPS. Mrs. Voeltz reported on two street light lightbulbs to be replaced. Mrs. Voeltz thanked Rebecca Howe for the email updates on Village affairs.

6. Water: Barbara Quarles reported that the Aquifer District remained in Stage 1/No Drought Status. The City of Austin remained in Conservation Stage. There was no burn ban or drought status in effect. Ms. Quarles reported that the water system was running smoothly and that well levels had dropped 14.5 ft. since the previous month, to a level of 90.7 ft.
7. Environmental: Charlie Burks reported that inclement weather had impeded progress on raising the gazebo in the north park but that it would be organized as soon as weather and scheduling permitted. Mr. Burks touched on the tree committee and Rebecca Howe stated that she would forward names of those who had volunteered to Mr. Burks.

Mayor Quirk reported that Miss Howe was awaiting dates from Waste Connections to organize the Spring Clean-up.

Fred Helmerichs recognized resident Josh McHenry for organizing the clean up on FM 1626 as well as all of the residents who participated.

H. ADJOURNMENT

Fred Helmerichs moved to adjourn the meeting; Jim Payne seconded; meeting adjourned at 8:26 p.m.