

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting & Public Hearings
Thursday, November 16, 2017
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

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

Jim Payne moved to approve minutes of Regular B of A Meeting on October 19, 2017 as written; Fred Helmerichs seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Dane Avery addressed the council about the tree program: touching on rainfall, newly permitted tree service providers, and scheduled trimming around the powerlines by PEC. Mr. Avery also noted that students from St Edwards would be coming back to identify and mark trees in the Village in the spring. Fred Helmerichs expressed concern about a broken branch on an elm tree near the Onion Creek Memorial Cemetery, just north of Sunset Dr, and about branches being knocked down from the canopy by Waste Connection's new 14' garbage trucks. Mr. Avery reported that he would continue to work to raise the canopy and would also address the elm tree in question.

C. PUBLIC HEARING I

1. Mayor Quirk opened the public hearing. Mark Schumacher addressed the council regarding the Zoning Committee's recommendation on the request for a variance to Zoning Ordinance No. 13-001 allowing the permanent accessory building at 623 River Oaks Drive to be used as a rental unit. The Zoning Committee was not able to make a recommendation because the committee believed the variance request was a change of use and changes of use are not permitted by the Zoning Ordinance.
2. Members of the Zoning Committee cited many concerns that arose during the Public Hearing of the Zoning Committee including septic regulations, the ability of the council to place conditions on a variance, and problems with language ambiguity in Section D of the Zoning Ordinance No. 13-001. Elizabeth Hinson expressed particular concern regarding the language in the ordinance. Elaine Voeltz inquired as to whether or not the issue of setting precedence had been discussed by the Zoning Committee. The council and committee discussed existing ordinance violations and the difference between the existence of a similar situation versus the official sanctioning of the rental of an accessory building. Mayor Quirk closed Public Hearing I.

D. PUBLIC HEARING II

1. Mayor Quirk opened the second public hearing and Mark Schumacher addressed the council regarding the Zoning Committee's recommendation on the variance to Zoning Ordinance No. 13-001 regarding the placement of a carport in front of the main residence at 816 Indian Tree Trail. The Zoning Committee recommended that the variance be approved. Mayor Quirk closed Public Hearing II.

E. ITEMS SCHEDULED FOR ACTION

1. After additional discussion regarding the precedence being set and the legality of granting a variance of use on an accessory building, Elaine Voeltz moved to deny the variance to Zoning Ordinance No. 13-001 allowing the permanent accessory building at 623 River Oaks Drive to be used as a rental unit; Fred Helmerichs seconded; motion carried with a vote of 4 in favor – 0 opposed
2. Fred Helmerichs moved to approve the variance to Zoning Ordinance No. 13-001 regarding the placement of a carport in front of the main residence at 816 Indian Tree Trail on the condition that neighbor Shelley Carter acknowledged being informed of the variance request; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. City Administrator, Rebecca Howe, presented a proposal to transition from RVS Water Billing Software to a cloud based software called Munibilling Utility Billing Services citing many requests for online payment options. Elaine Voeltz inquired about the pricing difference and Ms. Howe reported that the cost would be a bit over twice as much as the current water billing expense. Jim Payne expressed concern about merchant fees and credit card processing security as well as desire to have more input from Advisor Kathleen Lessing and Water Operator Byron Townsend on the matter. Fred Helmerichs and Elaine Voeltz expressed that they were interested in exploring the topic more but weren't comfortable without more research. Jim Payne moved to table the proposal by Munibilling Utility Billing Services until more information could be supplied; Fred Helmerich seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Rebecca Howe reported that Mark Hartley, Deborah Elliott, and Beth Brown had confirmed interest in joining the Zoning Committee. Fred Helmerichs moved to appoint Mark Hartley, Deborah Elliott, and Beth Brown to the Zoning committee; Jim Payne seconded; motion carried with a record vote of 4 in favor – 0 opposed.
5. After a brief discussion of the role of the Village Advisor, Fred Helmerichs moved to approve the financial report for October 2017; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.
6. Elaine Voeltz moved to cancel the December 2017 Board of Aldermen meeting; Fred Helmerichs seconded; motion carried with a vote of 4 in favor – 0 opposed.

F. ITEMS FOR DISCUSSION

1. Fred Helmerichs reported on the progress pertaining to the interview and selection of an engineering firm for the Village. Mr. Helmerichs presented a reference packet provided by Doucet and Associates and requested that council come up with some questions for both Doucet and Associates and Southwest Engineers over the holiday break. Jim Payne inquired about interviewing ATS Engineers, Inspectors, and Surveyors as well because they were already working with the Village of San Leanna on building inspections. Mr. Helmerichs reported that he contacted ATS and had not heard back from them but that he would attempt to make contact again. Council decided that a series of Special Meetings would be arranged in early January to interview engineering candidates.
2. Mayor Quirk addressed the council regarding the new Infrastructure Committee and new member interest in existing committees. An Infrastructure Committee would be formed to help select and prioritize infrastructure projects for the Village of San Leanna. Jim Payne expressed concern that the responsibility for projects still fall on the Board of Aldermen. Fred Helmerichs conveyed the importance of community buy-in which is addressed in part by the formation of the Infrastructure Committee.
3. Fred Helmerichs and Jim Payne addressed the issue of asphalt coating on roads in the Village of San Leanna. Mr. Helmerichs gave an explanation of both the asphalt oil and the road sealing materials used to preserve roads and stated that they have both been in use for many years in a variety of locations ranging from private parking lots to county roads to air force bases. Mr. Helmerichs gave an approximate dollar amount for services on all roads and stated that he would be getting a firm quote on the service from Travis County, expressing concern that the cost on road services increases yearly. Jim Payne expressed that he would like to address the issue with the new Village engineer when selected and would like to gather more information about what factors should be considered when deciding which roads would be treated and when they would be treated.

G. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported that the Fall Fest was a success and apologized for the Trunk-or-Treat Hayride cancellation due to weather and transportation issues. Mayor Quirk also reported that she would be attending an Emergency Services Coordinator training.

Elizabeth Korts reported on one new building permit at 405 San Leanna Drive for a swimming pool and active permits at 609 River Oaks Drive, 11400 Sombrero, and 11501 Circle Drive. Mrs. Korts also reported that there were some upcoming projects that were taking a bit of time to get going.

2. Administrative: Village Administrator, Rebecca Howe, reported that she had been working on the annual audit box for FY 16-17 and that the ongoing loose dog issue on Bluebonnet Lane seemed to be resolved. Ms. Howe also reported that no formal complaint had been filed in reference to the potential health hazard on Sombrero Rd and that she had repaired the Community Center refrigerator leak.

Ms. Howe reported that she would be attending a Homeland Security grant workshop on December 15th.

3. Roads: Fred Helmerichs reported that the Interlocal Agreement with Travis County would go into effect on November 28th which would allow Mr. Helmerichs to begin requesting quotes for services through the County. Mr Helmerichs reported speaking to a resident at 11505 Circle Drive regarding water coming off of the road and into their home. Mr Helmerichs reported that he attended a meeting with representatives from a paving alternative company, Terra Pave. Mr Helmerichs had not been able to meet with Charlie Burks regarding division of duties on the drainage ditches throughout the Village but had been able to obtain a quote to clean out the ditch on Old Manchaca Rd. Jim Payne inquired about the project's urgency and Mr. Helmerich's expressed that it may be considered a liability issue if it was not addressed before the next big storm.

Mr. Payne inquired about crack sealing from the County and Mr. Helmerichs stated that, once the agreement was in place, he would be looking into a crack sealing quote as the first order of business.

4. Public Affairs: Jim Payne reported that the fall festivities had been mostly taken care of Mayor Quirk while she held the position of Alderman of Public Affairs.

Mr. Payne reported that he had followed up with new volunteers for the Public Affairs Committee and that they were looking into a community event in the spring. Mr. Payne requested input from the council for the January newsletter.

5. Public Safety: Elaine Voeltz reported on National Night Out which was very well attended, a rash of storage shed burglaries in the Village of San Leanna, and a false alarm on Lake Dr. Mrs. Voeltz stated that she would be reporting a loud street light at River Oaks and Hacienda Drive in addition to the one which was out on Lake Dr.

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 7.6 ft. since the previous month, to a level of 7 6.2ft.

Ms. Quarles reported that the wells were tested on November 6th and Byron Townsend added that, despite a false positive on a chloroform test, all retests came back perfect.

7. Environmental: Charlie Burks was not able to attend the meeting and report on environmental affairs.

Mayor Quirk noted that the mulch at the park was still available to be taken if anyone was interested in using it on their yards or gardens.

H. ADJOURNMENT

Fred Helmerichs moved to adjourn the meeting; Jim Payne seconded; meeting adjourned at 9:10 p.m.