

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting & Public Hearing  
Thursday, April 19, 2018  
7:00 p.m. – Community Center – 11906 Sleepy Hollow

**A. MEETING CALLED TO ORDER**

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

Barbara Quarles was absent.

Elaine Voeltz moved to approve minutes of Regular B of A Meeting on March 15, 2018 as written; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

1. Village Arborist, Dane Avery, reported on the state of Village trees and the tree program. Mr. Avery reported that the Village street tree fertilization was complete and that the St. Edwards students would be working on updating the tree survey over the weekend. Mr. Avery reported that he had conducted a new resident consultation for the new residents at 11505 Circle Dr. Mr. Avery continued to have trouble with PEC tree trimming happening without prior notification and requested that the Village contact PEC to remind them to call ahead on trimming. Fred Helmerichs expressed concern about overgrown trees impeding the roadway on Old Manchaca Rd as well as regarding the trash trucks hitting branches in the canopy. Mr. Avery stated that he would look into the issue and that it would be helpful to have a defined right-of-way map that he could use to determine which trees were the responsibility of the Village versus the responsibility of the residents. Mr. Avery also expressed concern that the trash collection vehicles continue to get larger and taller and that the canopy can only be raised so far.

**C. ITEMS SCHEDULED FOR ACTION**

1. Travis Flake presented the updated drainage recommendations from Southwest Engineers for the Village of San Leanna. Mr. Flake reported that representatives at Southwest Engineers were in general agreement with the previous report by the former Village Engineer with a few updates and changes. The report touched on several areas of the Village including Old Manchaca Rd, FM 1626, Leanna Oaks Loop, Bluebonnet Lane & Sleepy Hollow Drive, Lot 183-E (Village property), River Oaks Drive, Ridge Drive at Lake Drive and Hunting Creek Drive, and Chapel Lane.

Jim Payne mentioned that the Village would be completing the next big road project on Old Manchaca Road within the following year and Mr. Flake agreed that drainage along that stretch would be better addressed after that project was complete.

Mr. Flake stated that it was the opinion of Southwest Engineers that the most pressing drainage issues were Old Manchaca Road, Leanna Oaks Loop, and River Oaks Drive.

Fred Helmerichs expressed concern about the proposed expense of the projects – particularly the improvements on Ridge Drive at Lake Drive and Hunting Creek Drive and on Chapel Lane. Mr Helmerichs inquired about detention versus channelization and Mr. Flake expressed that they did not believe the space available would be sufficient for retention based on the volume of water flow.

Danny Villarreal and Fred Helmerichs expressed interest in enclosing the ditch along Old Manchaca Rd.

After much discussion on the proposed projects, Jim Payne moved to defer the drainage projects approved on March 16, 2017; Charlie seconded; motion carried with a vote of 4 in favor – 0 opposed.

Charlie Burks moved to approve the drainage improvements proposed by Southwest Engineers at Leanna Oaks Loop, River Oaks Drive, and the Hunting Creek Drive Storm Extension portion on Ridge Drive at Lake Drive and Hunting Creek Drive; Elaine Voeltz seconded; motion carried with a vote of 3 in favor – 1 opposed.

2. Fred Helmerichs moved to adopt Ordinance No. 18-001 for the purpose of transferring the Special Use Permit to the new owner of the Eldercare Home property located at 11611 Circle Dr; Jim Payne seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Fred Helmerichs moved to call a Special Meeting of the Board of Aldermen to meet in Executive Session with the Village Attorney on May 17, 2018 at 6:00 pm; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Jim Payne moved not to contribute to Capital Area Metropolitan Planning Organization (CAMPO).; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.
5. Elaine Voeltz asked for clarification on the Current Budget Reserve section of the financial report. Elaine Voeltz moved, to approve the financial report for March 2018 as written; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

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

1. City Administrator, Rebecca Howe, presented information regarding the possibility of conducting a primary survey of the Village of San Leanna to determine eligibility for the Community Development Block Grant Program. If the primary survey found that 51% of the residents were eligible for CDBG funds, the Village would become eligible for funding through the program. Council expressed the position that it would be very unlikely that the Village would meet the County requirements for funding.

#### **E. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported on attending a meeting of Mayors of Small Cities in Leander, TX.

Rebecca Howe reported that there were no new permits and several ongoing active permits which included 605 River Oaks, 11407 Circle Drive, 11400 Sombrero Drive.

A Certificate of Occupancy was issued for 405 San Leanna Drive and 609 River Oaks Drive.

2. Administrative: Village Administrator, Rebecca Howe, reported that she sent out an abbreviated digital newsletter earlier in the month and that she had been involved in working on gather information on the ongoing street access project. Ms. Howe reported that she had received an ordinance violation complaint on the property at 508 Hacienda. Ms. Howe also reported that she would begin working on the summer water reports in the coming month.
3. Roads: Fred Helmerichs reported that he would be transferring information to Danny Villarreal to allow Mr. Villarreal determine whether or not he wished to continue work on the projects in progress. Mr. Helmerichs reported on pricing he received for ditch clean out on Chapel Ln (approximately \$3000), River Oaks (approximately \$2000), and Sombrero Dr (approximately \$3000). Mr. Helmerichs attended the Austin Mobility engineering meeting regarding improvements on FM 1626 and reported that, while the project is likely several years out, it may affect Village traffic patterns and would need to be watched.

Mr. Helmerichs stated that he ordered a less expensive material to fill the pot holes on Ridge Drive.

Jim Payne inquired about the status of the crack sealing quote from Travis County and Mr. Helmerichs stated that the county had received Resolution No. 18-001 and that the Mayor would need to call or email to request the quote.

Elaine Voeltz reported that a sign had been knocked over by a vehicle on Old Manchaca Rd.

4. Public Safety: Elaine Voeltz stated that there had been three reports of theft in the Village, one false alarm on Circle Dr, and an incident on Bethel Church Rd that was determined to be outside of the Village. Mrs. Voeltz expressed that she would have liked to have more notice given about the Egg Hunt.
5. Public Affairs: Jim Payne relinquished the report on Public Affairs to Helen Rockenbaugh. Mrs. Rockenbaugh reported that the Egg Hunt was a success with 19 children in attendance and that there would be an Ice Cream Social on May 12<sup>th</sup> from 6 to 8 pm to celebrate the new gazebo. Mrs. Rockenbaugh also reported that she had initiated contact with the Manchaca Volunteer Fire Department regarding the 4<sup>th</sup> of July party.

Jim Payne suggested that there be a work session scheduled to fill new members in on the history of the street access issue.

6. Water: Byron Townsend reported that the water system was running smoothly and that well levels rose 6.2 ft. since the previous month, to a level of 97 ft. There was a burn ban in effect and the Aquifer District was projecting that there may be mandatory restrictions in place by the end of May. The City of Austin remained in Conservation Stage. Mr. Townsend

expressed concern that attention be paid to the water lines in the right-of-way along FM 1626 when any improvements were considered by the Austin Mobility project. Charlie Burks inquired about water line accessibility in the north park at Ridge Dr and Sunset Dr.

7. Environmental: Charlie Burks expressed interest in bringing a water line out to the park such that plants and improvements could be more easily maintained in the future. Mr. Burks reported that mowing would increase in frequency as needed and that he would working on maintenance in the right-of-way and on the canopy.

## **H. ADJOURNMENT**

Fred Helmerichs moved to adjourn the meeting; Charlie Burks seconded; meeting adjourned at 8:40 p.m.