

**THE VILLAGE OF SAN LEANNA  
MINUTES**

Regular Board of Aldermen Public Meeting & Public Hearing  
Thursday, March 15, 2018  
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.

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

**B. CITIZENS' COMMUNICATION**

1. Representatives from the City of Austin Department of Transportation addressed council regarding planning for the FM 1626 Road Improvement Project and requested feedback from residents of San Leanna on improvements they would like to see along the road between Manchaca Rd and IH 35. The planning phase of the project was one of nine projects funded by the \$11 million Austin Mobility Bond passed in 2016 to address substandard streets regarding issues including, but not limited to, sidewalks, crosswalks, road width, bike lanes, traffic lights, and drainage. Council was informed that additional funds would need to be procured to move forward with the plans developed during the planning phase of the project.

Residents present expressed concern about safety on FM 1626, particularly at the S curve and the intersection of FM 1626 and Old San Antonio Rd. Council requested that the City Administrator send out the online survey to all residents in the Village.

2. Village Arborist, Dane Avery, reported on the state of Village trees and the tree program. Mr. Avery reported the he was having trouble with PEC tree trimming happening without prior notification but that the PEC Arborist had offered assurance that no oaks would be trimmed without notifying the Village. Mr. Avery also reported that the students from St. Edwards would be visiting the Village in April to update the tree survey and that the Village would be fertilizing street trees through Davey Tree Service. Mr. Avery extended an invitation to all residents to take advantage of the Village discount by fertilizing at the same time. Mr. Avery reminded everyone that there should be no trimming of oak trees between mid-February and the end of June unless Mr. Avery deemed it to be an emergency.

**C. ITEMS SCHEDULED FOR ACTION**

1. Don Allman, CPA, presented the audit report for FY 2016-2017, noting a net worth of \$1,656,576, with an increase in net assets of \$59,473 since the previous year. Fred Helmerichs moved to approve the audit report for FY 2016-2017; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.

2. Travis Flake from Southwest Engineers addressed the council regarding the process the firm would follow to develop a drainage recommendation for the Village of San Leanna. Mr. Flake reported that the firm would take into account the maps available through Travis County, City of Austin, and FEMA and then compare the findings to the problems outlined by residents in the survey previously conducted by a Village committee in 2016. Jim Payne expressed concern that the plans for projects previously paid for and approved by council not be overlooked or discarded. Mayor Quirk stated that the projects would not necessarily be skipped or discarded but that the new engineering firm was being given a chance to make their own assessment of the drainage issues in the Village. Mr. Flake assured council that approved projects would be considered and that Southwest Engineers would also be looking at issues upstream from those projects to ensure that there wasn't a larger problem which would perpetuate the problem. Mr. Flake reported that Southwest Engineers would have a recommendation prepared for the April meeting. No action was taken by council.
3. Mayor Quirk read into the record the notice to cancel the May 5<sup>th</sup> General Election since there were no opposing candidates. Open positions on the Board of Aldermen were to be filled by Charlie Burks, Danny Villarreal, and Helen Rockenbaugh. Jim Payne moved to approve cancellation of the election; Fred Helmerichs seconded; motion carried with a vote of 4 in favor – 0 opposed.

Mayor Quirk thanked Jim Payne and Fred Helmerichs for their many years of service to the Village of San Leanna.

4. Mayor Quirk read aloud Resolution No. R18-001 by which the Board of Aldermen authorized the Mayor to request a quote from Travis County via the Interlocal Cooperation Agreement for road repair and crack filling services within the Village of San Leanna. Fred Helmerichs moved to authorize Mayor Quirk to formally request a quote from Travis County for crack sealing and patching of Village roads by Resolution No. R18-001; Jim Payne seconded; motion carried with a vote of 4 in favor – 0 opposed.
5. Mayor Quirk notified council that Waste Connections had offered two possible dates for Spring Clean-up Day; May 12<sup>th</sup> and May 19<sup>th</sup>. Elaine Voeltz suggested that council choose the date that did not directly precede Mother's Day. Fred Helmerichs moved to select May 19<sup>th</sup> for the Spring Clean-up Day by Waste Connections; Elaine Voeltz seconded; motion carried with a vote of 4 in favor – 0 opposed.
6. Jim Payne pointed out that the incorrect amount for TexPool interest had been entered on the second page of the financial report and that the negative total under "Building Permits" was due to refund checks written to residents. Fred Helmerichs moved, to approve the financial report for February 2018 with the correction to the second page; Barbara seconded; motion carried with a vote of 4 in favor – 0 opposed.

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

1. Council discussed the transfer of the Special Use Permit (Ordinance No. 15-001) to the new owner of the Eldercare Home property located at 11611 Circle Dr. The property's new owner, Wendy Skoog, was present to give background on herself and her experience in running an Eldercare facility. Mrs. Skoog reported that no changes would be made in the

operation aside from possible improvements and updates to the home. Council reviewed the existing ordinance and discussed whether any changes would be needed. Council discussed a clause being added to prohibit the property from being used to store items for clients that the Village deemed to be unsightly or excessive in number or size.

## **E. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported the request for an undated opinion regarding Village road access had been delivered to the Village Attorney.

Linda Barrett reported on a new building permit at 605 River Oaks and on ongoing active permits which included 11407 Circle Drive, 11400 Sombrero Drive, 609 River Oaks Drive, and 405 San Leanna Drive. A Certificate of Occupancy was issued for 816 Indian Tree Trail.

2. Administrative: Village Administrator, Rebecca Howe gave a brief summary of her experience at the TML Elected Officials Conference and thanked council for allowing her to attend. Ms. Howe reported that there had been a good turn-out at the CDBG meeting on March 10<sup>th</sup> and gave a brief description of information presented by Christy Moffett at the meeting.

Ms. Howe stated that she would be sending out information to residents in the form of a miniature digital newsletter.

3. Roads: Fred Helmerichs reported that he would send the newly passed Resolution No. 18-001 to Travis County to get a quote on crack sealing and patching and that there was a new and inexpensive material for filling potholes that might be a possibility for use on Ridge Dr.

Mr. Helmerichs reported that he would work on pricing the ditch clean-out before the April meeting.

4. Public Affairs: Jim Payne reported that a brief newsletter would need to go out and that Helen Rockenbaugh would be working with him to plan an event around the gazebo once it was assembled.
5. Public Safety: Elaine Voeltz reported on three incidents in the Village; one assist complainant on Leanna Oaks Loop, a false alarm on Hacienda, and a burglary on Circle 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 in place and no drought status in effect. Ms. Quarles reported that the water system was running smoothly and that well levels had dropped 3.4 ft. since the previous month, to a level of 103.2 ft.
7. Environmental: Charlie Burks was not present to report on Environmental Affairs.

## **H. ADJOURNMENT**

Elaine Voeltz moved to adjourn the meeting; Fred Helmerichs seconded; meeting adjourned at 8:20 p.m.