

**City of Hills and Dales**  
**Minutes of the City Commission Meeting**  
**Thursday, December 12, 2024**  
**7:00 p.m.**

The Commission met in regular session on Thursday, December 12, 2024, at 7:00 p.m. at the home of Treasurer Joan Taylor, 3300 Mt. Rainier Drive. City officials present were Mayor Andreas Wokutch, Commissioners Bill Bowman, Roger Owen and Barbara Rogers and Treasurer Joan Taylor. Commissioner Michael Adair and City Clerk Jeanne Keats were absent. Also attending the meeting was Commissioner Elect Jeff Burnett. Mayor Wokutch called the meeting to order.

**Minutes**

***Mayor Wokutch called for a motion to approve the November 14, 2024, Regular Commission Meeting minutes. Commissioner Owen so moved, Mayor Wokutch seconded, and the Commission approved by unanimous vote.***

**Resident Comments**

There were no resident comments.

**Treasurer's Report**

Financials

Treasurer Taylor reported total City assets as of November 30, 2024, of \$372,501.48 and the City has no liabilities. The City's total income for November was \$15,233.56. Total expenses were \$3,038.94. There were no concerns about the overall Budget vs. Actual or the Profit & Loss Previous Year Comparison.

***Mayor Wokutch called for a motion to approve the financials through November 30, 2024, Commissioner Bowman so moved, Mayor Wokutch seconded, and the Commission approved by unanimous vote.***

**REGULAR COMMITTEE REPORTS**

**Municipal Governance and Legal (cont'd on p. 3)**

First Amended Ethics Ordinance

Note: The first and second readings of Ordinance 2024-3, the First Amended City of Hills and Dales Code of Ethics, were held at the October 10 and November 14 Commission meetings, respectively.

***After discussion, Mayor Wokutch called for a motion to pass Ordinance 2024-3, the First Amended City of Hills and Dales Code of Ethics. Commissioner Owen so moved, Commissioner Bowman seconded, and the Commission approved by unanimous vote.***

The Commission will now seek out a qualified resident to perform the duties of ethics administrator, a role created by this ordinance.

#### Update on Issue – Property Rights at Entrance

Mayor Wokutch reported that the issue of the city’s property rights along the Mt. Rainier Drive entrance to Hills and Dales which was discussed at the November 14 meeting is still being reviewed. Commissioner Owen offered to contact a friend and former master surveyor, Kent Speer, to review current boundary documents, and the Commission agreed.

#### Update on Commission Committee Assignments

Mayor Wokutch asked if the Commission wished to discuss any changes to the existing Commission committee assignments for the new term January 1, 2025 through December 31, 2026. There were no requests for changes. Commissioner Elect Burnett will take over the duties of “Snow Removal, Roads and Signage” from outgoing Commissioner Bowman. Assignments will be formally adopted at the January 9 commission meeting.

### **Roads, Snow Removal and Signage**

#### Replacement of Coach Lamps at Entrance

Commissioner Bowman reported that the new entrance coach lamps have been ordered from Brecher Lighting and Sherlock Installations will install them.

#### Snow Removal Contract for 2024-2025 Winter Season

Commissioner Bowman reported that he received a contract from Nally’s Lawn and Landscaping for 2024-2025 winter snow removal which mirrors the 2023-2024 contract. The non-refundable retainer is \$750 and the rate for plowing all streets will be \$300; for treating all streets, \$450.

***Mayor Wokutch called for a motion to accept the Nally 2024-2025 winter snow removal contract with a non-refundable retainer of \$750 and rates of \$300 for plowing all streets \$450 for treating all streets, Commissioner Bowman so moved, Commissioner Rogers seconded and the Commission approved by unanimous vote.***

#### Status - Rockerbuilt Response re: Brass Letters on Entrance Sign

Commissioner Bowman said he had nothing new to report,

### **Maintenance, Utilities and Beautification**

#### Projects Completed

Commissioner Owen reported that the following projects have been completed:

- Second Fall Cleanup at Entrance
- Placement of Additional Rip Rap in Drainage Channel
- Removal of Damaged Plant Material in the Project Area

#### Contract for Removal of Invasive Honeysuckle in Woods.

Commissioner Owen reported that he received a contract from GreenUp LLC (Willy Thiel) for removal of invasive bush honeysuckle in the woods adjacent to the Mt. Rainier Drive entrance road. To perform this work, GreenUp will provide 125 man-hours of work at \$80 per man-hour for a total contract amount of \$10,000.



*Mayor Wokutch moved to accept the GreenUp LLC contract for \$10,000 to remove invasive bush honeysuckle at a rate of \$80/man-hour and for 125 man-hours of work; Commissioner Bowman seconded and the Commission approved by unanimous vote.*

### **Technology Services and Community Security**

#### Update on Cameras and Security System Upgrades

Commissioner Adair was not in attendance, but he emailed the Commission prior to this meeting that he expects to have a firm quote on the security system upgrades next week.

### **Municipal Governance and Legal (cont'd from p. 1)**

#### Use of Remaining American Rescue Plan Act (ARPA) Funds

*After the Commission heard reports on various projects which meet the eligibility requirements under ARPA, Mayor Wokutch called for a motion to approve the allocation and expenditure of the City's remaining ARPA funds in the amount of \$17,996.29 on the following projects:*

- 1. Addition of rip rap in the entrance drainage channel as part of the city's continuing efforts to improve drainage along the city's steep entrance road (project complete) \$ 935.00*
- 2. Two new coach lamps installed at the entrance for improved visibility and the safety and security of our city \$1,301.60*
- 3. Upgraded security system components at the city's entrance and one additional license plate recognition camera to continue the city's successful efforts to reduce crime and provide a safe community \$5,000.00-est.*
- 4. Removal of invasive bush honeysuckle in the woods at the city's entrance to preserve the forest so that it will continue to provide a natural buffer between I-71 and our city and reduce highway noise and pollution \$10,000.00*

*Commissioner Owen so moved, Commissioner Rogers seconded, and the Commission approved by unanimous vote.*

### **Communications and Neighborhood**

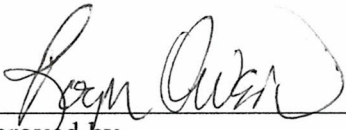
Commissioner Rogers reported that plans are in place and David and Cindy Daunhauer are ready to host the Hills and Dales holiday gathering tomorrow night.

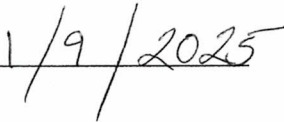
### **Other Business**

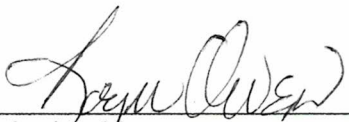
Mayor Wokutch and the Commissioners joined in thanking Commissioner Bill Bowman for his valuable service on the City Commission and wished him well.

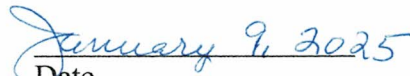
**Adjournment**

*There being no further business to come before the Commission, Mayor Wokutch called for a motion to adjourn the meeting, Commissioner Owen so moved, Commissioner Rogers seconded, and the Commission approved by unanimous vote. The meeting adjourned at 7:40 p.m.*

  
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Approved by  
Mayor Pro Tem

  
\_\_\_\_\_  
Date

  
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Submitted by  
Commissioner Roger Owen and  
City Clerk Jeanne Keats

  
\_\_\_\_\_  
Date



***NEXT COMMISSION MEETING  
Thursday, January 9, 2025, at 7:00 p.m.  
At the home of Treasurer, Joan Taylor, 3300 Mt. Rainier Drive***