

**City of Hills and Dales
Minutes of the City Commission Meeting
Thursday, March 13, 2025
7:00 p.m.**

The Commission met in regular session on Thursday, March 13, 2025, at 7:00 p.m. at the home of Treasurer Joan Taylor, 3300 Mt. Rainier Drive. City officials present were Commissioners Jeff Burnett, Roger Owen, Barbara Rogers and Kathy Weisbach, and Treasurer Joan Taylor and City Clerk Jeanne Keats. Mayor Andreas Wokutch was absent. Mayor Pro Tem Roger Owen called the meeting to order.

Commissioner's Oath of Office to Kathy Weisbach

On February 13, 2025, Commissioner Weisbach was appointed by the Commission to replace former commissioner Michael Adair who resigned from the Commission on February 6, 2025. The Commission learned that the commissioner's oath of office was administered privately to Commissioner Kathy Weisbach on this date by Notary Public Robert Keats, since Mr. Keats had a last-minute conflict and was not going to be able to attend this meeting.

Approval of February Meeting Minutes

Mayor Pro Tem Owen called for a motion to approve the February 13, 2025, Regular Commission Meeting minutes. Commissioner Burnett so moved, Commissioner Rogers 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 February 28, 2025 of \$358,428.13 and the City has no liabilities. The City's total income for February was \$11,536.78. Total expenses were \$7,030.45. **Treasurer Taylor reminded members of the Commission to bring their preliminary 2025-2026 budget estimates to the April 10 Commission meeting.**

Treasurer Taylor then turned the Commission's attention to this winter's snow removal costs as compared to the budget.

Following discussion, Mayor Pro Tem Owen called for a motion to transfer \$1,500 from Reserves to Snow Removal to keep Snow Removal expenses within budget. Commissioner Burnett so moved, Commissioner Owen seconded, and the Commission approved by unanimous vote.

Mayor Pro Tem Owen then made a motion to approve the financials through February 28, 2025, Commissioner Rogers seconded, and the Commission approved by unanimous vote.

REGULAR COMMITTEE REPORTS

Municipal Governance and Legal

Commission Committee Assignment

After discussion, Mayor Pro Tem Owen called for a motion to appoint Commissioner Kathy Weisbach to manage the Technology and Community Security committee as per Municipal Order 2025-4. Commissioner Owen so moved, Commissioner Rogers and the Commission approved by unanimous vote.

Roads, Snow Removal, and Signage

Road Repairs

Commissioner Burnett reported that he and Commissioner Owen identified some potholes in our roads that need to be repaired. He went on to say that he would obtain the materials necessary for patching the potholes, and he and Commissioner Owen would perform the work.

He also told the Commission that there are cracks in the asphalt that need to be filled. He will obtain a quote for the crack filling, and report to the Commission at the April meeting.

Maintenance, Utilities and Beautification

Invasive Honeysuckle Containment Project

Commissioner Owen reported that the invasive honeysuckle containment project will begin soon as the honeysuckle is beginning to leaf out. He said he and Green Up LLC will treat as much of the bush as possible this spring and go back over the area again this fall.

Repair of Damage to Entrance Lawn

Commissioner Owen told the Commission that he will ask GreenUp LLC to include the cost of repairs to the entrance lawn caused by snow plows and other vehicles in his quote for the annual spring cleanup of the City's common areas.

1977 Ordinances Re: Reductions and Annexations to City's Boundaries

Commissioner Owen reported that, due to Kent Speers schedule, he has not yet been able to meet with him regarding the 1977 ordinances related to reductions and annexations to the city's boundaries; however, he expects to have something to report at the April 10 meeting.

Technology Services and Community Security

Commissioner Kathy Weisbach reported on her progress related to the technology functions she is in the process of assuming from former commissioner Michael Adair.

City's Domain Name

Commissioner Weisbach told the Commission that the city's domain name hillsanddales.city is registered with Namecheap. She said the name was registered for five years for a cost of \$144.08, and it is paid to January 12, 2026. She said that her name is now on the Namecheap account as administrator for the City of Hills and Dales, and she has changed the account password.

City's Website Hosting

Commissioner Weisbach reported that she discontinued a duplicate website hosting account on Namecheap. She said that the City's website has been hosted by Weebly since mid-2023 when she assumed the role of volunteer web administrator for <http://hillsanddales.city>. Weebly's hosting service is \$127.20 per year, and it is paid to July 13, 2025.

City's Business Emails

Commissioner Weisbach also said that she had updated the names of the city officials on the Google Workspace group deleting former commissioners, Michael Adair and Bill Bowman, and adding new commissioners, Jeff Burnett and herself. Now emails sent by officials, residents and others to contact@hillsanddales.city will go to the correct people. Google Workspace costs \$53.32 per month and is paid to April 1, 2025.

Commissioner Weisbach said she would provide assistance to any official who needs help setting up a hillsanddales.city email address. *(Note: City officials should use their hillsanddales.city business email addresses rather than personal email addresses for all city business.)*

Commissioner Weisbach also reported that she has changed the password to the City's Google account hillsanddalescity@gmail.com; and, as a backup, she has given City Clerk Keats the new password.

System of Security Cameras

Commissioner Weisbach reported that she has been in touch with Mark Meadows of Unified Technologies (UT) about accessing the video feed from the security cameras. She said Mr. Meadows told her the cell service connection was down, but he would look into rebooting it. The City's wireless provider is EPIC iO and the cost is \$126.45 per month. Commissioner Weisbach said she hopes to have access to the video feed by tomorrow so that she can start becoming familiar with how the system works. Once she has access, she will change this password as well.

Communications and Neighborhood

Quote for New Security System Cameras and a Network Video Recorder

Commissioner Rogers shared a quote from UT's Hunter Harper in the amount of \$13,966.42 for two new license plate recognition (LPR) cameras and one new network video recorder (NVR) with the Commission. She said at the November 14 Commission meeting, former commissioner Michael Adair suggested that this equipment would enhance the security system and be a good use of federal American Rescue Plan Act (ARPA) funds. At the December 12 Commission

meeting, the Commission voted to designate \$5,000 of ARPA funds to upgraded security system components.

After discussion, Commissioner Rogers suggested that it might be wise to hold off on the purchase of any new equipment until Commissioner Weisbach has had the opportunity to familiarize herself with the camera system, and UT could further analyze our needs. The Commission agreed.

Spring Newsletter Topics


Commissioner Rogers said the spring newsletter would include the announcement of recent changes to the Commission and an update on animal control efforts. Commissioner Rogers and the Commission talked about the possibility of a summer picnic; however, in light of current budget restraints, but no decision was made.

Other Business

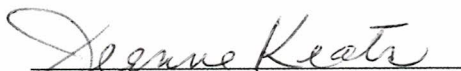
Mayor Pro Tem Owen asked that any discussion of a community project to clean up the creek at the entrance be tabled until the April meeting.

Adjournment

There being no further business to come before the Commission, Mayor Pro Tem Owen called for a motion to adjourn the meeting, Commissioner Rogers so moved, Commissioner Burnett seconded, and the Commission approved by unanimous vote. The meeting adjourned at 7:20 p.m.


Approved by
Mayor Pro Tem Roger Owen

4/10/25
Date


Submitted by
City Clerk Jeanne Keats

4/10/25
Date

***NEXT COMMISSION MEETING
Thursday, April 10, 2025, at 7:00 p.m.
At the home of Treasurer, Joan Taylor, 3300 Mt. Rainier Drive***