

NOTICE OF PROCEDURE
TOWN OF DIXON
January 13, 2026

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:00 p.m. by Mayor Melodie Seilaff.

Roll Call: Council members present were Butch Hauger and Caleb Owens and Ryanne Mikesell arrived at 7:03 p.m. Employees present were Brandee Forster and Sarah Barber.

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Seilaff.

II. Approval of Agenda: Butch moved to approve the agenda as amended, seconded by Caleb; motion carried with all voting aye.

III. Approval of Minutes:

- A. December 9, 2025- Regular Meeting Minutes: Caleb moved to approve the minutes from the Regular Meeting on December 9, 2025 as presented, seconded by Butch motion carried with all voting aye.

IV. Correspondence:

- A. CCCOG Meeting- January 21, 2026—Rawlins: It was noted that the CCCOG meeting is in Rawlins next week.
- B. Carbon County Multi-Agency Coordination Call: Mayor Seilaff informed the council that the Carbon County Emergency Manager Lenny Layman has set up a monthly call for municipalities to report any incidents. It will be the second Tuesday of every month at 9 a.m.
- C. WAM Winter Conference- February 11-13, 2026- Cheyenne: It was noted that the WAM winter conference is next month.
- D. Carbon County Library System: The council went over a letter the library board sent to explain funding cuts.
- E. Cottonwood Street: The council noted they have received some complaints about vehicles speeding on Cottonwood Street. They discussed some options.

V. Reports:

- A. Public Works Report-December 2025: Sarah presented the oral public works report. Butch moved to accept the December 2025 Public Works Report, seconded by Ryanne; motion carried with all voting aye. Sarah left the meeting at 7:31 p.m.
- B. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period December 1, 2025 through December 31, 2025, as presented, seconded by Ryanne; motion carried with all voting aye.
- C. Cash Report & Bank Statements– December 2025: Caleb moved to receive and place on file the December 2025 Cash Report & Bank Statements, seconded by Ryanne; motion carried with all voting aye.
- D. Budget Report – December 2025: Caleb moved to receive and place on file the December 2025 Budget Report, seconded by Butch; motion carried with all voting aye.
- E. Accounts Receivable Report- December 2025: Caleb moved to receive and place on file the December 2025 Accounts Receivable Report, seconded by Butch; motion carried with all voting aye.

VI. New Business:

- A. 2026 Mayoral Appointments: Ryanne moved to approve the 2026 Mayoral Appointments as the following:
- Council President – Ryanne Mikesell; Clerk/Treasurer – Brandee Forster;
Attorney – Overstreet, Homar & Kuker;
Carbon County Multi-Agency Coordination Call-Mayor Seilaff (or Clerk/Council President)
Water Operator/Maint. – Sarah Barber; Backup Water Operator – Jared Humphreys;
Sewer Operator/Maint. –Sarah Barber; Backup Sewer Operator – Jared Humphreys;
Engineering Firm – HDR Engineering Inc-Cheyenne, North Fork Engineering- Saratoga
Newspapers – Carbon County Comet, Snake River Press, Casper Star Tribune; WY Tribune
Eagle; Rocket Miner, and Rawlins Daily Times;
Depositories – Bank of Commerce and WYO-Star;
Public Relations/Communications –Ryanne Mikesell & Michaela “Kayla” Cloutier;
Public Works/Maintenance – Raymond “Butch” Hauger & Caleb Owens;
Streets & Alleys- Raymond “Butch” Hauger & Caleb Owens
VCC Joint Powers Board- Natalie Danford (July 2028) & Tate Terrill (July 2027)
Seasonal Contract Maintenance (Mowing/Snow Removal etc.)- Loredó’s Construction

The motion was seconded by Butch, and the motion carried with all voting aye

- B. Bills Presentation: Caleb moved to approve the bill presentation as presented, paying bills #5605-5629, #1134 and two electronic checks, all totaling \$10,219.38 seconded by Ryanne; motion carried with all voting aye.

VII. Adjournment: Ryanne moved, at 7:43 p.m., to adjourn the meeting, seconded by Caleb; motion carried with all voting aye.

Mayor

Clerk