

NOTICE OF PROCEDURE
TOWN OF DIXON
October 8, 2024

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:01 p.m. by Mayor Melodie Seilaff.

Roll Call: Council members present were Lorell Herold, Butch Hauger, Ryanne Mikesell, and Caleb Owens. Employees present was Brandee Forster. Employee Sarah Barber arrived at 7:16 p.m.

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

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

III. Approval of Minutes:

- A. September 10, 2024 Regular Meeting Minutes: Caleb moved to approve the minutes from the September 10, 2024 Regular Meeting as presented, seconded by Ryanne; motion carried with all voting aye.

IV. Correspondence:

- A. Gary & Susan Lacen- Zoning Change Request: The council received a letter from Gary & Susan Lacen requesting a zone change from commercial to residential. Caleb made a motion to approve the request, then later retracted his motion after discussion. The council agreed to get more information from the county to see what changing the zoning entails before making a decision. Ryanne moved to table the request until the council has further information; seconded by Lorell; motion carried with all voting aye.
- B. Carbon County Visitors Council- Destination Development Grant: The council looked over a press release from the visitor's council/Discover Carbon County. There is a survey they are asking all residents to fill out to express opinions and share ideas to benefit the community. Copies are available at town hall or the survey can be filled out online.
- C. Change Order 03- Wastewater Improvements Project: Brandee noted that the electrical panel has still not arrived and the change order is to add 14 days to the project. Caleb moved to approved Change Order 03, seconded by Butch; motion carried with all voting aye.

V. Reports:

- A. Public Works Report: Sarah and the council discussed the public works report. Caleb moved to approve the public works report, seconded by Butch; motion carried with all voting aye. Sarah left the meeting at 7:36 p.m.
- B. Employee Time Sheets: Butch moved to approve the employee time sheets for the pay period September 1, 2024 through September 30, 2024, as presented, seconded by Ryanne; motion carried with Ryanne, Caleb, and Butch voting aye and Lorell abstained.
- C. Cash Report & Bank Statements- September 2024: Butch moved to receive and place on file the September 2024 Cash Report & Bank Statements, seconded by Ryanne; motion carried with all voting aye.
- D. Budget Report – September 2024: Lorell moved to receive and place on file the September 2024 Budget Report, seconded by Caleb; motion carried with all voting aye.
- E. Accounts Receivable Report- September 2024: Lorell moved to receive and place on file the September 2024 Accounts Receivable Report, seconded by Caleb; motion carried with all voting aye.

VI. New Business:

- A. ARPA Grant Draft Request#11-Wastewater Lagoon Upgrades Project: Caleb moved to approve Grant Draft Request #11 for the ARPA Grant WA-1051 in the amount of \$1,069.20 to HDR Engineering, Inc, seconded by Butch; motion carried with all voting aye.

- B. 2nd Reading- Ordinance #121- Flood Insurance Map Update: Lorell moved to approve the second reading of Ordinance #121, seconded by Ryanne motion carried with all voting aye.
- C. Bills Presentation: Caleb moved to approve the bill presentation as presented, paying bills #5253-5275,#1123, and two electronic checks, all totaling \$14,373.84 seconded by Ryanne; motion carried with all voting aye.

VII. Adjournment: Caleb moved, at 7:54 p.m., to adjourn the meeting, seconded by Butch; motion carried with all voting aye

Mayor

Clerk