

NOTICE OF PROCEDURE
TOWN OF DIXON
November 12,2024

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, Caleb Owens, and Lorell Herold. Employees present were Sarah Barber and Brandee Forster. Visitors present were Cindy Loose and Leslie Jefferson. Council member Ryanne Mikesell arrived at 7:03 p.m.

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

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

III. Approval of Minutes:

- A. **October 8, 2024 Regular Meeting Minutes:** Butch moved to approve the minutes from the October 8, 2024 Regular Meeting as presented, seconded by Lorell; motion carried with all voting aye.

IV. Correspondence:

- A. **CCCOG Meeting- November 20, 2024 – Rawlins :** It was noted that the Carbon County Council of Governments meeting is in Rawlins next week.

V. Visitors:

- A. **Leslie Jefferson & Cindy Loose- Carbon County Visitors Council:** Leslie explained the lodging tax and what the visitor's council does. She introduced Cindy Loose, destination development specialist for Discover Carbon County. Cindy explained that her job is to implement the master tourism plan. They received a good amount of survey responses; after reviewing the responses they would like to form an interest group for each community. Leslie & Cindy left the meeting at 7:16 p.m.

VI. Reports:

- A. **Public Works Report:** Sarah went over the public works report. Ryanne moved to accept the Public Works Report, seconded by Butch; motion carried with all voting aye. Sarah left the meeting at 7:51 p.m.
- B. **Employee Time Sheets:** Caleb moved to approve the employee time sheets for the pay period October 1,2024 through October 31, 2024, as presented, seconded by Butch; motion carried with Ryanne, Caleb, and Butch voting aye and Lorell abstained.
- C. **Cash Report & Bank Statements– October 2024:** Butch moved to receive and place on file the October 2024 Cash Report & Bank Statements, seconded by Lorell; motion carried with all voting aye.
- D. **Budget Report – October 2024:** Lorell moved to receive and place on file the October 2024 Budget Report, seconded by Ryanne; motion carried with all voting aye.
- E. **Accounts Receivable Report- October 2024:** Lorell moved to receive and place on file the October 2024 Accounts Receivable Report, seconded by Butch; motion carried with all voting aye.

VII. Old Business:

- A. **Zoning Change Request:** The council looked over letter from Gary & Susan Lacen and new owner Scott Rehfeld requesting to change 115 Cottonwood Street from commercial to residential. Butch moved to change 115 Cottonwood Street from commercial zoning to residential, seconded by Lorell; motion carried with all voting aye.
- B. **Public Hearing & 3rd Reading- Ordinance #121- Flood Insurance Map Update:** At 7:57 p.m. Caleb moved to open a Public Hearing for Ordinance #121 – Flood Insurance Map Update, seconded by Butch; motion carried with all voting aye. No public comment was received. At 7:58 p.m. Caleb moved to close the Public Hearing for Ordinance #121 – Flood Insurance Map Update, seconded by Butch; motion carried with all voting aye. Caleb moved to approve the third and final reading of Ordinance #121 – Flood Insurance Map Update, seconded by Butch; motion carried with all voting aye

VIII. New Business:

- A. **Wastewater Improvements Project- Change Order #4:** Caleb moved to approve Change Order #4 for the Wastewater Improvements Project, seconded by Butch; motion carried with all voting aye.
- B. **2024 CPA Review:** Caleb moved to approve the 2024 CPA review, seconded by Ryanne; motion carried with all voting aye.
- C. **SHSP Grant Award Agreement:** Brandee noted that they received the partial SHSP grant for \$18,437.00 for one backup generator. The town is required to have an EHP Review and NCSR Review before spending any money, Brandee will look into these requirements. Butch moved to accept the grant award agreement and for Mayor Seilaff to sign the agreement, seconded by Ryanne; motion carried with all voting aye.

- C. **Bills Presentation:** Caleb moved to approve the bill presentation as presented, paying bills #5276-5298,#1124 and two electronic checks, all totaling \$12,409.66 seconded by Butch; motion carried with all voting aye.
- IX. Executive Session:** Caleb moved to enter into executive session for matters considered confidential by law, seconded by Butch; motion carried with all voting aye. Caleb moved to end the executive session at 8:19 p.m., seconded by Butch; motion carried with all voting aye. Mayor Seilaff stated that no action was taken in executive session. Ryanne moved to approve the executive session minutes, seconded by Butch; motion carried with all voting aye.
- X. Adjournment:** Butch moved, at 8:20 p.m., to adjourn the meeting, seconded by Lorell; motion carried with all voting aye.

Mayor

Clerk