

NOTICE OF PROCEDURE
TOWN OF DIXON
March 10, 2026

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:02 p.m. by Mayor Melodie Seilaff.

Roll Call: Council members present were Butch Hauger and Ryanne Mikesell. Employees present were Sarah Barber and Brandee Forster.

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

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

III. Approval of Minutes:

- A. **February 10, 2026- Regular Meeting Minutes:** Butch moved to approve the minutes from the Regular Meeting on February 10, 2026 as presented, seconded by Ryanne motion carried with all voting aye.

IV. Correspondence:

- A. **CCCOG Meeting – March 18, 2026:** It was noted the Carbon County of Council Governments meeting is next week.
- B. **Council Member Resignation:** Ryanne moved to accept council member Michaela (Kayla) Cloutier's resignation, seconded by Butch; motion carried with all voting aye.
- C. **Baggs Solid Waste Disposal District:** The council looked over a public notice from the Baggs Solid Waste Disposal District.
- D. **Little Rascals Preschool- Easter Egg Hunt:** Butch moved to donate \$50 to the Little Rascal's Preschool for the Easter Egg Hunt, seconded by Ryanne; motion carried with all voting aye.

V. Reports:

- A. **Public Works Report-February 2026:** Sarah presented the oral public works report. Butch moved to accept the February Public Works Report, seconded by Ryanne; motion carried with all voting aye. Sarah left the meeting at 7:09 p.m.
- B. **Employee Time Sheets:** Butch moved to approve the employee time sheets for the pay period February 1, 2026 through February 28, 2026, as presented, seconded by Ryanne; motion carried with all voting aye.
- C. **Cash Report & Bank Statements– February 2026:** Ryanne moved to receive and place on file the February 2026 Cash Report & Bank Statements, seconded by Butch; motion carried with all voting aye.
- D. **Budget Report – February 2026:** Butch moved to receive and place on file the February 2026 Budget Report, seconded by Ryanne; motion carried with all voting aye.
- E. **Accounts Receivable Report- February 2026:** Butch moved to receive and place on file the February 2026 Accounts Receivable Report, seconded by Ryanne; motion carried with all voting aye.

VI. Old Business:

- A. **Water/Sewer Reserves:** The council would like to open an account with Wyoming Class. Brandee will have the resolution and paperwork ready for the next meeting.
- B. **SHSP Grant- Lift Station Generator:** Sarah is working on getting an updated quote for the generator.

VII. New Business:

- A. **White Truck:** Sarah noted that she hit a deer in the white truck. Butch moved to turn the collision in to insurance; seconded by Ryanne; motion carried with all voted aye.
- B. **Bills Presentation:** Ryanne moved to approve the bill presentation as presented, paying bills #5652-5674, and two electronic checks, all totaling \$10,442.87 seconded by Butch; motion carried with all voting aye.

VII. Adjournment: Ryanne moved, at 7:21 p.m., to adjourn the meeting, seconded by Butch; motion carried with all voting aye.

Mayor

Clerk